

*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 13, 2011**

**(approved as amended 7-27-11)**

Present: Mr. John York, Board Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Atty. Gordon Graham (Board/District Legal Counsel)  
Mrs. Michele E. Flynn, Administrative Assistant

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

**6:30 p.m.**

Mr. York called the meeting to order at 6:35 p.m.

**2) Special Meeting Process – Atty. G. Graham**

Attorney Graham explained the Special Meeting process. He noted that the Legislature voted to revise the adequacy formula and Litchfield will be receiving the same amount as last year. He indicated that in order to expend this money the District has to hold a special meeting, which the Legislature has approved. Attorney Graham explained that the Legislature included a streamlined provision (Chapter 211) that allows for the District to call a special meeting to consider the increase or reduction of appropriations without having 50% of the voters attend. The law also notes that any SB2 district can call and hold the meeting in a single session without an official ballot vote.

Attorney Graham went on to explain the process of the streamlined provision for the special meeting. He indicated that the Board would:

- Vote to hold a Special Meeting;
- Post notice of a public hearing 7 days prior to holding the public hearing;
- Hold the public hearing 14 days prior to the Special Meeting;
- Post notice and Warrant of the Meeting 7 days prior to holding the Special Meeting.

Attorney Graham indicated that at the meeting, voters may approve or disapprove any proposed reduction, rescission or increase, but they may not approve greater reductions, or reduce or rescind an appropriation not specified in the warrant, or act on any other business. He noted that no petition articles are allowed and an official ballot is not required.

Mr. Guerrette commented that the legislation states we may proceed through the expedited method, but we can choose to proceed through a regular district meeting process. Attorney Graham indicated that the Board has been given independent authority to hold a Special Meeting if it so chooses, but cautioned that choosing to use the regular district meeting process will result in 60-70 day timeframe and could delay issuance for tax bills in November. He explained that the DRA has reduced staff. They will be developing a queue system for tax rate determination based on the submission of completed paperwork from school districts.

Mr. Guerrette queried if the Board is required to present the proposed recommendations as a grand total or can the proposed recommendations be presented as a list (separate items). Attorney Graham indicated that the Board can choose to present the proposed recommendations in either format.

Mr. Guerrette commented that because the budget is managed to the bottom line, positions could be restored and funded later. Attorney Graham clarified that the Board cannot commit the District to over expend appropriations approved from the annual meeting.

Dr. Cutler commented that in light of the fact that the District lost a considerable percentage of the budget and has to meet the needs of the building and the rates for services, she hopes that the Board will choose the speedier remedy for holding a Special Meeting.

Mr. Martin commented that the Board should be mindful that going through the regular district meeting process could delay tax bills and limit cash flow to the town. He indicated that if the Board is considering using the regular district meeting process, it would be wise to speak to the Selectmen. Mr. Guerrette commented that all options should be discussed.

Cathy Snyder, Mayflower Drive, queried how the education funding is received. Mr. Martin indicated the money goes directly to the District in three payments.

Mr. Guerrette commented that the money comes from property taxes. Mr. Martin clarified that none of the adequacy aid comes from property tax.

Janine Lepore, 17 Greenwich Road, queried if the money comes to the district, is a special meeting necessary or can the Board make the decisions. Attorney Graham responded in order to spend the money in New Hampshire, voters need to give the Board permission to do so. In addition, he noted that major changes have been made to the retirement system and are still working their way through the system. Attorney Graham explained that retirement costs are not an appropriation, but a new expenditure passed down to the community. He noted that it is money the district is obligated to spend as an employer that it did not have to spend at the time of the district meeting.

Mrs. Lepore commented that it is the money the town would receive, but the Board makes the decision on how it is spent. Mr. York indicated that the Board may appropriate it to certain positions and budget items.

Mr. Guerrette queried what happens if the voters decline to approve what the Board recommends. Attorney Graham indicated that the funds would be additional revenue that would be returned to reduce the tax rate of the district.

Mrs. Lepore queried if that were to occur would it have an effect on the following year's budget. Mr. Miller indicated that if enrollment decline then our adequacy aid would be reduced. He noted that the Board develops the budget and it goes through the usual process. Taxes are determined by what is approved by the voters. Attorney Graham explained that the revenue is known prior to the time the tax rate is set. Revenue that was not anticipated goes back into next year's revenues and is a surplus.

### **3) Presentations to the Board**

#### **Litchfield Historical Society – Use of GMS**

Dr. Stephen Calawa, Gail Barringer, and Dan Ferguson from the Litchfield Historical Society presented proposal to use the 1930's building at GMS for an art exhibit area. A fire code inspection has already occurred; however, Dr. Calawa and Mrs. Barringer are aware of the need for a structural assessment as well.

Dr. Calaway indicated that Historical Society would like to use the building as art museum with one room dedicated to display local and student artists' work. He commented that recently an exhibit was held at the schools and drew much attention. He noted that it is a wonderful way for students to exhibit their work.

Mrs. Barringer commented that she is aware the district would like to create a partnership with the community and parents. She indicated that there is a need for understanding the town, state, and country's history. Mrs. Barringer noted that this is an excellent way to reach out to the district and community. Mrs. Barringer indicated that the Historical Society would like to use the grounds of the school to hold art shows. She commented that it would be nice to see students come through the museum and see how much we have to offer.

Mr. Ferguson commented that the Historical Society has a large canvas painting that is hung at the Grange Hall. He mentioned that he co-wrote a grant to get the painting restored. He noted that it can be displayed in the 1930's building if the proposal is approved. Mr. Ferguson commented that he would like to see the building become not only an art museum, but a cultural center. He noted there are many artifacts to display that reflect the Grange history as well. Mr. Ferguson worked on curriculum for designing a course for CHS students on Litchfield's history. It can be offered as an alternative course if approved. Mr. Ferguson expressed that he would like to see a strong relationship form within the community.

Dr. Cutler indicated that the Board previously held a discussion regarding the request from the Historical Society. She noted that although it passed a fire inspection there were structural concerns. A structural assessment would result in a cost and would require funds.

Mrs. Prindle commented that the proposal is impressive, but needs to be workable.

Mr. Martin commented that the Historical Society would need a certificate of insurance and as the 1930's building is not separate from the school could not be open when school is in session. He indicated that if the entrance to the rest of the building was sectioned off, a second egress would be necessary. Mr. Martin also mentioned that when GMS was retrofitted by PSNH, most of the lights were removed in the 1930's building.

Mr. Guerrette queried if the building could be deeded to the Historical Society. Mr. Martin indicated that there would be complications.

Mr. York queried if the Historical Society would approach the town to fund a structural assessment. Kevin Lynch, Town Building Inspector, indicated that he has reviewed all district reports regarding the structure. He noted that there is a concern regarding the integrity of the concrete; however, a thorough structural analysis was not completed. Mr. Lynch believes the building needs work, but is not in bad shape. He indicated that the electrical and mechanical systems need to be assessed as well. Mr. Lynch commented that the proposal would be a good use for the building.

Mr. Miller commented that the Historical Society and the District would need to come to an agreement regarding responsibility for the utilities.

Mr. Lynch commented that the Historical Society is asking if they can proceed will it be possible to use the building for the proposed purpose. Mr. York commented that it is a good cause.

Dr. Cutler indicated that if the Board chooses to allow the Historical Society to move forward, the cost for a structural analysis would be the Society's responsibility.

***Mr. Guerrette made a motion to allow the Historical Society to investigate what the project will look like. Mrs. Prindle seconded.***

Mr. Miller commented that he would like to see a plan of how the building will be maintained and how the operating costs will be addressed.

Mr. Martin recommended that a structural assessment be completed as the first step.

***The motion carried 5-0-0.***

Mrs. Barringer acknowledged Paula Barry, CHS Tech Ed teacher, for providing posters for the Strawberry Festival. She thanked the Board for its time.

#### **4) Community Forum**

Chris Pascucci, 12 Colonial Drive, commented that the community forum for education funding is a good idea. He expressed his views on the CHS track. Mr. Pascucci believes that the Board should have reached out to the community before deciding to encumber the money to replace the track. He commented that the topic was raised in an impromptu fashion. He indicated that he is not questioning the encumbrance or if replacement is necessary.

Mr. Pascucci was concerned that Mrs. Prindle and Mr. York stated during the track discussion that the Board is elected to make these decisions. He believes that if a conversation gets to that point it may be necessary to reconsider the direction in which you are moving. Mr. Pascucci commented that Mr. Miller stated during the track discussion that repairing the track is not a bill the Board is pushing on the people. He indicated that some people might consider that the surplus in the budget could have been from careful planning or a contingency that will be returned to the taxpayers.

Cindy Couture, 41 Stark Lane, commented that in June 2010, Mr. York brought forward concerns regarding the track from people who wanted the year end budget funds to be used for repair. The Board also asked for a study to determine if the problem with the track was caused by groundwater. She noted that last year the Board was not in a position to replace the track. She expressed appreciation that people came forward regarding the track. Mrs. Couture thanked the Board for their consideration and decision to address the CHS track.

Cathy Snyder, Mayflower Drive, commented that the mission statement states:  
*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.* She indicated that the instructional positions that were reduced from the budget are needed to support the Board's mission. Mrs. Snyder commented that the reductions affect her child's education. She indicated that she is here because of the educational system in Litchfield. She urged the Board not to take a step backward.

Kevin Waggoner, 11 Broadview Drive, agreed with Mrs. Snyder's comments. He expressed comments regarding the track. He commented that if the money to repair the track was not encumbered by June 30, you would not be able to repair the track. Mr. Waggoner indicated that, as with the retirement costs, you have to figure out how to fund it and where to cut back. He noted that the people approved the budget for the district to spend. Mr. Waggoner commented on the homework issue. He indicated that teachers should have guidance from the administration. He commented that the School Board should not be setting rules for them.

**5) Review & Revision of Agenda**

Revisions to the agenda included the addition of NEA Correspondence under School Board Correspondence; the addition of Resignation under Business Affairs; and the addition of Leave Request in Non-Public Session.

**6) School Board Comments**

Mr. Guerrette commented that an over-reaching policy should be developed for homework and educators can develop the procedures using updated research models. He commented on the year end funds. Mr. Guerrette referred the CHS track replacement encumbrance and indicated that the cost could have been added to the list of recommendations for the reinstated education funds and let the people decide if the money should be spent. Mr. Guerrette commented that we intend on spending the approved budget to the bottom line for the reasons we state at deliberations. He indicated that the Board has the right to re-allocate funds and emergencies happen. Regarding the track, Mr. Guerrette commented that we have to be careful when spending to the bottom line because there are many people who believe they voted on for what is printed in the budget.

Mr. York commented that Mr. Guerrette's conversation reflects that he represents all the people, but when he votes to oppose an issue he represents one side of the town. Mr. Guerrette responded that replacing the track is a capital expense and he would like the largest maximum consideration.

**7) School Board Correspondence & Announcements**

1) NEA Correspondence to the Board

Mr. York mentioned that he received a letter from the NEA regarding a concern raised by the teachers at LMS. The letter alleges that Mr. Guerrette made public statements identifying a teacher and criticizing her job performance and professional judgment. The NEA expressed concerns that a public School Board meeting is not the appropriate forum to discuss these concerns and that Mr. Guerrette should be advised not to repeat the error in the future. The NEA indicated that the letter was addressed to Mr. York as Chairman to ask that he speak to Mr. Guerrette about how to conform his conduct to the policies and procedures set forth by the Board. The NEA also stated that Mr. Guerrette be advised that when he is acting as a Board member, his statements are subject to scrutiny under the laws of defamation, agency, and Right to Know. Mr. Guerrette read the letter, which will be attached to the minutes.



Mr. Guerrette commented that during the meeting in question, he was not aware that he uttered any offensive remarks or referred to any teacher by name. He offered his sincere apology if he personally offended a teacher. He commented that he publicly praises teachers in the District. Mr. Guerrette indicated that he reviewed the April 20 meeting dvd and is at a loss to find anything that he may have said to offend anyone. He requested to inquire of the NEA to present the statements he may have made that they deem offensive so he will not repeat the same mistake in the future. Mr. Guerrette stated that he hopes they are sincere in their offer to help him understand what was said that was offensive. Mr. York noted that the Board will make the request through the Superintendent.

Dr. Cutler mentioned that Mr. Boehm sent a request for the Board to draft a letter to Senator Bragdon regarding representation for Litchfield through redistricting. Mr. Miller suggested the letter be crafted to reflect that Litchfield be redistricted with towns of similar size. The Superintendent will draft a letter on behalf of the Board.

Mr. York shared a letter to the Cable Committee requesting rebroadcasting of Board meetings during prime time viewing hours so that more community members can be informed of Board decisions and issues regarding the school district.

**8) Summary of Non-Public Actions - From the June 29, 2011 Meeting:**

*Mr. Miller made a motion to approve the non-public minutes of June 29, 2011 as written. Mr. Guerrette seconded. The motion carried 4-0-1, with Mrs. Prindle abstaining.*

*Mrs. Prindle made a motion to accept the nomination of Amanda Hayes as GMS Pre-School Special Education Teacher for a salary of \$33,623 for the 2011-2012 academic year. Mr. Guerrette seconded. The motion carried 5-0-0.*

**9) Education Funding Discussion**

1) Review List

Dr. Cutler indicated that a revised list was provided to the Board. There have some additions to the list: additional hours for the Director of Curriculum and funding for the CHS FIRST Robotics Program. She indicated that \$251,000 for NH Retirement was reduced from the budget and is included in the list of recommended adjustments.

Mr. York read the list of potential budget adjustments that are being recommended when the reinstated adequacy aid is returned to the District.

Total recommended adjustments for GMS: \$200,525.97  
Total recommended adjustments for LMS: \$207,354.52  
Total recommended adjustments for CHS: \$176,209.40  
Total recommended adjustments for SAU: \$395,948.00  
Total District Adjustments: \$980,037.89.

The list will be posted to the District website and a link provided on the District home page in an article entitled "Litchfield School Board Community Forum".

Dr. Cutler indicated that if the Special Meeting is held in September, salaries of any positions added back into the budget will be prorated to the end of September.

Mr. Martin indicated that this list has been revised from the original list of recommendations that was provided for the Board last month. There are several additional recommendations, which include:

- Addition hours (7) for Director of Curriculum: \$12,304
- Teacher Retirement: \$251,000 (increase)
- Workers Compensation: \$3,800 (shortage for last year)
- Computer Lease: \$3,644
- Fuel Oil: \$28,000 (shortage based on bid)
- Propane: \$28,000 (shortage based on bid)
- ESOL Tutor: \$26,200 (for two students @ 2 hours per day)
- CHS Track Replacement (1/2 in. poly resin red): \$43,000 (in the event the Board opts for a more durable track), or a third option would be (1/2 in. red polyurethane would be plus an estimated \$90,000).

Mr. Martin indicated that the poly resin and polyurethane tracks are options in the event the Board opts for a more durable material. He noted that he will need direction from the Board as these numbers are only placeholders. Mr. Martin mentioned that Mr. York queried if the track can be expanded to 8 lanes. He noted that it would be too costly. Mr. Martin indicated that more research on the track base is needed.

Dr. Cutler asked Board members to review the list and provide suggestions. She noted that if the Board agrees, the community forum can be scheduled for August 10 in the CHS auditorium. It will be advertised in the HLN, on the local cable channel, on the website, and at specific locations around Litchfield.

2) Add Initial Suggestions

Dr. Cutler indicated that Board members were requested to submit any suggestions to the SAU Office prior to the meeting.

Mr. Miller commented that several people came to speak on behalf of Adult Education. He suggested funding Adult Education in 2011-2012.

Mr. Guerrette commented that this is about the process and that it is up to the people to decide.

Dr. Cutler suggested that Board members consider options for gauging community input during the forum (i.e. speaking at microphone, poster sheets with questions reflecting amounts they would agree to spend). Mr. York suggested providing a general idea of the effect on taxes if \$500,000 or \$1M was added back into the budget.

Susan Seabrook, 18 Bear Run Drive, commented that it is important to have lower taxes. She indicated that if we do not add education funding back into the budget we will be lowering the quality of education in Litchfield. She commented that we will also be lowering the quality of the town as well.

Mark Lepore, 17 Greenwich Road, queried about the list of what was reduced from the budget. Board members indicated that the information can be found on the District website along with the budget information.

Mr. Guerrette queried about the CHS track replacement. Mr. Martin indicated that the current vendor did not install the track. He noted that vendors asked about the thickness of the asphalt base of the existing track. Mr. Martin indicated that more research needs to be completed.

Mr. Guerrette was concerned that the Board encumbered \$150,000 for the track replacement, which could increase subject to the option that is chosen to replace the track. Mr. Martin commented that he spoke with several vendors (at trade shows) who indicated that there is not a less costly option. Mr. Guerrette commented that a dirt track or paved track is less costly. He was concerned that the cost could increase because of unforeseen conditions.

Mr. Guerrette queried why oil bid was high. Mr. Martin responded that this was the bid result from the Energy Buying Group. He noted that the bid was rejected.

Mr. Guerrette suggested using the increase from the oil price to convert the boilers to propane as the price for propane is lower. Mr. Martin cautioned that unless we own the tanks, propane locks you into a specific vendor. He also mentioned that there would be costs associated with owning the propane tanks if repair/replacement is needed.

Marsha Finnegan, 147 Talent Road, expressed concern that the Board is willing to spend \$300,000 on the track, but reduced several teachers. She indicated that the town will feel the effects. Mrs. Finnegan disagreed that the Board should spend money on the track and not hire teachers.

Mr. Miller clarified that no one is proposing spending \$300,000 on the track. He noted that the Board encumbered \$150,000 to get it into better condition than its current state. He indicated that Mr. Martin is proposing some different options.

Mr. Martin indicated that the track is rapidly deteriorating.

Mrs. Finnegan queried if the Board would let the people decide about the track. Mr. York indicated that the Board is tasked with maintaining the taxpayers' assets in a cost effective way. He noted that the schools are the town's largest assets. Mr. York commented that the track is part of the high school and the track is used by many residents.

Mrs. Finnegan queried if we are currently using the track. Mr. York indicated that the track was closed to use by the insurance company. Mr. Miller added that the track was repaired and was reopened, but other areas deteriorated.

Mrs. Finnegan commented that the cost to replace the track could increase significantly. Mr. York commented that maintenance funds were reduced each year. He indicated that we can continue to spend money each year to patch the track, but the Board would like to do this correctly. Mr. Guerrette commented that the Board returns significant amounts of money to the taxpayers each year. He indicated that the track could have been maintained.

Mr. York agreed, but noted that although it may not be this Board's fault that the track is deteriorating, this Board is tasked with finding a resolution.

Chris Pascucci, 12 Colonial Drive, commented that he does not believe the track is an asset, but a consumable. He asked for clarification between an asset and a consumable. Mr. Martin indicated that the track is indeed an asset.

3) Set & Advertise Community Forum on Education Funding (Aug. 10, 2011)

Dr. Cutler indicated that a Community Forum will be scheduled during the first hour of the August 10, 2011 School Board meeting. She noted that the forum can be advertised in the HLN, on the website, on the local Cable station, and postings at each school. Dr. Cutler commented that community members should be encouraged to submit suggestions by email if they are unable to attend. She explained that this forum would be an additional opportunity for community input prior to the prescribed process for a Special Meeting.

***School Board consensus: agreed with scheduling a community form on August 10, 2011.***

Sue Seabrook, 18 Bear Run Drive, queried how citizens can ask questions if they are unable to attend. Dr. Cutler indicated that they can send their comments or questions to her or Mrs. Flynn and they will be presented at the meeting.

**10) 2011-2012 Board Goals Discussion**

*In the interest of time, Board members agreed to defer the review and discussion of the 2011-2012 Goals. They agreed to schedule a meeting on July 27 to address the goals.*

**11) Recommended Action**

Mr. Miller asked for an update on the National High School Principal of the Year. Dr. Cutler informed the Board that Mr. Manseau is traveling to Washington DC this weekend to be interviewed as a finalist.

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of June 29, 2011

***Mr. Miller made a motion to approve the public minutes of June 29, 2011 as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) Authority to Sign Contracts

Dr. Cutler indicated that each year the Board must authorize the Superintendent and Business Administrator the ability to apply for federal, state and private grants to benefit the school district.

***Mr. Guerrette made a motion to authorize the Superintendent and Business Administrator to sign all business forms, contracts, and grants on behalf of the Board. Mrs. Prindle seconded. The motion carried 5-0-0.***

3) Business Administrator's Report – June 2011

Mr. Martin presented the June 2011 finance report to the Board. He reported that he has not completed the close for FY11. He indicated that the year end unreserved general fund balance is approximately \$750,000.

Mr. Miller, referring to the recommended budget adjustments, commented that the total estimated decrease in tax appropriations does not include the unreserved fund balance. Mr. Martin concurred. He explained that if all the requests were added back into the budget, the amount appropriated would be \$100,000 less than what was appropriated this year.

4) Milk & Lunch Price Increase

Mr. Martin requested an increase in milk and hot lunch prices. He provided information to the Board to qualify the request. He expressed concern with the low FY11 food service fund balance. Due to an increase in the price of milk from the annual bid, Mr. Martin requested a price increase of five cents per serving unit of milk.

Mr. Miller queried why milk servings are not consistent across the schools (i.e. 8 oz. at GMS, 10 oz. at CHS). He indicated that increasing prices will not remedy the existing situation. He suggested that if we are going to increase the price, the serving size should be consistent at all schools (8 oz. carton). Mr. Martin indicated that he would ask the Food Services Director if that will satisfy regulations.

Mr. Martin requested a price increase of twenty-five cents for hot lunch. He indicated that the last increase was five year ago. Mr. Martin provided an analysis of school lunch prices throughout New Hampshire, which reflected higher prices in the majority of districts in NH. Mr. Martin informed Board members that the government has set an average hot lunch price requirement of \$2.46. He noted that they determined that it will cost \$2.46 for a lunch using the healthy options they recommend.

Mr. Guerrette disagreed with a price increase for hot lunch. He indicated that the adult lunch price should absorb the increase. He noted that elementary students eat less than middle or high school students.

Mr. Martin indicated that there are less people using MealTime as expected. He commented that one reason less people use the service is because a fee is charged to a credit card when used to replenish the balance of their child's account. Mr. Martin informed the Board that there has to be at least a five cent increase or Litchfield will not be part of the National Lunch Program and we will lose all revenue from the program.

Board members continued to discuss the proposed increase.

Mr. Miller queried if al a carte prices would be affected by an increase. Mr. Martin indicated that al a carte prices will remain the same.

***Mr. Miller made a motion to support the price increase for hot lunch per the Administration's recommendation. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.***

5) Resignation

Dr. Cutler presented a staff resignation to the Board.

***Mrs. Prindle made a motion to accept the resignation of Emily Coburn, part time CHS Reading Specialist. Mr. Miller seconded. The motion carried 5-0-0.***

6) End of Year Funds Discussion – Board Member Request

This agenda item was deferred to the Fund Balance Policy discussion.

7) Manifest

The manifest was circulated and signed by the Board.

**12) Policies**

a) **1<sup>st</sup> Reading:**

1) Staff Ethics (GBEA)

Board members reviewed the policy and suggested revisions.

***Mr. Miller made a motion to approve the Staff Ethics policy for a 1<sup>st</sup> Reading. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) Service Animals (IMGGA)

Board members reviewed the policy and discussed revisions.

*Mrs. Prindle made a motion to approve the Service Animals policy for a 1<sup>st</sup> Reading. Mr. Miller seconded. The motion carried 5-0-0.*

c) **2<sup>nd</sup> Reading:**

1) Fund Balance Policy (DBB)

Mr. Guerrette commented that a distinction is necessary between capital expenses vs. operating expenses relative to year end fund balances.

Mr. Martin commented that this policy is in accordance with GASB-54. He noted that it would not be advisable to establish a policy that restricts the type of decision making that state law grants to the Board.

Mr. York commented that operating expenses cannot be encumbered. Mr. Martin clarified that operating expenses for the following year cannot be encumbered.

Mr. Guerrette indicated that there is no differentiation between capital expense and operating expense in the law.

Mr. Guerrette suggested a policy to restrict what the Board can spend each year. Mrs. D'Alleva commented that it would give the voters confidence in the School Board. He requested that the topic be open for discussion for a future agenda.

*Mrs. Prindle made a motion to approve the Fund Balance policy. Mr. Miller seconded. The motion carried 5-0-0.*

2) Volunteers (IIOC)

*Mrs. Prindle made a motion to approve the Volunteers policy. Mr. Guerrette seconded. The motion carried 5-0-0.*

3) Student Co-Curricular Activities (JJ)

Board members reviewed the revised policy and suggested that legal counsel review the policy prior to Board approval.

**13) Community Forum**

There was no community input.

**14) Committee Reports**

1) Budget Committee

Mr. York reported that the Budget Committee met on June 30, 2011. He noted that he explained the Special Meeting process to the Budget Committee members. Mr. York indicated that the Budget Committee will not meet again until September 15, when they will begin reviewing town budgets.

**15) 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 enter non-public session at 10:10 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

**16) Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 10:19 p.m. Mr. Miller seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

Date: July 13, 2011  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Non-Public immediately following

17) **Adjourn**

*Mrs. Prindle made a motion to adjourn at 10:20 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

18) **Upcoming Meetings**

*>>Litchfield School Board: August 10, 24, 2011 CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

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Equal Opportunity Employer

John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Jason Guerrette

July 13, 2011

Attachment to the July 13, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the July 13, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

June 28, 2011

John York, Chairman  
Litchfield School Board  
c/o Litchfield School District  
1 Highlander Court  
Litchfield, NH 03052

Dear Mr. York:

I am writing to address a serious concern raised by the teachers at Litchfield Middle School.

As you know, during the April 20, 2011 School Board meeting, Board Member Jason Guerrette made statements identifying a teacher and criticizing her job performance and professional judgment. A public School Board meeting is not the appropriate forum to discuss these concerns, and Mr. Guerrette should be advised not to repeat this error in the future. These statements violated School Board Policy BEDH(c), which states:

Speakers may offer such objective criticisms of school operations and programs as concern them. But in Public Session, the School Board will not hear personal complaints of school personnel nor against any person connected with the school system.

During School Board meetings Mr. Guerrette is, of course, permitted to offer his opinion regarding school operations and programs. However, he should not be permitted to publicly criticize the professional work of an individual teacher unless that teacher requests a public hearing. Please remind Mr. Guerrette that other channels are provided for School Board consideration and disposition of complaints involving individual employees, which should be referred to the Superintendent for appropriate action.

Mr. Guerrette should be further advised to be mindful of the requirements of RSA 91-A:3, which protects school employees from being criticized during a public meeting in a manner that damages their reputation. If Mr. Guerrette is dissatisfied with a teacher's classroom practices or with his son's performance in school, he is encouraged to follow the protocol set forth in School Board Policy GBK/KE, which states:

Complaints should be handled at the lowest practical level. In matters concerning any area of disagreement, the employee, parent, vendor, and/or patron should take the complaint directly to the involved staff member. If unresolved, the complaint can be taken to the building principal, director or supervisor, then to the Superintendent. If the matter remains unresolved, the Superintendent shall inform the complainant that there is further right of appeal to the School Board, and if it is their desire he/she shall refer the case to the Board for action.



John York, Chairman

June 28, 2011

Page 2 of 2

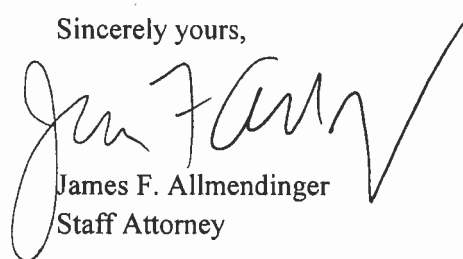
Notwithstanding that members of the Board are not permitted to criticize an individual teacher's job performance in a public meeting, Mr. Guerrette should further be advised to refrain from expressing his concerns regarding a teacher's professional performance as statements of fact, especially when these statements are made to third persons. Statements which damage a teacher's reputation can potentially give rise to liability claims against the speaker and against the School Board and School District as well. Counsel for the School Board can give advice in such regards, and this is not meant to suggest we are contemplating legal action at this time. Instead, we wish to highlight concerns regarding public statements by Board members regarding staff.

It would clearly be preferable for School Board members to confine their public discussion to the boundaries set forth in School Board policies and New Hampshire's "Right to Know" law, and to refrain from public comment. Mr. Guerrette has rights and responsibilities as both a Board Member and a parent, but should distinguish his personal disagreement with an individual teacher from his role as an elected representative of the School District. If Mr. Guerrette has issues arising out of his personal disagreement with a teacher, he should disclose the conflict and refrain from voting on related issues, pursuant to School Board policy BCA.

I am writing to you in your capacity as Chairman of the School Board, in the hope that you will speak to Mr. Guerrette about how to conform his conduct to the policies and procedures set forth by the Litchfield School Board. Please also advise Mr. Guerrette that when he is acting as a member of the School Board, his statements are subject to scrutiny under the laws of defamation, agency, and Right to Know.

My understanding is that these issues are being addressed, but issues like these can become chronic if not effectively dealt with. I hope that the School Board will take action to prevent Mr. Guerrette from engaging in further conduct which damages the relationship between the Board and the district's professional staff, and the Litchfield Education Association would be more than willing to discuss policies or protocols to foster positive working relationships.

Sincerely yours,



James F. Allmendinger  
Staff Attorney

JFA:lnc

cc: Carolyn Leite, Pres., Litchfield EA



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Office of the Superintendent

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570 – Fax: (603) 578-1267

Equal Opportunity Employer

Elaine F. Cutler, Ed. D.  
Superintendent  
ecutler@litchfieldsd.org

Stephen F. Martin  
Business Administrator  
smartin@litchfieldsd.org

Town of Litchfield  
Cable Committee  
Two Liberty Way, Suite 1  
Litchfield, NH 03052

Dear Mr. Pentheny,

The Litchfield School Board greatly values the cooperative partnership with the Town of Litchfield, its elected officials and tireless volunteers. To that end, School Board members would like to share a recent concern about cable services. Although much of the concern relates to the services that are provided by Comcast, we would like to bring forward additional items for consideration.

One of the prime goals of the school district is to provide clear communication and information to the community. We have worked several years improving the transfer of information via the website, printed materials, public forums and live broadcasts.

Recently, we have had some meetings that were not being broadcast; voice, image or both being unavailable. Some community members rely on live broadcasts as their link to the business of the School Board.

Some constituents state that the quality of the broadcasts in general from Campbell High School seem to be a lesser quality than the meetings that are broadcast from Litchfield Town Hall. Is it possible that some of the equipment at Campbell is not as effective as it is at Town Hall? Is it in need of upgrading?

We do appreciate that meetings are rebroadcast. We would request that some rebroadcasts are played during prime viewing hours so that more community members would be informed of decisions and issues regarding our school district.

We thank you for your consideration of these requests and for your service to the Town of Litchfield.

Respectfully yours,

John York, Chair  
Litchfield School Board

CC: Steve Perry, Chair, Board of Selectmen  
Jason Hoch, Town Manager

*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 27, 2011**

**(approved as amended 8-24-11)**

Present: Mr. John York, Board Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

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

**6:30 p.m.**

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

**2) Review & Revision of Agenda**

There were no revisions to the agenda. Mr. York announced that he and Mr. Miller will not be able to attend the August 10 meeting.

**3) School Board Correspondence & Announcements**

There were no announcements or correspondence.

**4) School Board Comments**

Mr. Guerrette commented that he requested, at a previous meeting, that former CHS graduates be invited to provide input to the Board regarding their college experiences. He expressed disappointment that had not occurred in July. Mr. Guerrette commented that it is his hope that former CHS graduates are able to attend the August 10 meeting and provide their input on how well they were prepared for college.

Mrs. D'Alleva suggested that a questionnaire be prepared for former graduates to complete. Mr. Guerrette agreed and commented that the survey focus on how well they feel they were prepared for college.

Mr. York commented that he had a conversation with a Litchfield parent who has a son that recently graduated college and one in his first year. Mr. York conveyed that he asked the parent if his sons would attend the August 10 meeting and provide input to the Board.

**5) Summary of Non-Public Actions - From the July 13, 2011 Meeting:**

*Mr. Miller made a motion to approve the July 13, 2011 non-public minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to approve an unpaid leave extension for Jackie Hoey, CHS Nurse, for the 2011-2012 academic year. Mr. Miller seconded. The motion carried 5-0-0.*

**6) Community Forum**

There was no community input.

**7) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of July 13, 2011

Mr. Guerrette commented that Mr. Martin made an incorrect statement at the July 13 meeting regarding adequacy aid and property taxes. Mr. Guerrette indicated that Mr. Martin stated that none of adequacy aid comes from school property taxes. Mr. Guerrette stated that it was verified through a NH State Senator that adequacy aid does come from school property taxes. Mr. Martin clarified that there are two types of taxes pertinent to education: state education tax and school property tax. He indicated that state education taxes may contribute to adequacy aid, however, no adequacy aid is funded with school property tax.

Mr. Guerrette commented that he queried about the presentation of the recommendations at the special meeting during the discussion with Attorney Graham at the July 13 meeting. He indicated that his inquiry and the attorney's response were not reflected in the minutes. The minutes will be revised to reflect Mr. Guerrette's query and the attorney's response.

Board members discussed how the proposed recommendations may be presented at the special meeting. There was some confusion over interpretation of the law regarding the special meeting. Mr. Martin indicated that he will get clarification from legal counsel.

***Mr. Miller made a motion to approve the public minutes of July 13, 2011 as amended. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) Milk Price Increase

Mr. Martin provided a response from Mrs. Lawrence regarding the Board's inquiry relative to serving consistent milk carton sizes at all schools. Mr. Martin commented that the school lunch program does not require milk serving sizes larger than 8 oz. He indicated that the District received a grant a few years ago that was designed to increase students' milk consumption. Mr. Martin noted that Mrs. Lawrence stated the 10 oz. milk containers are more attractive to students. She was concerned that serving a smaller milk container with lunch in light of the increase in lunch prices will result in several complaints. Mr. Martin indicated that Mrs. Lawrence cautioned to expect fewer lunches may be sold as a result of the higher lunch prices. He noted that the District's cost for milk has increased. Mr. Martin commented that a five cent milk increase is requested. However, if the Board decides to serve 8 oz. milk containers at all schools, the price of milk will remain the same.

Mr. Miller suggested to wait and revisit the request for a milk price increase in January. Board members agreed.

3) Audit Letter – FYI

Mr. Martin provided the Board with a copy of the agreement between the District and the auditing firm.

Mr. York mentioned that he forwarded questions from a Budget Committee member (garnered from the community) to Mr. Martin. He asked Board members to email any questions regarding education funding to Mr. Martin by Friday. Mr. York noted that the questions/responses can be discussed at the August 10 community forum.

Mr. Guerrette commented that there is some confusion regarding the full time librarian position. He indicated that it was budgeted at full time and then reduced to help offset the increase in retirement contributions by the District.

Mr. Martin clarified that if education funding is used to fund the \$251,000 increase in retirement, we would not restore the money for the librarian. However, Mr. Martin indicated that if the increase in retirement is not funded, we would not need to restore the money for the librarian.

Board members discussed the special meeting process timeline and a possible date for Deliberative Session. Mr. Miller suggested polling the community audience at the forum on August 10.

4) Manifest

The manifest was circulated and signed by the Board.

Mr. Guerrette expressed concern that community members are sitting in chairs on the CHS track.

Mr. Miller indicated that there is a durable cover that other schools use on their tracks when it is not in use.

Mr. Martin commented that people walk on the track with cleats, ride bicycles on the track, and sit on the track in chairs. He indicated that a preventative measure would be to fence around the track.

Mr. Guerrette commented that the track be prohibited to any use other than school use. He noted that we have to protect this investment.

Mr. York commented that the majority of the issue with track was fact that it was installed incorrectly and that the track did not adhere to the base. Mr. Miller indicated that much damage has resulted from misuse (chairs and bicycles). He suggested we educate the community by including information regarding the track in event programs and on facility use agreements.

Mr. Guerrette commented that it is often said that the problem with the track is that it was not maintained, but the damage that is occurring is from people. Mrs. Prindle suggested that signs be erected and that coaches, the Athletic Director, and the Recreation Commission be diligent to remind people to use the track properly.

**8) 2011-2012 Board Goals Discussion**

The 2011-2012 Board Goals discussion was deferred from the July 13, 2011 meeting. Board members discussed updates to the goals as well as comments and suggested that they provided prior to the meeting.

**Goal 1: Increase academic achievement for all students.**

*Objective A: Increase the median RIT score of the NWEA for each grade level in both Math and Reading on an annual basis.*

Mrs. Prindle commented that a target should be set to measure the increase of the RIT score. Mr. Guerrette indicated that the RIT score measures the difference between the score at the beginning of the year and at the end of the year. He commented that it cannot be measured by setting a target.

Mr. York commented that the Board can discuss this objective with the Principals on August 24. Board members agreed that the objective would remain the same.

*Objective B: Increase the school index scores in each sub-group to the State identified level of proficiency or by 10% as measured by NECAP in both reading and math annually.*

Mr. Guerrette commented that the objective is difficult to achieve because different students are tested each year. Board members agreed that the objective would remain the same.

*Objective C: Increase the percentage of students performing at proficient with distinction as measured by NECAP in both reading and math annually.*

Mrs. Prindle expressed concern regarding the low percentage of students that are testing proficient in math at CHS.

Mrs. D'Alleva commented that homework should be corrected at the high school level.

Mr. Miller mentioned that he would prefer tracking the students' progress by class instead of grade level.

Board members agreed that the objective would be revised to say: Increase the percentage of students performing at proficient with distinction as measured by NECAP in all test areas by class.

*Objective D: Improve SAT scores to exceed state and national averages.*

Mr. Miller suggested that the objective be revised to say: Improve SAT scores annually until we exceed state and national averages. Board members agreed.

Mrs. Prindle suggested a new objective focusing on improving math achievement in all schools. Objective E will be added to say: Improve math achievement in all schools. Board members agreed.

**Goal 2: Develop confident, responsible, and productive students with post graduate aspirations.**

*Objective A: Implement year four of the Comprehensive Guidance action plan and prepare the document for revision.*

Board members agreed that the plan has been implemented and that any revisions would be approved by the Board. Board members agreed to remove the objective.

*Objective B: Measure student preparedness for significant changes in their education path, including the transition to high school, college, and chosen career pathways, and implement plans to address identified gaps.*

Mr. Miller commented that the objective should be revised to identify the gaps for transitions in students' education paths. Board members agreed that the objective be revised to say: Identify gaps in student preparedness for transitions in education.

**Goal 3: Maintain a safe, supportive, and effective environment.**

*Objective A: Facilitate the development of digital portfolios for all 8<sup>th</sup> grade students by June 2015.*

Since the status of the objective has been on hold, Board members agreed that the objective can be removed if this is not budgeted. If digital portfolios are included in the budget, the objective will remain the same.

*Objective B: Increase student engagement.*

Mr. Miller commented that the objective was vague. Board members discussed how to motivate students to participate more in school activities. Mr. Miller suggested the objective be revised to say: Increase student participation in school activities and events. Board members agreed.

*Objective C: Provide teachers with opportunities to participate in professional learning communities encouraging collaboration, analysis of student work, and refinement of lessons and instructional strategies.*

Mrs. Prindle commented that this objective is important. She noted that the Board should support professional development for teachers. Board members agreed that the objective will remain the same.

*Objective D: Expand the use of School Dude software in support of implementing the preventative maintenance program from all facility related assets.*

Board members discussed the status of the use of School Dude throughout the District. According to the update provided to the Board, the use of School Dude is not yet at 100%, but progress toward that objective continues to be made.

Mrs. Prindle suggested that the objective be revised to say: Complete the implementation of School Dude software to achieve 100% usage compliance in the District.

*Objective E: Assess capital equipment and develop a multi-year plan for replacement.*

Board members discussed a timeline for the generation of a capital plan and the assessment of capital equipment. Mr. Guerrette commented that assets should be inventoried before an assessment can be determined. Mr. York commented that the software should be able to assess the life of the equipment. Mr. Guerrette indicated that the software amortizes the life cycle of the equipment based on the data received. He commented that we should be planning to determine capital liability and have the proper reserve fund for maintenance.

Board members discussed a timeline for completion of the plan. Mr. York suggested that Mr. Guerrette work with Mr. Martin to accomplish the plan's completion by April 30, 2012.

Board members agreed that the objective should be revised to say: Assess capital equipment and develop a multi-year plan for replacement by April 30, 2012.

*Objective F: Develop processes and procedures for documenting large repairs, replacements, and purchases for consistency and transparency.*

The status of the objective mentioned that it will be implemented when a large request is presented to the Board. Mr. Miller indicated that the objective should be continued with the expectation of documentation for the track. Board members agreed.

**Goal 4: Increase community awareness of and involvement in the Litchfield School District.**

*Objective A: Expand electronic information offerings to the community.*

Mr. York suggested that Adobe Creative Suite 5, which was a Board approved purchase, be utilized to produce more professional newsletter templates.

Mr. Guerrette suggested the District pay for a yearly subscription to Vimeo to post recorded Board meetings online. Board members agreed.

Board members agreed the objective be continued.

*Objective B: Create cable programming focusing on district issues and Board actions.*

Board members agreed that school events, shows, and performances should be broadcast on cable. Mr. Guerrette suggested the objective be made a co-curricular activity. Board members agreed.

Mr. Miller suggested the objective be revised to say: Create programming focusing on student activities and achievements.

*Objective D: Cultivate and maintain a professional board focused on its primary roles of policy making, planning, evaluating, and district oversight, building community confidence in its public schools.*

Mr. Guerrette suggested that Board members spend more time in the community to engage people to provide input on topics that are important to them. Mr. Miller indicated that a community engagement plan was implemented a few years ago and there was very little interest from the community organizations. Mr. York commented that the Board try to engage the community again.

Mrs. Prindle suggested that the objective be split. She suggested Objective C be revised to say: Cultivate and maintain a professional board focused on its primary roles of policy making, planning, evaluating, and district oversight. She suggested a new objective (D) that will say: Increase Board availability in the community. Board members agreed.

***Mr. Guerrette made a motion to approve the 2011-2012 Board Goals as discussed. Mr. Miller seconded. The motion carried 5-0-0.***

Mr. York discussed agenda items for the August 10 Board meeting. One hour and forty-five minutes has been set aside for the community forum. Mr. York commented that he would like to have former CHS graduates provide input to the Board at the August 10 meeting. He indicated that he would speak with Dr. Cutler regarding the matter.

**9) Community Forum**

Mr. Guerrette indicated that he received a letter from Kam Mun of 5 Reid Lane during the meeting. He read the letter from Mr. Mun in which Mr. Mun expressed that he was pleased that the funding from the state is being returned to the District. Mr. Mun commented in his letter that he believes the Board's objective should be to provide the staff at the schools the necessary infrastructure and tools to give the students a good to excellent education. Mr. Mun commented that the money needs to be spent wisely on teachers and infrastructure that will benefit our students as they go forward in life. Mr. Mun strongly encouraged the Board and the Superintendent to use most, if not all of the money returned by the state, to go back into the Litchfield school system to maintain or increase the quality of education.

*Mr. Mun's letter will be attached to the minutes.*

Mrs. Prindle reviewed the presentation for the Community Forum on Education Funding on August 10.

Mr. York indicated that the perception regarding the reductions in force is that it adversely affects the education of the students. He suggested that the presentation include clarification that the enrollment did not warrant the staff numbers in those specific reductions. Mr. York also suggested that class size information be included in the presentation to demonstrate that the projected enrollment is lower for next year.

**10) Non-Public Minutes**

a) Draft School Board Minutes:

- 1) Non-Public Minutes of July 13, 2011

*Mr. Miller made a motion to approve the non-public minutes of July 13, 2011 as written. Mr. Guerrette seconded. The motion carried 5-0-0.*

**12) Adjourn**

*Mr. Guerrette made a motion to adjourn at 9:52 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

**13) Upcoming Meetings**

>>Litchfield School Board: August 10, 24, 2011 CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant





# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Jason Guerrette

July 27, 2011

Attachment to the July 27, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the July 27, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

July 27, 2011

Dr. Cutler and School Board Members,

I was glad to hear that the funding from the state for the 2011-2012 school year will be coming back to our school district. Now I understand that there is a debate as to how to spend the money. I am concerned by this. On the surface it makes sense, however, I am concerned with this school board and its approach to school funding. I hear you (the school board) talk about getting the best value for the money, but when it comes time for action, I believe you act in a way that lowers cost in the near term, not one that provides the best value in the long term. This is disturbing to me because often times the lower cost near term solution is the one that will give us the highest end cost; or will provide a lesser product. In my opinion, the school board's objective should be to provide the staff at the schools the necessary infrastructure and tools to give the students a good to excellent education. I don't believe an adequate education is good enough. Our schools should be something to be proud of. Average or adequate is not something to strive for. To that end, I believe we have cut, in this past budget, so deeply that there is no way we can honestly say the children of Litchfield are getting a good to excellent education; we are in the adequate territory. Our schools need to improve how well they prepare our students for higher education. Spending money for no reason is not an answer, but removing money from the budget will certainly not help either. We need to spend it wisely on teachers and infrastructure that will benefit our students as they go forward in life. I strongly encourage you; Dr. Cutler and the School Board, to use most, if not all the money returned by the state, to go back into the Litchfield School system so we can maintain or even increase the quality of our educational system.

Thank you for your time,

Kam Mun

5 Reid Lane

Litchfield, NH

P.S. I give you permission to read this letter during the community forum or other public meeting.

*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**

**August 10, 2011**

**(approved as written 8-24-11)**

Present: Mr. John York, Board Chair (*excused*)  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member (*excused*)  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Dr. Elaine Cutler, Superintendent  
Mrs. Michele E. Flynn, Administrative Assistant

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

**6:15 p.m.**

*Mrs. D'Alleva made a motion to enter into non-public session at 6:11 p.m. under RSA 91-A:3II (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. Guerrette seconded. The motion carried by roll call vote: Mrs. Prindle, yes; Mr. Guerrette, yes; Mrs. D'Alleva, yes.*

*Non-public session concluded at 6:20 p.m.*

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

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

**2) Review & Revision of Agenda**

There were no revisions to the agenda.

**3) Community Forum: Education Funding**

Mrs. Prindle welcomed the public to the community forum regarding education funding. She reviewed the agenda and presentation. Mrs. Prindle explained that the state approved budget reinstated \$2 million in adequacy aid that we were previously set to lose. The approved 2012 operating budget cut over \$1.6 million in expenses, most of which offset some of the planned revenue loss. However, not all reductions were the result of the expected loss in state revenues.

Mrs. Prindle noted that the purpose of the forum is to gather community input regarding use of the reinstated funding. Mrs. Prindle indicated that the Board cannot go forward without voter approval. She explained that the Board will be holding a special meeting to ask voters for reinstatement of some reductions from the FY12 budget.

Total reductions for GMS: \$494,556

- Eliminated assistant principal (\$92,663)
- Eliminated a grade 1 & 2 classroom teacher (\$114,775)
- Eliminated 3.5 program paraprofessionals (\$61,294)
- Eliminated 1 monitor (\$5,657)
- Eliminated guidance, librarian and nurses extra days (\$8,549)
- Eliminated summer reading program (\$7,434)
- Cut library book replacement (\$7,491)
- Eliminated 1 custodian (\$40,943)
- Returned grade 3 portable (\$12,750 in 2011)
- Eliminated one-time building & grounds repair projects (\$143,000)

A class size comparison for all grades was included, which reflected the maximum state standard, average class size for 2011, School Board policy, and projected average class sizes for 2012.

Total reductions for LMS: \$352,153

- Eliminated grade 5 classroom teacher (\$92,073)
- Eliminated 2 special education teachers (\$140,614)
- Moved chorus program to co-curricular activity (\$29,551)
- Eliminated guidance, librarian and nurses extra days (\$8,533)
- Eliminated 1 custodian (\$61,757)
- Eliminated receptionist (\$14,426)
- Cut library book replacement (\$5,199)

A class size comparison for all grades was included, which reflected the maximum state standard, average class size for 2011, School Board policy, and projected average class sizes for 2012.

Total reductions for CHS: \$588,299

- Eliminated 4 classroom teachers (\$271,550)
- Reduced 3 full-time teachers to 87.5% (\$21,346)
- Eliminated part-time reading specialist (\$31,506)
- Eliminated 2 special education teachers (\$137,532)
- Eliminated curriculum facilitator positions (\$9,903)
- Eliminated librarian and nurses extra days (\$4,646)
- Eliminated library paraprofessional (\$11,314)
- Eliminated 2 program paraprofessionals (\$38,959)
- Eliminated receptionist (\$16,814)
- Eliminated adult education program (\$6,608)
- Reduced full-time custodian to part-time (\$28,371)
- Cut library book replacement (\$9,750)

A class size comparison for all grades was included, which reflected the maximum state standard, average class size for 2011, School Board policy, and projected average class sizes for 2012. It was noted in the presentation, that Senior English has been severely impacted due to the reduction of teachers at CHS. The reduction of teachers has caused a domino effect that has resulted in a limited course selection in English. The impact of fewer English course selections has caused scheduling conflicts and resulted in some class sizes in senior English in excess of 30 students.

Total District-wide reductions: \$155,845

- Eliminated 1 speech pathologist (\$68,954)
- Eliminated 1 part-time certified occupational therapist assistant (\$12,259)
- Eliminated special education administrative assistant (\$11,983)
- Reduced 6<sup>th</sup> period stipends (\$10,738)
- Eliminated all national conferences (\$12,475)
- Eliminated paper distribution of district newsletter (\$2,100)
- Eliminated 1 regular transportation bus (\$37,336)

Additional reductions were made to offset the increase in the cost of teachers' retirement to the District for FY12 that was not included in the approved budget. In addition to savings in health insurance rates and additional CHS reductions, the librarians at GMS and LMS were reduced to part time for a total reduction of \$96,540.

Overall total reductions: \$1,687,393.

Mrs. Prindle reviewed the list of recommended reinstatements.

GMS: \$200,527

- Restore assistant principal – 10 month position (\$76,906)
- Restore librarian to full-time position (\$45,497)
- Restore 2 program paraprofessionals (\$34,958)
- Restore guidance (5) and nurse (2) extra days (\$2,343)
- Restore 1 custodian (\$40,823)

LMS: \$207,354

- Restore 1 special education teacher (\$76,722)
- Restore librarian to full-time position (\$51,043)
- Restore guidance (10) and nurse (2) extra days (\$4,600)
- Restore 1 custodian (\$60,419)

- Restore receptionist (\$14,570)

CHS: \$199,861

- Restore 1 English teacher (\$48,533)
- Restore 3 program paraprofessionals (\$54,900)
- Restore receptionist (\$16,982)
- Restore library paraprofessional (\$11,427)
- Restore librarian (5) and nurse (2) extra days (\$2,576)
- Restore part-time custodian to full-time (\$28,191)
- Computer lease under-budget (\$3,644)
- Partial funding of First Robotics team (\$5,000)
- Restore adult education program (\$6,608)
- Upgrade track replacement to more durable surface (\$22,000 estimate)

District-Wide: \$351,062

- Restore Director of Curriculum to 4 day week position – increase of 8 hours (\$14,062)
- Newly required ESOL tutor (\$26,200)
- Budget shortfall for teachers' retirement (\$251,000)
- Budget shortfall for fuel oil (\$28,000)
- Budget shortfall for propane (\$28,000)
- Budget shortfall for workers compensation insurance (\$3,800)

Total Recommended Adjustments: \$958,804.

Mrs. Prindle noted that all adjusted costs are based on each item's individual cost for a 12 month period. The final cost of the recommendations to be voted on will be prorated.

Mrs. Prindle reviewed the summary of changes:

Original budget reductions: \$1,687,393  
Recommended increase: \$ 958,804  
Net reductions: \$ 728,589

Mrs. Prindle reviewed the tax rate impact. She noted that the 2012 approved budget's estimated tax rate impact is an \$.83 increase to the tax rate. If all recommended reinstatements are approved, the revised estimated tax rate impact will result in a \$.40 decrease in the tax rate. There would be a decrease of \$118 on a home valued at \$240,000. There would be a decrease of \$157 on a home valued at \$320,000.

Mr. Guerrette commented that there has not yet been a decision by the Board on the process for the special meeting. Mrs. Prindle indicated that the Board will discuss the special meeting process and set a date at the August 24 meeting.

Mrs. Prindle opened the floor for community input.

Ralph Boehm, 6 Gibson Drive, commented that the Board previously reduced the budget by \$1M. Mr. Boehm commented that there is a problem with Math in the schools. He suggested spending some education funding on Math tutors.

Chris Pascucci, 12 Colonial Drive, commented to the audience that this is time to offer suggestions/opinions to the Board. He indicated that although we elect the Board to make decisions on our behalf, it is our responsibility to give them direction. Mr. Pascucci commented that more money does not equal quality education. He indicated that we need to know the issues. He stated that the vast majority of people would agree that there is fair and reasonable justification for the recommended reinstatement items. Mr. Pascucci commented that residents should work together and let the Board know where we agree. Mr. Pascucci asked Mrs. Prindle to explain the pros and cons in providing one warrant item as opposed to separate warrants and why it would benefit the taxpayers.

Mrs. Prindle indicated that the Board has yet to decide how the warrant will be delivered. She commented that pros and cons are a matter of personal opinion. Mrs. Prindle noted that she is in favor of one warrant and believes it is unnecessary to present items line by line.

Mr. Guerrette commented that the maximum amount of community involvement is important. He indicated that the Board should reach out to the community to ask what is important and weigh the information we receive. Mr. Guerrette believes that a single warrant would not be in the best interest of the town or school district. He expressed support for multiple choices. Mr. Guerrette read excerpts from a letter to the District from legal counsel regarding the special meeting. He commented that the advice of legal counsel is to minimize the number of separate warrant articles presented to the voters because of the "no means no" law. He commented that a single warrant ignores the voter and allows us to spend the money any way we wish. Mr. Guerrette indicated that in his opinion the voters should be presented the maximum amount of choices.

Mrs. D'Alleva expressed her support for multiple warrant articles. She commented that it would enable the voter to vote for what he/she may want.

Dr. Cutler commented that she is more in favor of following legal counsel's advice. She indicated that a deliberative session/town meeting style where people can make increases or decreases to the budget does not take away the rights of the people. Dr. Cutler commented that she takes exception to Mr. Guerrette's comment that we spend the money any way we wish. She indicated that decisions on how to use the budget are not made capriciously. She noted that large appropriations, as well as emergency allocations, are brought to the Board for approval. Dr. Cutler indicated that townspeople will have the opportunity at the special meeting to make adjustments, but are not allowed to reduce the operating budget less than what was approved in March.

Al Raccio, 16 Bear Run Drive, commented that there are ambiguities in the presentation. He noted that the State law allows for an assistant principal if there are 500 or more students enrolled in a school. Mr. Raccio commented that we have always held to the state standards. He expressed concern for lower class sizes than what is in the state standard. Mr. Raccio expressed confusion over adding items back into the budget that took great pains to reduce. Mr. Raccio commented that it was stated in March the reductions in the budget would not impact education. He asked if the state representative who sponsored the bill could help the public understand the bill and what it means for Litchfield.

Dr. Cutler indicated that that state minimum amount of students for an Assistant Principal is 500. As of Monday, GMS had 517 students. She noted that she has a list of 32 schools that have a full time assistant principal with less than 500 students. Dr. Cutler indicated that she worked with the Administrative Team and the LEA, and feels that this is an important position at the school.

Dr. Cutler explained that the numbers in the recommendations are based on a 12 month period and will be prorated if approved. She announced that there have been major changes in the NH Retirement System since the preparation of this presentation.

Mr. Raccio commented that one of the points of confusion is that attendance is not solidified until 30-45 days into the school year. He suggested that we use this first year as a trial and make corrections in the following year.

William Spencer, 9 Cranberry Lane, commented that he would like to see multiple articles. He suggested having an article for the teachers' retirement payments, one for instructional items, one for what is required, and one for items that are not mandated. He indicated that this presentation would be easier for voters to discuss and understand.

Mr. Spencer commented that the existing budget funded the librarians at full time. He noted that they were reduced to part time to offset the shortfall in retirement payments. He indicated that restoring the librarians to full time would seem like double dipping.

Dr. Cutler commented that if the shortfall in retirement was funded then the librarians would remain as budgeted. However, she noted that if the voters chose not to fund retirement, we would need the funds to restore the librarians to full time. Dr. Cutler indicated that it is a choice – fund one or the other, but not both.

Mr. Spencer queried if the Board will restore one and not the other. Dr. Cutler indicated she would make a recommendation to the Board.

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Mr. Spencer cautioned that if both appear on a warrant article it would be a mistake. He suggested placing just the funding of retirement on a warrant article.

Tim Finnegan, 147 Talent Road, made reference to Mr. Boehm's comment that the Board reduced the budget by \$1M. He commented that in reviewing the list of recommendations he did not notice the \$150,000 for the CHS track repair. He queried about the GMS repairs that were reduced from the budget.

Mrs. Prindle clarified that the original 2012 budget reductions totaled \$1.6M. Dr. Cutler clarified that this year's budget is \$1M less than last year's budget. She indicated that it was reduced by \$1.6M last year. Dr. Cutler explained that existing programs and positions were reduced, but fixed costs (insurance, benefits) increased.

Mr. Guerrette commented that most of the budget consists of people. He indicated that most of the fixed costs were increases over the previous year.

Mrs. Prindle referenced Mr. Finnegan's query regarding GMS repairs. She explained that the line item reduction was a one-time expense and was not carried forward into this year's budget. She noted that the money for the CHS track was encumbered by the Board out of the FY11 year end funds.

Mr. Guerrette clarified that the recommendation on the list is a cost to replace the track in kind above and beyond what was encumbered by the Board.

Mr. Finnegan suggested preparing separate warrant articles with specific wording regarding priorities. He commented that he supports giving the money back to the taxpayers. Mr. Finnegan commented that if voters consider allowing the Board to use the money, teachers should be the highest priority. He indicated that math education should be improved.

Janine Lepore, 17 Greenwich Road, expressed support for the recommended adjustments, as well as legal counsel's advice about the warrant articles. She indicated that the amounts presented have been recommended by the administrative team, who were hired for their expertise, and should be considered carefully. Mrs. Lepore commented that reductions to the budget negatively impacted course selections at CHS. She indicated that students are forced to select low level courses or miss them completely. She commented that the economy may not be doing well at the moment, but education cannot wait for it to turn around. Mrs. Lepore noted that we have to put education first. She commented that the values in our homes reflects on our schools and people tend to move out of a town when the schools lose their standard. She indicated that the state is reinstating education funding and we should consider spending some to restore excellence to our schools. Mrs. Lepore urged residents to support the administration's recommendations for budget adjustments.

Sheila Huston, 17 Rookery Way, commented that she heard the reason the track was bubbling up was because of moisture. She queried if it will be repaired.

Mr. Guerrette commented that the study that was completed was inconclusive. He indicated that it appears there is a level of ash from a fire some years ago that was found under the track. Mr. Guerrette commented that he noticed grass pushing up through the cracks in the track. He indicated that grass can create a lot of damage. He noted that the track is going to be replaced.

Mrs. Prindle indicated that the Board will address maintenance of the track with the administration.

Mrs. Huston commented that when it rains, the soccer field does not drain. Mr. Guerrette commented that someone placed a tent on the track itself. He indicated that people walk on the track with cleats and ride bikes on the track. Mr. Guerrette encouraged the public to alert others that it is not appropriate to put staging, tents, or chairs on the track, as well as riding bikes and walking on the track with cleats. He asked the public to alert the District or the Board if they witness any of these incidents.

Susan Rand, Litchfield resident, referenced the comments regarding problems with Math in the District. She commented that the responsibility begins with the teacher. Ms. Rand commented that she does not support a single warrant article listing all the recommended budget adjustments. She noted that problems may arise with this method if someone doesn't like one or two items that are listed. She indicated that people need to have choices when voting.

Mrs. Prindle indicated that there are several methods for warrant article presentation. She noted that this is to be decided by the Board at the next meeting. Mrs. Prindle commented that the process for the special meeting can be a deliberative/town meeting style or deliberative/ballot style.

Mr. Guerrette commented that the attorney's position is to steer away from multiple articles because of the 'no means no' law.

John Bryant, 60 Acadian Lane, expressed support for following legal counsel's advice for the warrant. He suggested that justification for each item be included, as well as the impact that would result without approval. Mr. Bryant commented that activity fees is not included in the proposal presented this evening. He believes that the fees should be reversed. He indicated that the fees were approved because there was a shortfall in education aid. Mr. Bryant indicated that since the State is reinstating education aid, the shortfall does not exist. He commented that this town is based on volunteerism and the Board needs to understand that the fees are discouraging people from attending events. He suggested that the Board revisit the policy.

Dr. Cutler commented that a question regarding athletic fees is included in the community input charts. She explained that the Board approved the fees so they would not have to reduce more staff or programs. Dr. Cutler indicated that the Board will discuss feedback from the forum at the next meeting. Mrs. Prindle agreed it is worthy of a discussion.

Mr. Bryant queried if there will be an opportunity for the public to give feedback at the next meeting. Dr. Cutler indicated that there will be an opportunity at the public hearing prior to the special meeting if the Board decides to eliminate the fees.

Kathleen Follis, 8 Mike Lane, commented that an argument can be made for all the recommendations. She indicated that we need to give children more than an adequate education. Mrs. Follis commented that we need to put our priorities in order. She stated that teaching positions, paraprofessionals, and the assistant principal position are where we should be focusing. She agreed that warrant articles can be bundled with similar items. Mrs. Follis encouraged the community to work together toward a balance.

Maureen Halligan, Center Street, queried about the slide regarding the tax rate impact on home assessments. Mrs. Prindle commented that the section reflecting an increase on taxes is indicative of the current approved operating budget.

Ms. Halligan queried if the section reflecting a decrease is compared to the prior year. Mr. Guerrette indicated that if none of the recommendations are approved, we will have an increase in taxes. He noted that if the recommendations are approved, we will see a decrease in taxes. Mr. Guerrette explained, for instance, on a home valued at \$240,000, taxes will decrease by \$118 instead of being increased by \$178.

Ellen Chasse, Whittemore Drive, commented that it was nice to see students attending the forum. She agreed with Mr. Spencer's suggestion of the presentation of warrant articles. Ms. Chasse commented that the recommendation for teachers be on one article and the other items be broken down on four other articles. She expressed support for the town meeting style and commented that everything can be done in one session. Ms. Chasse advocated for adult education. She commented that it is beneficial to the community. She indicated that CHS was hard fought to be built so the town could take responsibility for educating the children. Ms. Chasse commented that education should not be exclusive of a formal college education. She noted that adult education classes provide a wonderful social opportunity and skill development for community members. She indicated that the community can see what goes on inside the school. Ms. Chasse stated that the adult education program brings the community together.

Zack Belanger, 31 Chatfield Drive, referenced a quote by Dr. Cutler – "the most important person we have is the teacher in the classroom". He commented that his fellow peers would agree that the English teacher that was reduced was a great teacher. Mr. Belanger noted that the CHS mission is to read, write, and speak efficiently. He commented that, as a student, he does not agree with the reduction of the librarians at GMS and LMS. He encouraged the community to think about the students' education.



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Ray Peeples, 25 Charles Bancroft Highway, commented that there is not enough time to go through the SB2 process. He expressed support for bundling warrant articles and the town meeting style process. Mr. Peeples indicated that when you go through the budget process there are a lot of negotiations. He supported the inclusion of justifications for the recommendations. Mr. Peeples advocated to give people a choice by bundling the warrant articles.

Josh Letourneau, 3 Naticook Avenue, commented that the reduction of teachers results in larger class sizes. He indicated that there is less one on one time with teachers. Mr. Letourneau commented that the English teacher that was recently reduced would stay after school and help students. He noted that adding an English teacher would restore the public speaking course, which is very important in college.

Mr. Guerrette commented that there is only one teaching position included in the proposal.

Cindy Couture, 41 Stark Lane, commented even with one warrant article presented in the deliberative/town meeting, everyone has the opportunity to discuss every line item. She indicated that one article does not give up the people's right to discuss line items separately. Mrs. Couture expressed support for the single warrant article approach. She commented that there are many reasons a person can vote in opposition. Mrs. Couture indicated that an 8<sup>th</sup> grade teaching position is not included in the proposal. She noted that a 5<sup>th</sup> grade position was reduced and was recommended to be moved to grade 8. She commented that 8<sup>th</sup> grade is an important transition year. Mrs. Couture asked Board members to reconsider including an 8<sup>th</sup> grade teaching position in the recommended budget adjustments.

Christine Lepore, 17 Greenwich Road, commented that she is currently a junior at CHS. She indicated that children would be most impacted if the recommended budget adjustments were voted down. She commented that cutting teachers is cutting courses and is not giving children a choice in education.

Mrs. Prindle acknowledged that the Superintendent received correspondence from community members who could not attend the forum. She read letters from community members that could not attend the forum.

Kam Mun, 5 Reid Lane, expressed support for providing staff an infrastructure for education.

Cheryl Grant asked Board members to consider only what is necessary.

Sue Seabrook, 18 Bear Run Drive, supports restoring the Assistant Principal at GMS, as well as staffing hours for nurses, guidance, and librarians.

Edmond Neveu expressed support to return some of the money to the taxpayers. He supports paraprofessionals, teachers, and the retirement payment, but does not support the Assistant Principal.

Laura West express support for the necessary positions to be restored, as well as the addition of an enrichment coordinator at GMS.

Steven Reinstein queried about the dollar figure for the salaries for the recommended positions, retirement funding, and quotes for the CHS track. He expressed support for a line by line vote at the special meeting.

Mrs. Prindle responded to Mr. Reinstein's questions. The dollar figure for the salaries comes from current salaries/benefits for the stated positions; retirement shortfall was an increase due to a change in state funding; and there were no official quotes for the track, only the original vendor's assessment.

Aimee Carignan expressed support for funding for the librarians and the Assistant Principal at GMS.

Andrew Prolman, 31 Chasebrook, expressed support for funds for guidance at CHS. A letter from an anonymous community member expressed concern regarding activity fees that are being charged for activities and events. The community member indicated that the fees should be reversed because with the reinstated funding there need for the fees no longer exists.

*Letters from community members will be attached to the minutes.*

Representative Lynne Ober asked to address misstatements regarding the education funding legislation. She noted that the legislation was drafted with the assistance of three attorneys.

Representative Ober explained that when Ms. Hamblett was Superintendent, Londonderry filed a lawsuit against the state regarding the formula for adequate education. The suit said that every student should get the same amount of money for education. Rep. Ober indicated that Litchfield would lose money. The Board voted to be included in the lawsuit. Rep. Ober stated that Londonderry won the lawsuit and Litchfield lost money. That began a four year fight to restore funding. Rep. Ober explained that there were two funding bills. Both bills were to provide a stipend for each child, a \$1795 stipend for special education students, as well as free/reduced lunch students, and ELL students. The proposed transition aid would remain permanently. That transition aid allowed us to stay at the same level of funding.

Rep. Ober explained that 50% of districts in the state would have funding reinstated. The three town she represents are all SB2 towns. She noted that if you had no way of having a special meeting, the money would sit and not be applied to education. Rep. Ober drafted legislation to allow districts to hold a special meeting to spend the money. She urged school district not to present all items in a single warrant article. She suggested using the same method towns use for highway block funds. Rep. Ober indicated that one article provide for acceptance of the funds. She explained that the legislation allows you to spend the funds for purposes of adequate education only. She indicated that the intent was for the funding to support teachers, students, etc. Adequate education is defined at a higher level than NCLB. She explained that the Board can spend the money to the bottom line. Rep. Ober indicated that the Board works very hard to provide the best education for the children. The transition aid will continue until another law removes it.

Rep. Ober expressed disappointment regarding the slide referencing the retirement payments. She explained that Dr. Cutler stated that the situation had changed since the presentation was prepared and that the retirement payment total would be lower. She noted that pension reform legislation was written this year that would hold districts harmless for the coming year. Rep. Ober explained that the old pension board voted after legislation was passed for towns to contribute more money to the retirement account. However, she indicated that Governor Lynch signed the legislation, appointed a new pension board, and they rescinded the vote of the old board to raise the rates. Rep. Ober indicated that the average teacher pension was between \$27,000 and \$28,000 for teachers who retired in 2010. She noted that salaries have gone up in cities and towns, but not at the state level. She commented that next year if taxpayers vote to raise teacher salaries, you will have to fund the additional retirement benefit. Rep. Ober stated that the legislature will do everything it can to see that Litchfield will receive money for an adequate education.

Dr. Cutler thanked Rep. Ober for addressing the issue and commented that she values Rep. Ober's expertise. She commented that employer contribution rates for retirement were lowered from 13.95% to 11.3%. The District had to make the July payment at 13.95% that we may not recuperate. She indicated that there is an additional \$3.5M to be distributed statewide. Dr. Cutler noted that employees began paying 2% higher rates in July. She explained that it is expected that the 2% will cover the 25% the state will no longer contribute. She indicated that the actual calculation will be available in December.

Dr. Cutler expressed concern regarding two lawsuits that have been filed. Employee groups indicate that the rate change is unconstitutional because benefits did not increase with the rate. The other lawsuit was filed by the previous retirement board indicating that the new percentage is skewed. Dr. Cutler indicated that if the employees' lawsuit is successful, employees will not have to pay the 2% increase and the District will have to cover the difference. In addition, she noted if the old board's lawsuit is successful, the District will have to pay the increased rate (13.95%). She indicated that the issue has political overtones.

Rep. Ober commented that SB3 is the pension reform bill. The pension is \$4.7B short. She explained that the old board was controlled by unions. Experts testified that it was necessary to change the format of the board. Rep. Ober commented that the unions no longer have seat majority. She indicated that the legislature chose to fill the gap over three years. She commented that the unions feel the employer should contribute more and that they should pay nothing. Rep. Ober explained that a new teacher will pay a 7% retirement contribution. If the employee leaves prior to 10 years and being vested, they will receive their money plus interest. However, if they remain and retire from the District, their money continues to earn interest and they will receive a monthly check until they are no longer living.

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William Spencer, 9 Cranberry Lane, commented that the \$251,000 was not going to be funded by the state. He noted that now the employer rate is increased and hopes to fill the gap. Rep. Ober indicated that the legislature's intent was to hold employer rates harmless this year. An additional \$3.5M will be distributed statewide to assist towns and school districts.

Mr. Spencer suggested if the lawsuit overturns the employer contribution, the retirement recommendation should be a separate warrant article with an included justification regarding necessity due to the lawsuit. He queried if the taxpayers should fund the \$251,000. Rep. Ober indicated that the state changed the rates and funded the gap so there is no reason to fund the \$251,000. Mr. Guerrette commented that Dr. Cutler suggested we should be cautious in the event the lawsuit is successful and the employer has to fund the increased rate.

Mrs. Prindle thanked Representative Ober for sharing the information regarding SB 2 and SB 3.

Al Raccio, 16 Bear Run Drive, queried why four teachers have been reduced at CHS and only one is being restored. Dr. Cutler indicated that when you review the presentation, the resulting class sizes are reasonable. She explained that the administration felt that the one area necessitating a teacher was English in order to offer more options requested by students.

Nick S queried the salary of the full time custodian at LMS as compared to the full time custodian proposed for GMS. Dr. Cutler explained that the salaries listed are those that the employees that were reduced were earning.

Nick S commented that excluding those positions could fund more teachers.

Al Raccio, 16 Bear Run Drive, commented that he agrees with Mr. Spencer's suggestion to bundle warrant articles. He indicated that it is paramount. Mr. Raccio noted that in the past there have been examples where the taxpayers have opposed an article and the will of the people was not followed. Mr. Raccio referenced the pension recommendation. He expressed concern regarding the recommendation for funding \$251,000 for retirement payments when there is speculation regarding lawsuits. He commented that if the state covers the funding, it is not necessary to burden the taxpayers based on speculation. Mr. Raccio indicated that there are safety mechanisms in place for the Board to come back to the people.

Marsha Finnegan, 147 Talent Road, queried if we have to accept the \$2.2M before we can move to a special meeting.

Mrs. Prindle indicated that the voters can vote to accept the reinstated funding at the special meeting.

Derek Barka, Simeon Lane, expressed support for all staff positions. He queried why only two paraprofessionals are recommended to be restored if 3.5 were reduced in March.

Dr. Cutler indicated that the Board added two paraprofessionals back into the budget and two more are all that is needed.

Mr. Guerrette commented that the District is required to hire six special education paraprofessionals this year, which are driven by IEP's. He noted that the special education reserve fund can be used for this purpose.

Karen White, 15 Century Lane, queried about funding for the Hockey and Wrestling teams and if the Robotics team was privately funded. She queried if the District would consider funding all three programs.

Dr. Cutler indicated that the Robotics Team is privately funded. She indicated that the Board may consider funding all three programs if there is enough interest. Dr. Cutler noted that the topic was not listed for discussion at the moment.

Mr. Finnegan expressed support for an SB2 type vote. He commented that it would be discouraging to keep townspeople from participating.

Mr. Spencer commented that he was impressed with the turnout for tonight's forum. He expressed support for a town meeting.

4) **Input from Former CHS Graduates Attending College**

No students appeared before the Board.

*All agenda items from this point on were deferred to the August 24, 2011 Board meeting.*

5) **School Board Correspondence & Announcements**

6) **School Board Comments**

7) **Summary of Non-Public Actions:** *No Non-Public Session was held on July 27, 2011.*

8) **Recommended Action**

a) **Business Affairs**

- 1) Draft School Board Minutes:
  - a) Public Minutes of July 27, 2011
- 2) Manifest

The manifest was circulated and signed by the Board.

9) **Policies:**

a) **Work Session:**

- 1) Self-Funded Programs
- 2) Employee Conflict of Interest (GBEAA)
- 3) Students' Physical Examinations
- 4) Homework & Academic Achievement Policies (IK, IKB)

b) **2<sup>nd</sup> Readings:**

- 1) Staff Ethics (GBEA)
- 2) Service Animals in Schools (IMGA)

10) **Community Forum**

11) **Committee Reports**

12) **Adjourn**

*Mr. Guerrette made a motion to adjourn at 9:12 p.m. Mrs. D'Alleva seconded. The motion carried 3-0-0.*

13) **Upcoming Meetings**

*>>Litchfield School Board: August 24, 2011 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

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Litchfield, NH 03052

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Equal Opportunity Employer

John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Jason Guerrette

August 10, 2011

Attachment to the August 10, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the August 10, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

Hello Dr. Cutler,

Unable to attend the forum but would like to pass along my comments regarding the educational funding.

Pleased that money is being available but for how long? Litchfield shouldn't look at adding things back just because the funding may be available for now. Please, only consider what is absolutely necessary.

Private citizens are still loosing jobs, taking pay cuts and/or reductions in our pay. It is difficult for many families to get by. It would be nice to see Litchfield being sensitive to that so we may still afford to live in our great town.

Thank you

Cheryl Grant

**From:** Edmond R. Neveu  
**Sent:** Wednesday, August 10, 2011 8:13 AM  
**To:** Elaine Cutler  
**Subject:** 1.8 Mil windfall

Ms. Cutler

As a taxpayer in the Town of Litchfield I believe that it is about time that some of the money be returned to the taxpayers. I understand the need for the paraprofessionals and perhaps one or two additional teachers and can even accept the additional payment to the pension fund even though we in the private sector do not have the benefit of others paying for our retirement but I do not understand the need for an Assistant Principal at Griffin Memorial. I fully understand that most schools have at least one assistant principal and some larger institutions may have three or four and each has a function, most of the time it is dealing with the individuals that cause problems in the school. My question is why do we need one at Griffin? Is it a problem school, does the nurse feel we need the assistant, does Bo think he is overworked? I just don't see the need. I worked in education at the college level for several years and am now back in the private sector and for the life of me I have always thought in the Town of Litchfield that we had too many administrators at Griffin. I also feel very strongly that we should see at least half of the windfall returned I don't want to see additional items at the high school that the town has already voted against. We have had way too much of that in the past. I call to mind the football team, resurfacing the track once after it was turned down by the town voters and a fence around the football field that was supposed to be a top notch soccer pitch. It is time to stop just spending because the money is there and time to think about the taxpayer that may or may not be working at their fullest capacity.

Edmond R. Neveu  
Litchfield Taxpayer

**Sent:** Wednesday, July 27, 2011 8:04 PM

**To:** Elaine Cutler; Dennis Miller; Mary Prindle; John York; Jason N. Guerrette; Patricia D'Alleva

**Subject:** Input for August 10th Community Forum

Dr. Cutler and School Board Members,

I was glad to hear that the funding from the state for the 2011-2012 school year will be coming back to our school district. Now I understand that there is a debate as to how to spend the money. I am concerned by this. On the surface it makes sense, however, I am concerned with this school board and its approach to school funding. I hear you (the school board) talk about getting the best value for the money, but when it comes time for action, I believe you act in a way that lowers cost in the near term, not one that provides the best value in the long term. This is disturbing to me because often times the lower cost near term solution is the one that will give us the highest end cost; or will provide a lesser product. In my opinion, the school board's objective should be to provide the staff at the schools the necessary infrastructure and tools to give the students a good to excellent education. I don't believe an adequate education is good enough. Our schools should be something to be proud of. Average or adequate is not something to strive for. To that end, I believe we have cut, in this past budget, so deeply that there is no way we can honestly say the children of Litchfield are getting a good to excellent education; we are in the adequate territory. Our schools need to improve how well they prepare our students for higher education. Spending money for no reason is not an answer, but removing money from the budget will certainly not help either. We need to spend it wisely on teachers and infrastructure that will benefit our students as they go forward in life. I strongly encourage you; Dr. Cutler and the School Board, to use most, if not all the money returned by the state, to go back into the Litchfield School system so we can maintain or even increase the quality of our educational system.

Thank you for your time,

Kam Mun

5 Reid Lane

Litchfield, NH

P.S. I give you permission to read this letter during the community forum or other public meeting.



**From:** Susan Seabrook  
**Sent:** Sunday, August 07, 2011 9:30 AM  
**To:** Elaine Cutler  
**Subject:** Reimbursement of funds

Dr. Cutler,

I am unable to attend the hearing as I am working at a resident Girl Scout Camp this week as their nurse.

I would like to voice my concerns for full reimbursement for all staffing positions for the fiscal year and all staffing hours for nurses, guidance and librarians. Most importantly is the restoration of the Assistant Principal position. This position is key to the organization and cohesiveness of the GMS facility. The Assistant Principal is essential to the daily operational functioning of this school. This is the person staff members and the community use to voice concerns and seek solutions. I am concerned the school will not function in an orderly, professional manner without such a position. I am sure many staff present at this meeting will be able to support my concerns.

I am unsure how the track repairs should be funded at this time as it seems this issue requires more investigation and full bid presentations. I do think the track should be fully restored, but was unsure after listening to the School Board how they should proceed. Thank you for your time and consideration of my views.

Sincerely,  
Susan G Seabrook  
18 Bear Run Dr  
Litchfield, New Hampshire  
03052

From: Laura West  
Sent: Wednesday, August 10, 2011 12:03 PM  
To: Elaine Cutler  
Subject: Meeting tonight

Hello,

My Husband and I are unable to make the meeting tonight ( due to work commitments) but we are hoping to be more involved with the schools ( our children are just entering GMS this year). I would like to see the necessary positions reinstated and an enrichment coordinator added to GMS as per Mr. Bo Schlichter's request in the past. If there is money left over, adding curb appeal to GMS would be a nice bonus for the town. We are very happy to hear that \$1.8 million was given back to our wonderful school district.

Thank you for all that you do!

Sincerely,  
Laura West

Good afternoon,

I may not be able to make it to the meeting tonight however I have some quick questions regarding your proposed adjustments.

- A) Where do we come up with the dollar figure for salaries for Asst. Principal Custodians etc. etc. In other words what are they based on?
- B) Educate me. On teachers retirement funding, how does that actually work. And why would we want to contribute an additional \$251,000.00 and how do we come up with that figure?
- C) Finally how many quotes went into coming up with the Track Replacement cost?

Finally for the record I would put every line item up for vote by the residents of Litchfield. It seems to me in this economic climate that many of the suggested salaries are high.

Will await your response

Steven Reinstein

From: Liz Fay  
Sent: Wednesday, August 10, 2011 7:54 PM  
To: Elaine Cutler  
Subject: educational spending

Dr. Cutler,

I am a parent of an incoming first grader and a fourth grader at GMS. I was unable to attend tonight's special school district meeting. I want to take this opportunity to voice my opinion on the use of the adequacy funding the Litchfield School District will be receiving from the state.

I understand the need for cutting staff to reduce the budget, when we were looking at losing approximately 2 million dollars from the state. I felt that it was going to greatly impact the quality of education our children were going to receive - but I understood. Now that we are going to be getting back a large portion of that money from the state, it is my firm belief that we need to reinstate as many of the staff positions as we can with that money. The staff is a crucial component to the students' education. Class sizes at the elementary school have already increased in the last couple of years. Now the school board has cut paraprofessionals. So now the student to teacher ratio is even worse - especially in the kindergarten and first grade.

I have read through all the proposed additions to the school budget and agree with all of them.

Thank you for your time,

Liz

From: Karen White  
Sent: Thursday, August 11, 2011 3:57 PM  
To: Elaine Cutler  
Subject:

Dear Dr. Cutler and Litchfield School Board Members, Knowing how important the teaching staff is to the Litchfield School District, I never considered asking for any partial funding for the wrestling or hockey team. I was very surprised and shocked to see the \$5000.00 partial funding listed for the Robotics Team. It took a lot for me to stand up last night and ask for wrestling and hockey to be considered as well. I think asking for \$15,000.00 (robotics, wrestling, and hockey) out of 1.6 million dollars is a very small amount, especially if you consider the cost of the other programs that the school funds.

I believe what is fair for one program is fair for the others as well.

Thank you for your time last night, the meeting was very informative.

Sincerely,  
Karen White

**Sent:** Wednesday, August 10, 2011 2:14 PM  
**To:** Elaine Cutler  
**Subject:** Additional State Educational Funding

Dr. Cutler,

I am unable to attend the meeting but did want to bring up a couple places I feel should be looked at to take pressure off some residents that can't afford it.

When the cuts were proposed changes were made to:

Increased Parking Fees at the High School

Increased Bus Fees at the High School

Increased fees for sporting events and expanded to all sporting events.

These may seem insignificant but I would like to see these reversed as my understanding is the need for the increases no longer exists with the additional funding. There are families that can not afford these fees and it is not fare to penalize the students for parking and buses nor penalize both students and parents from being able to attend sporting functions. There are families still dealing with unemployment!

Thank you

**From:** Andrew Prolman  
**Sent:** Wednesday, August 10, 2011 4:18 PM  
**To:** Elaine Cutler  
**Cc:** Michele E. Flynn  
**Subject:** Tonight's Meeting

Dr. Cutler:

I hope this isn't too late for tonight's Community Input meeting.

We hope some of these new found funds go toward the guidance department at CHS. My wife and I remain very happy about the quality of our kids education, from start to finish. Especially CHS. Our only issue was with the guidance department with respect to the college app process. Jeff Parsons and Sharon Ford did a great job with our kids and were friendly and helpful at every turn. It just seemed they were overwhelmed at times. No fault of their own, they did their absolute best; but I would suggest adding another person to this department. The first time through the college app process is incredibly stressful for the entire family, and I think it would be helpful to the community to have some more help in guidance.

All our best.

Andy & Peg Prolman  
31 Chasebrook

**From:** Aimee Carignan  
**Sent:** Wednesday, August 10, 2011 3:59 PM  
**To:** Elaine Cutler  
**Subject:** Community Forum tonight

Good afternoon Dr. Cutler,

I am writing because I cannot attend tonight's forum due to work obligations. I am writing as a parent, although I do work as a part-time Title I Reading Tutor at GMS. I will have 2 children at GMS and one entering LMS this upcoming school year. During the school year, my family will often discuss our day at the dinner table each night. My husband and I often ask, "What is your favorite thing to do at school? And, why?" The answers change from time to time, but at some point each of my children said that attending Library each week was their favorite thing to do at school. The reasons why range from: "because I love books" and "I love to read", to "I love the stories the librarians read", to "I love learning about the thesaurus or the Dewey Decimal system!" Before I began working at GMS, I had volunteered there in many ways. My absolute favorite place to volunteer was the library. Yes, because I love books and the students, but mostly because they really needed me! Even with two-part time librarians, there was not enough time/staff for the library to be ran properly. They need volunteers to shelve, check in, check out books and media to students and teachers so they can be free to teach the library curriculum and help students pick appropriate books for their level and interest (not to mention cataloging new books and purging old ones). There is so much that goes into running a library, so much more than most people know. Also, the library is the technology hub of the school, and it is no secret that GMS is severely lacking in technology. Without the librarian to help keep up with the little technology we do have, our children will be at an incredible disadvantage compared to most other students in our state. Obviously, I am suggesting that some of the funding be returned to the school budget to add the .5 librarian position back.

I am in favor of adding back the assistant principal position, as well. I know many people have expressed why this position is so important to the students of GMS and I agree. I just wanted to make sure someone spoke up for the priceless library/librarian at GMS too!

Thank you for taking the time to listen to my input.

Respectfully,

Aimee Carignan



**From:** Nancy Gallagher  
**Sent:** Monday, August 15, 2011 8:09 PM  
**To:** Elaine Cutler  
**Subject:** School funding

Dr.Cutler:

I am writing in support of partially funding the CHS robotics team. My son participated in it last year and was both formative and inspiring for him. It solidified his desire to pursue engineering in College. It also brings forth leadership and independence that carries through into course work as well. He spent extra time in his drafting course designing and drawing plans for the team's robot. It is an excellent program and very worthy of our support as a community.

Of note he is also part of the Campbell-Pembroke Academy Ice Hockey team. It has been an excellent venture for both our students, now being able to play high school hockey, and for the students at Pembroke expanding their roster allowing them to continue their team. It like robotics is an unfunded high school team requiring the Campbell students to pay both a school fee to Pembroke as well and a fee to the booster club. The PAC booster club is very active in raising funds to pay for all the ice-time, apparel etc for the team. It is a very expensive program for our Campbell students to participate in. Even a small portion of funding would be a great asset to the students, parents and team.

Thank you for your time and consideration.  
Nancy Gallagher

*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**

**August 24, 2011**

**(approved as amended 8-31-11)**

Present: Mr. John York, Board Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mr. Jason Guerrette, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Mrs. Michele E. Flynn, Administrative Assistant

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

**6:30 p.m.**

Mr. York called the meeting to order at 6:34 p.m.

**2) Review & Revision of Agenda**

There were no revisions to the agenda.

**2A) Actions of a Board Member**

The Board Chair and the Superintendent have been informed of concerns over potential RSA violations by Mr. Guerrette.

Mr. York commented that Mr. Guerrette read a letter from legal counsel at the August 10 community forum that was confidential. He indicated that Mr. Guerrette posted the contents of the letter on his blog without permission of the Board. Mr. York stated that Mr. Guerrette simply had to ask for a vote of the Board to release the information. Mr. York noted that Mr. Guerrette called the attorney without authorization from the Board. He indicated that Mr. Guerrette released non-public information on his blog as well. Mr. York informed Mr. Guerrette to take no action without authorization or a vote of the Board.

Mr. Guerrette cited Article 8 of the New Hampshire State Constitution regarding the public's right to know. He indicated that the public's rights to records is not to be unreasonably restricted. Mr. Guerrette commented that it is against the oath of office for any Board member to suppress the decision making process.

**3) Presentations to the Board**

**a) Fall Festival Proposal – LMS PTO**

Mr. Lecklider shared with the Board a Fall Festival proposal prepared by the PTO. He noted that Ruth Christino, Co-Chair of the LMS PTO, was in attendance. Mr. Lecklider indicated that the festival would be a nice way to start off the school year. The event would be held on October 29 and would include raffle baskets, food, games/activities, and scheduled entertainment. He noted that the event will be advertised throughout the district and community. The LMS PTO would like to partner with the high school and use students who need hours for their sophomore project.

Mr. Lecklider mentioned that the PTO is requesting use of the District tax exempt number for vendor donations. Mr. Martin indicated that if the PTO is allowed to use the District's tax exempt number, donations have to be made to the District and passed on to the PTO.

*Mrs. Prindle made a motion to approve the LMS Fall Festival fundraiser and accept all donations on behalf of the District. Mr. Miller seconded. The motion carried 5-0-0.*

**4) Summary of Non-Public Actions: From non-public session held on August 10, 2011.**

*Mr. Guerrette made a motion to approve a leave of absence for Michael O'Keefe, CHS teacher, until January 30, 2012. Mrs. D'Alleva seconded. The motion carried 3-0-0.*

**5) Board Correspondence**

Mr. York read correspondence that was received by the Board.

A letter from Karen White regarding funding of hockey and wrestling was read.

A letter from Liz Fay regarding her support for the use of adequacy funds for the proposed was read.

A letter from Nancy Gallagher regarding support for partial funding of robotics and hockey was read.

Mrs. Prindle mentioned correspondence from Brian Novak inquiring about the snow removal bid process. He expressed interest to submit a bid. She indicated that Mr. Martin explained that the District is satisfied with the current vendor and is working within the parameters of District policy.

**6) School Board Comments**

Mr. Guerrette commented that comments made earlier were politically based to distract the public from what is important. He indicated that there will be discussion tonight regarding spending priorities. Mr. Guerrette commented that some are satisfied with the outcomes in our District. He believes that we can improve and processes can improve as well. Mr. Guerrette indicated that he is passionate that his children receive the best education. He indicated that statements that were made are untrue. Mr. Guerrette indicated that Mr. Miller made two charges: 1) posting the attorney's advice, and 2) release of non-public information.

Mr. Guerrette indicated that there were three Board members present at the community forum when the letter was read. He commented that all Board members were provided with the letter. Mr. Guerrette indicated that in his opinion a crucial piece of that letter was key for the Board's decision. He commented that several people spoke about having a choice. He indicated that we were all asked to give our opinion about the process for the Special Meeting. Mr. Guerrette believes the attorney's letter was germane to the situation and there were no objections when the letter was read. He commented that limiting his speech tonight will set precedent.

**7) Community Forum**

George Lambert, 3 Lydston Lane, commented that RSA 91-A is a complicated set of laws. He stated that he appreciates the challenges the Board faces when deciding what information to release to the public. He noted that he has become familiar with Article 8 of the NH State Constitution, "Accountability of Magistrates and Officers; Public's Right to Know". Mr. Lambert indicated that Article 8 states:

*All power residing originally in, and being derived from, the people, all the magistrates and officers of government are their substitutes and agents, and at all times accountable to them. Government, therefore, should be open, accessible, accountable and responsive. To that end, the public's right of access to governmental proceedings and records shall not be unreasonably restricted.*

Mr. Lambert commented that government should be open, responsible, and accountable. He indicated that records should not be restricted. He questioned if the Board is meeting its requirement of Article 8. Mr. Lambert commented that when he served on the Budget Committee he had a great conversation with Mr. Miller regarding warrant articles. He indicated that Mr. Miller said if we give the people too many choices on the warrant they can vote it down. Mr. Lambert commented that if it were not for the actions of this community, there would not be a "no means no" law. Mr. Lambert stated that he is not asking the Board to release confidential information. He is asking the Board to be accurate when answering questions from the public regarding deliberation of the Board. Mr. Lambert referenced the charge that Mr. Guerrette released a legal communication without consent from the Board.

Mr. York responded that it is not a problem if Mr. Guerrette asked Board members for authorization to release the content of the information to the public.

Mr. Lambert commented that he finds it frustrating that the solution to the problem results in bringing legislation to the House of Representatives to assure that school boards make information accessible and accountable to the people. He indicated that the Selectmen's process is open, but the Board's process is not open.

Mr. York commented that Mr. Lambert is making accusations that this Board is not open and asked for an example. Mr. Lambert cited the current example of Mr. Guerrette releasing legal information to the public. He commented that he has other examples and will forward them to the Chair.

Mr. York commented that he has served on the Board for two years and has not seen this Board hide information from the public. He noted that the minutes are posted, meetings are broadcast, there are not private meetings. Mr. York indicated that Mr. Lambert's accusation is incorrect.

Mr. Lambert eluded to the February 2011 Deliberative minutes regarding questions about District contracts with vendors and the bidding process. Mr. Martin responded that copies of the contracts up for renewal were furnished to Mr. Lambert.

Mr. Lambert express dissatisfaction and commented that he would ask better questions.

Jim Mavrogeorge, Cutler Road, commented that the Board assumes people are not aware of what is happening. He expressed frustration with the Chair and stated that Mr. York is not representing the constituency that elected him. He indicated that the constituency is paying attention. Mr. Mavrogeorge commented that Mr. Guerrette read the letter from the attorney to inform the people that the Board does not want to let people know how their money is used. He stated that there are many items on the list of recommended adjustments that the Board is claiming are critical, which were not critical when they were cut. Mr. Mavrogeorge praised Mr. Guerrette and commented that he is letting the people know how their money is spent. He expressed dissatisfaction with the operation of the Board.

Mr. Mavrogeorge commented that if the money makes a difference in the quality of education, then it should be spent on improving the quality of education. He indicated that private schools in the area are outperforming public schools. Mr. Mavrogeorge believes Mr. York is not representing the people who voted for him.

Steve Catman, 16 Cutler Road, expressed support for Mr. Guerrette because he asks questions and is fiscally conservative. He asked the Chair to give Mr. Guerrette more time to speak so the people can understand his view.

Kathleen Follis, 8 Mike Lane, recalled that at the August 10 community forum there was mention of finding middle ground between the taxpayers and the District. She commented that the revised list of recommended adjustments to the budget reflects that middle ground. She expressed support for a town meeting method for the Special Meeting. Mrs. Follis indicated that the items on the list have an impact on education and if the meeting is delayed any longer it will negatively impact education in Litchfield.

Mr. Guerrette referred to the agenda item regarding the Special Meeting process and commented that the decision has already been made.

Mrs. Follis commented that, as a parent and taxpayer, she supports the expedited process. She indicated that people should be allowed to voice their opinion and support their choices at deliberative. She commented that whether it is the expedited process or an election, the people will still vote.

Cathy Snyder, Mayflower Drive, commented that school opens on Monday and the expedited process would lessen the impact on education. She indicated that at a town meeting we will still be able to speak on all the items on the list and then vote on them. Mrs. Snyder commented that two of the positions listed affect her child. She noted that is what is important to her and she is not the only parent that feels this way.

Sue Seabrook, 18 Bear Run Drive, expressed support for the expedited process. She indicated that a town deliberative session will allow everyone interested to speak and vote. She suggested the Board consider having a ballot at the town meeting.

Cindy Couture, 41 Stark Lane, expressed concern for some of the statements made at the meeting tonight. She commented that attorney/client privilege exists whenever a legal communication is received from an attorney. She indicated that there is a process to follow. Mrs. Couture expressed concern that some people are supporting unethical behavior. She commented that she does not support that type of behavior.

Chris Pascucci, 12 Colonial Drive, commented that he is in favor of process. He indicated that he is interested in the process of how the Board votes for new programs, warrant articles, and handles community input. Mr. Pascucci expressed concern over the Board's process of encumbering funds for the CHS track at the last minute without community input. He expressed concern over the Board process for conducting business or acquiring legal opinion. Mr. Pascucci commented that when Mr. Guerrette read excerpts of the legal opinion regarding the Special Meeting at the August 10 community forum no one objected. However, he noted that the Chair stopped Mr. Guerrette from speaking tonight. Mr. Pascucci believes that the reason the Board is making certain decisions is because the attorney wants to give the people less choices and make it difficult to reallocate funds. Mr. Pascucci asked if, pending voter approval, the assistant principal position be filled in-house or by a new hire.

Mr. York responded that the Board does not know if that information has been discussed at the SAU level. He indicated that the Board has not had that discussion. Mr. York commented that he believes the position will be posted.

Mr. Pascucci queried if the answer would be known at the time of the Special Meeting. Mr. York indicated that the Board needs to finish the process first and have that discussion.

Mr. Pascucci expressed appreciation that everyone is working as a team on the education funding. He commented that there should be collaboration on items that are agreed upon and compromise on those that are disagreed upon. He stated that there are mixed feelings regarding restoration of the assistant principal position based on enrollment. Mr. Pascucci indicated that the recommendation for enrollment is not automatically required for the assistant principal position. He urged the Board to let the people choose. He commented that if the assistant principal position is approved that the Board reinstate the assistant principal. Mr. Pascucci expressed support that the assistant principal position be on a separate article. He indicated that there was much support for bundling articles at the community forum. He stated that the community worked closely together and urged the Board to work with community expectations.

Janine Lepore, 17 Greenwich Road, expressed support for the Board. She commented that the Board works hard on the behalf of education and the students. She supported the expedited process in order to restore positions as quickly as possible. Mrs. Lepore indicated that even with an expedited process people will have an opportunity to give their opinions.

Derek Barka, 8 Simeon Lane, commended the Board on the revised list of recommended adjustments. He indicated that the decreased total is more in line with the community. He supported the expedited process and restoration of the positions.

Sue Seabrook, 18 Bear Run Drive, expressed the importance of restoring the custodian position at GMS.

Eric Stapleton, Marc Lane, commented that he worked at GMS and was laid off. He supported the restoration of the positions and the expedited process.

Zachary Waggoner, 11 Broadview Drive, commented that the first responsibility listed in the School Board Ethics policy is the Board's responsibility to the students. He indicated that students cannot vote and do not have a voice. Mr. Waggoner indicated that the Robotics program is important and stimulates interest in science and math. The program incorporates business and engineering. He indicated that there are not enough people to fill the two million engineering jobs in the country. Mr. Waggoner believes this program is integral to giving students experience to help fill those jobs in the future. He noted there is much opportunity because of the program.

Nick D'Alleva, 15 Cutler Road, queried if Mr. York and Mr. Miller had the opportunity to view the community forum. He indicated that many people here were in attendance that night. Mr. D'Alleva noted that comments that were made tonight are as valid as those that were made at the forum. He asked John to keep in mind the overwhelming response from the community for multiple articles.

**8) August 10 Community Forum Results**

1) Public Minutes of August 10, 2011

Board members reviewed the public minutes from the Community Forum held on August 10, 2011.

*Mrs. D'Alleva made a motion to approve the public minutes of August 10, 2011 as written. Mr. Guerrette seconded. The motion carried 3-0-2, with Mr. York and Mr. Miller abstaining.*

2) Forum Results

Board members reviewed the results from the Community Forum held on August 10, 2011. Mrs. Prindle explained that the forum consisted of a presentation, questions and answers, community input, and a flip chart exercise. The intent of the flip chart exercise was to indicate support for items on the list of recommended budget adjustments. Dr. Cutler indicated that comments and suggestions were provided in writing and included in the report.

Mr. Miller suggested that the document be posted online and attached to the minutes.

Mrs. D'Alleva commented that the flip chart information was more helpful in the fall community forums. Dr. Cutler clarified that in the fall, we were trying to reduce the budget. At the August 10 community forum, the exercise was to determine what was a priority of voters. She noted that the purpose was to give the Board an indication of community members' views.

**9) Special Meeting:**

a) Method/Process

Dr. Cutler recommended using expedited process for the Special Meeting. Board members discussed the process to use for the Special Meeting to restore education funding. Board members discussed using the expedited town meeting style process as well as the traditional SB2 process.

Mrs. Prindle queried how much time it would take with the SB2 process. Dr. Cutler indicated it would take approximately two months.

Mr. York was concerned that the District would bear the cost of the SB2 process. Dr. Cutler indicated that the expedited process would allow the tax rate to be set in a timely manner.

Mr. Martin indicated that he spoke with the Department of Revenue Administration and noted if tax bills are expected to be received by December 1, the expedited process is recommended.

Dr. Cutler informed the Board that Derry held their deliberative session last night and voted. They restored some funding.

Mrs. D'Alleva queried if delaying the restoration of positions would make a difference at the high school level. Dr. Cutler indicated that she spoke with Mr. Manseau about implementing restoration of the positions if approved by the voters. She noted that she was assured the implementation would not be difficult. Students would be able to change classes as more choices will become available.

Mrs. D'Alleva commented that if the SB2 process was followed, school would have begun without the positions. She queried why another 30 days would matter. Dr. Cutler indicated that students who struggle would become further behind without the paraprofessionals that assist them with individual instruction.

Mr. Miller commented that the SB2 process puts the Board at a disadvantage with the budget process. He indicated that it delays the process and the Board would not be able to submit the budget to the Budget Committee by the November deadline.

Mr. York indicated that the Budget Committee will begin reviewing town budgets in the middle of September. When they complete that process, they will begin reviewing the District budget. He commented that Mr. Spencer and Mr. Peeples, Budget Committee members, endorse the town meeting style process.

Mrs. Prindle commented that people are more concerned about multiple warrant articles than the special meeting process.

***Mrs. Prindle made a motion to move forward with the expedited process for the Special Meeting. Mr. Miller seconded.***

Mr. Guerrette expressed concern for the process of the Special Meeting. He believes that since Litchfield is an SB2 town and there is a defined process to follow. He indicated that there are those in town that do not pay close attention. He commented that we need to help people understand what the Board is doing. Mr. Guerrette indicated that he was disappointed in the way the agenda was written regarding the Special Meeting discussion.

Dr. Cutler commented that the Board meets for a few hours every two weeks. She stated that she believes it is her responsibility to do as much pre-work as possible for the Board in the interest of time. She indicated that the Board Chair did not ask her to present suggested dates for the Special Meeting process.

Board members asked Dr. Cutler to use as many resources as possible to advertise the Special Meeting.

***The motion carried 5-0-0.***

b) Set Date

A suggested timeframe for the Special Meeting was proposed to the Board. Board members discussed the suggested dates for the Special Meeting. Board members decided that the Special Meeting would be scheduled for September 21, 2011.

***Mrs. Prindle made a motion to follow the Special Meeting schedule as presented and for the Special Meeting to be held on September 21, 2011, pending the availability of the Moderator and District's legal counsel.***

Mr. Guerrette commented that a Saturday meeting would maximize the opportunity to have more voters attend.

***The motion carried 5-0-0.***

c) Suggested August 31 Meeting: Warrant Work Session

Dr. Cutler suggested that, if the Board decides to use the town meeting style process for the Special Meeting, the Board schedule an additional meeting at the end of August to work on drafting warrant articles for the Special Meeting.

Mr. York polled Board members about their availability for August 31. Board members are available for a meeting on August 31.

d) Suggested Calendar for Town Meeting Style Process (pending Board decision)

A suggested calendar for the Town Meeting Style process for the Special Meeting was reviewed by the Board and approved.

e) Revised Recommendations for FY12 Budget Adjustments

Mr. York spoke to the timeline for the recommended budget adjustments relative to Board discussion. He indicated that the Board reviewed the preliminary list of adjustments, but did not have a discussion. Mr. York commented that the first opportunity the Board had to address those numbers was at the August 10 community forum. He added that only three members of the Board attended the forum as two members were unable to attend. Mr. York explained that the \$251,000 for retirement costs was removed and has been covered by the health care rate savings, a kindergarten teacher position that is not being filled, and higher retirement contributions by employees.

Mr. Martin clarified that the higher employee contributions are not included in the additional funding for retirement costs. He indicated that the courts refused to give the retirement board an injunction to keep the rates. This resulted in recalculated rates which were lower. Mr. Martin commented that he is confident that we can cover the costs. The new rates leave us with approximately \$31,000 with which we can use in addition to the health insurance under spend to cover the retirement costs. Additionally, Mr. Martin indicated that the state is replenishing \$3.5M statewide into the retirement system and will refund that money on a prorated basis. He explained that it will not be listed as revenue, but as a credit to the retirement expenditure because the legislature approved it to reduce employer costs. Some of the salary for the unfilled kindergarten position will fund other items removed from the recommended list of budget adjustments.

Dr. Cutler noted that justifications are included with the revised list of adjustments. She indicated that the assistant principal position at GMS is responsible for student management, supervision, evaluation of staff, and special education administration.

Mr. York commented that many members of the community, as well as Board members, were concerned about students struggling in math. He asked the Board to consider not funding the assistant principal position, but rather a math specialist position at LMS. This position would be responsible for helping teachers improve students' math skills.

Mrs. Prindle expressed her support for the assistant principal position. She explained that it is an important position and in the best interest of the students at GMS.

Mr. Miller proposed reducing the position to part time (50%), which would give some flexibility for consideration of a math specialist position. He indicated there is value in the position and is logical progression to reduce it from full time to part time.

Mr. Guerrette commented that the assistant principal position is recommended, but not required. He suggested increasing the curriculum director position to full time. Dr. Cutler indicated that the current curriculum director is a retiree and cannot work full time.

Mr. Guerrette asked principals to weigh in with their perspective of the addition of a math specialist position.

Dr. Cutler indicated that the District has focused on reading and writing, which has improved in all schools. She commented that the idea of a math specialist has validity.

Mr. Lecklider noted that there is a vast difference in NECAP and NWEA scores. He indicated that math scores may be lower on the NECAP, but NWEA math scores are higher. Mr. Lecklider explained that in lower middle school grades, basic math facts are the focus. In the higher grades, algebra and abstract level thinking are the focus. Mr. Lecklider indicated that it is difficult for a math teacher to bring students who have wide gaps on computations to a new level. He noted that a math specialist position would allow us to help those students who are struggling with math and are below grade level expectations. Mr. Lecklider indicated that LMS has a Title I math tutor who works with a limited population of students. A math specialist position would provide services for more students.

Mr. Schlichter commented that the reason GMS math scores are among the highest in the state is directly related to having two administrators. He indicated that reducing the whole position will impact education at GMS. Mr. Schlichter explained that the stipend administrative position will be titled "Assistant to the Principal" and will be responsible for some administrative duties.

Mr. Miller pointed out that Ed. 306 requires an assistant principal or two or more people certified for the position who can function in that role.

Dr. Cutler indicated that research shows schools that have 300 – 400 students have a part time assistant principal, which is another option to consider.

***Mr. Miller made a motion to reduce the GMS Assistant Principal position to 50% for 10 months.***



Penny Shupe, resident and teacher in Litchfield, commented that the Board is having an excellent discussion. She noted that 25 years ago it was discussed and voted down by the town. She indicated that she agrees with the process, but to change what was presented in a public forum and create a new position to bring before the voters may create more of a problem. Mrs. Shupe commented that the Board is headed in the right direction in consideration of a math specialist for the future, but currently it will complicate the process. She indicated that she understands that the Board is trying to solve the immediate problem, but this is not the right to propose the new position.

Mr. Guerrette suggested that a math specialist position is valuable, but should be discussed during the FY13 budget process.

***Mr. York seconded the motion. The motion failed 2-3-0, with Mrs. Prindle, Mr. York, and Mr. Guerrette opposing.***

***Mr. Guerrette made a motion to remove the GMS Assistant Principal position and remain with the stipend administrative position. Mr. York seconded. The motion failed 2-3-0, with Mrs. Prindle, Mrs. D'Alleva, and Mr. Miller opposing.***

***Mrs. Prindle made a motion to restore the GMS Assistant Principal position for 10 months as presented. Mr. Miller seconded. The motion failed, 1-4-0 with Mr. York, Mr. Miller, Mrs. D'Alleva, and Mr. Guerrette opposing.***

***Mr. York made a motion to reduce the GMS Assistant Principal position to 50%. Mrs. Prindle seconded. The motion carried 5-0-0.***

Mr. Guerrette was concerned that reducing the assistant principal position would limit the choice to the people. He suggested that the Board accept the recommended list of adjustments and let the people decide what positions to keep or remove.

Mr. York asked Board members if there was anything on the list that was objectionable.

Mr. Guerrette indicated that he is in support of the Robotics program. He suggested the District advance the Robotics team some funding, which the team can reimburse once they receive more funds. Mr. Miller expressed concern that other self-funded programs would take exception.

Mr. York indicated that much is spent on athletics in comparison to co-curricular activities. He noted that we are not supporting the academic process of our students. Mr. York commented that Robotics provides an academic opportunity for students not interested in athletics.

Zachary Waggoner commented that there are all different athletic programs, but there is no after school activity for students interested in engineering and science. He indicated that corporate sponsors expect the District to provide partial funding.

Mr. Miller suggested presenting the Robotics funding adjustment as an increase to the co-curricular account.

Mr. Miller expressed concern that funding for Adult Education does not meet the requirements of what is appropriate under the new law. Dr. Cutler indicated that legal counsel advised anything that was in the budget is allowed to be restored.

Mr. Guerrette commented that he spoke with Senator Forsythe who said that restoring a program like this may cause the entire process to be challenged. He suggested placing it on a separate article. Dr. Cutler indicated that legal counsel did not believe that would happen as the funds are to restore the budget.

Mr. Miller commented that if there is overwhelming support for Adult Education we can find money in the budget. He suggested bundling the Nurse and Guidance extra days, bundling custodians, and placing all others on separate articles.

Mr. Martin cautioned the Board about placing the additional fuel oil and propane costs on separate articles. He indicated if the articles fail, according to the "no means no" law we would not be able to over spend those budgeted accounts. Mr. Miller explained that whether the oil and propane costs are bundled in an article or on separate articles and voted down, it would not make a difference in the outcome. Legal counsel will provide further clarification.

***Mrs. Prindle made a motion to move forward with the revised Recommended 2012 Budget Adjustments. Mr. Guerrette seconded. The motion carried 5-0-0.***

Dr. Cutler asked Board members to send their suggestions for bundling warrant articles to Mrs. Flynn by Monday.

#### **10) Principals' Reports**

Mr. Manseau reported:

- Strategies and interventions on dropouts were presented
- CHS made an arrangement with SNHU has been made for dual enrollment courses for students
- John Cialek was voted Speaker of the House this summer
- Fall sports are underway
- Freshmen welcome day will be held tomorrow
- CHS Open House is scheduled for September 29
- NECAP tests will be administered the first week of October
- CHS joined the New England Secondary School Consortium (NESSC). The Consortium's five year goals include:
  - increasing on-time graduation rates,
  - decreasing annual drop out rates,
  - increasing the percentage of students enrolling 2 and 4 year colleges,
  - Reducing the number of students required to take remedial courses during their first year of college,
  - Engage postsecondary institutions, organizations, and colleagues in an effort to increase student enrollment in and completion of postsecondary education.
- CHS won their 2<sup>nd</sup> Sportsmanship banner in 3 years.

Mr. Manseau announced that he will be attending a State Principals' Institute in Washington DC and will be honored as NH High School Principal of the Year. He noted that he has been named as one of three finalists for the National Principal of the Year as well.

Mr. York mentioned that he received a booklet from NESSC regarding the League of Innovative Schools. He noted that Dr. Cutler was invited to the Washington DC event and asked if Board members had any objection for the District to cover the cost of the hotel and airfare. There were no objections.

Dr. Cutler explained that this is an amazing and well deserved honor. She congratulated Mr. Manseau on his achievements.

Mr. Schlichter reported:

- The GMS playground is being sealed and repainted
- The maintenance department has done an excellent job getting the building ready for this school year
- He is working with staff on school goals (aligning with recently approved Board goals)
- GMS is instituting Morning Meetings that consist of starting the day with a greeting, an academic activity, and a daily message.

Mr. Schlichter asked Board members to consider restoring the Librarian positions to full time. He indicated that these positions were reduced to offset some of the retirement costs. Dr. Cutler noted that these positions have already been approved in the budget.

Mr. York explained that the Librarians were reduced to offset some retirement funds, but that situation no longer exists.

***Mrs. Prindle made a motion to restore librarian positions to full time. Mr. Guerrette seconded. The motion carried 5-0-0.***

Mr. Lecklider reported:

- Summer programs were successful
- Workers from the NH State prison program painted much of the school over the summer
- Mr. Plantz continues work on beautifying the school
- Carpeting was removed from the hallway in front of the office and replaced with tile
- Staff attended professional development on differentiated instruction today, which will be followed up by a book study
- A math tutor will work with Title I students this year
- Dr. Heon and Mahesh Sharma will provide professional development focusing on working with student struggling with basic math facts
- Meet the Teacher event will be held tomorrow
- Open House is scheduled for September 15
- Fall sports is underway.

Mr. Miller raised concern regarding charging athletic fees now that the education funding has been restored. He asked the Board to consider suspending fees for athletic events. Dr. Cutler expressed support for Mr. Miller's recommendation.

***Mr. Miller made a motion to suspend the Athletic Event and Gate Fees policy for the 2011-2012 academic year. Mr. Guerrette seconded. The motion carried 5-0-0.***

Mr. York mentioned to the principals that once the new co-curricular policy is approved, credits required for eligibility for athletics/co-curricular activities will be increased effective in January 2012. He requested that the Athletic Director attend a meeting in October for a discussion with the Board.

**11) Recommended Action**

- a) Business Affairs
  - 1) Draft School Board Minutes:
    - a) Public Minutes of July 27, 2011

A minor revision was made to the minutes.

***Mrs. Prindle made a motion to approve the public minutes of July 27, 2011 as amended. Mr. Miller seconded the motion carried 5-0-0.***

2) Business Administrator's Update

Mr. Martin presented the financial report for July 2011 to the Board. He reported that we received formal notification from State that our 2011-2012 Adequacy Aid grant will be \$6,147,683. This is the same amount as last year. Revenue reductions in both catastrophic aid and building aid are expected.

Mr. Martin reported that expected costs for special education out-of-district programs is forecasted to be \$46,000 over what was budgeted for the tuition account. He explained this is based on current student out-of-district assignments. Mr. Martin noted, in addition, after all IEP plans were approved, there is a need to hire 7 out-of-budget IEP required individual paraprofessionals. Mr. Martin indicated that, although it is unknown if there will be a significant under spending in other Special Education accounts, most if not all of the Special Education Capital Reserve account may need to be used this year.

Mr. Guerrette commented on the contracted fuel oil price in Mr. Martin's report and requested the name of the consultant and bid requirements. Mr. Martin asked Mr. Guerrette to send an email request so that he can provide the information in a prompt manner.

a) FY13 Budget Schedule Approval

Mr. Martin reviewed the FY13 budget schedule with the Board. Board members suggested adjusting the budget presentation schedule. Presentation of FY13 budgets will begin on September 28, 2011.

Mr. York commented that the Budget Committee asked that warrants are submitted for review earlier this year.

3) Review 2011-2012 School Board Goals

Board members reviewed the 2011-2012 School Board goals that were tentatively approved.

Mr. Guerrette queried if Mr. Martin was clear regarding the objective that refers to the capital plan by April 2012. Mr. Martin commented that his understanding of the objective was clear, but that his concern is meeting the date as it consists of much work. Mr. Martin indicated that he and Mr. Bennett will be trained to use capital planning software.

Mr. Guerrette commented that he could suggest an alternative software that can project life expectancy of equipment based on data entered. Mr. Guerrette suggested the formation of a facilities committee. Dr. Cutler agreed that there should be a discussion about establishing a facilities committee.

***Mrs. Prindle made a motion for final approval of the 2011-2012 School Board Goals. Mr. Guerrette seconded. The motion carried 5-0-0.***

Dr. Cutler announced that she has begun making preparations in conjunction with the town to open a shelter at CHS for residents if the need arises as a result of loss of power or flooding from the approaching hurricane over the weekend. She noted that there she will be meeting with town officials at an emergency management meeting tomorrow. Dr. Cutler indicated that Jolt Electric was asked to test the generator at the high school earlier today and will be on call if needed to start the generator over the weekend.

Mr. Miller commented to Dr. Cutler that her experience with emergency management is greatly appreciated.

4) School Approval Designations - FYI

Dr. Cutler reviewed School Approval designation with the Board. She announced that GMS has been approved for a 3 year period. LMS has been approved for a 1 year period. She explained that there are more than 25 students in a science lab in 8<sup>th</sup> grade. There is an aide in that class. Dr. Cutler further explained that CHS has been approved for a 1 year period because we do not offer as many courses as required in FACS and Business Education. She commented that this is a common problem in small to medium size NH high schools.

5) Kindergarten Construction Update - FYI

Dr. Cutler presented information from Ed Murdough, NH DOE, and Representative Lynne Ober regarding kindergarten construction. She explained that construction funds will be eliminated after 2013 for Kindergarten. Dr. Cutler noted that in order to benefit from this state aid, a warrant would need to be presented to the voters in 2012 or 2013.

6) Resignations

Dr. Cutler presented the following staff resignations to the Board:

- ***Shawn Baskerville, LMS Special Education teacher***
- ***Julie Cote, LMS part time Media Specialist currently on leave.***
- ***Lauren Smith, GMS 2<sup>nd</sup> grade teacher***
- ***Yvonne Wallace, LMS part time Media Specialist***

***Mr. Miller made a motion to accept all resignations as presented. Mr. Guerrette seconded. The motion carried 5-0-0.***

7) Manifest

The manifest was circulated and signed by the Board.

12) **New Business**

- 1) Homework & Academic Committee Charge

*The above agenda item was deferred to the August 31, 2011 School Board Meeting.*

13) **Policies:**

a) **Work Session:**

- 1) Self-Funded Programs (DL)
- 2) Employee Conflict of Interest (GBEAA)
- 3) Students' Physical Examinations (JLCA)

b) **2<sup>nd</sup> Readings:**

- 1) Staff Ethics (GBEA)
- 2) Service Animals in Schools (IMGA)
- 3) Student Co-Curricular Activities (JJ)

*The above agenda item was deferred to the August 31, 2011 School Board Meeting.*

14) **Community Forum**

15) **Committee Reports** (if any)

16) **Request for Information:** *Mr. Guerrette has a request for the Board to consider. The above agenda item was deferred to the August 31, 2011 School Board Meeting.*

17) **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 enter into non-public session at 10:32 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. Guerrette seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

18) **Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 10:55 p.m. Mr. Miller seconded. The motion carried by roll call vote:*

*Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

19) **Adjourn**

*Mrs. Prindle made a motion to adjourn at 10:57 p.m. Mr. Miller seconded. The motion carried 5-0-0.*

20) **Upcoming Meetings**

*>>Litchfield School Board: September 7, 21, 28, 2011 – CHS Media Room - 6:30 PM*

*Proposed Litchfield School Board Meeting: August 31, 2011 – CHS Media Room – 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Jason Guerrette

August 24, 2011

Attachment to the August 24, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the August 24, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

From: Karen White  
Sent: Thursday, August 11, 2011 3:57 PM  
To: Elaine Cutler  
Subject:

Dear Dr. Cutler and Litchfield School Board Members, Knowing how important the teaching staff is to the Litchfield School District, I never considered asking for any partial funding for the wrestling or hockey team. I was very surprised and shocked to see the \$5000.00 partial funding listed for the Robotics Team. It took a lot for me to stand up last night and ask for wrestling and hockey to be considered as well. I think asking for \$15,000.00 (robotics, wrestling, and hockey) out of 1.6 million dollars is a very small amount, especially if you consider the cost of the other programs that the school funds.

I believe what is fair for one program is fair for the others as well.

Thank you for your time last night, the meeting was very informative.

Sincerely,  
Karen White

From: Liz Fay  
Sent: Wednesday, August 10, 2011 7:54 PM  
To: Elaine Cutler  
Subject: educational spending

Dr. Cutler,

I am a parent of an incoming first grader and a fourth grader at GMS. I was unable to attend tonight's special school district meeting. I want to take this opportunity to voice my opinion on the use of the adequacy funding the Litchfield School District will be receiving from the state.

I understand the need for cutting staff to reduce the budget, when we were looking at losing approximately 2 million dollars from the state. I felt that it was going to greatly impact the quality of education our children were going to receive - but I understood. Now that we are going to be getting back a large portion of that money from the state, it is my firm belief that we need to reinstate as many of the staff positions as we can with that money. The staff is a crucial component to the students' education. Class sizes at the elementary school have already increased in the last couple of years. Now the school board has cut paraprofessionals. So now the student to teacher ratio is even worse - especially in the kindergarten and first grade.

I have read through all the proposed additions to the school budget and agree with all of them.

Thank you for your time,

Liz



**From:** Nancy Gallagher  
**Sent:** Monday, August 15, 2011 8:09 PM  
**To:** Elaine Cutler  
**Subject:** School funding

Dr.Cutler:

I am writing in support of partially funding the CHS robotics team. My son participated in it last year and was both formative and inspiring for him. It solidified his desire to pursue engineering in College. It also brings forth leadership and independence that carries through into course work as well. He spent extra time in his drafting course designing and drawing plans for the team's robot. It is an excellent program and very worthy of our support as a community.

Of note he is also part of the Campbell-Pembroke Academy Ice Hockey team. It has been an excellent venture for both our students, now being able to play high school hockey, and for the students at Pembroke expanding their roster allowing them to continue their team. It like robotics is an unfunded high school team requiring the Campbell students to pay both a school fee to Pembroke as well and a fee to the booster club. The PAC booster club is very active in raising funds to pay for all the ice-time, apparel etc for the team. It is a very expensive program for our Campbell students to participate in. Even a small portion of funding would be a great asset to the students, parents and team.

Thank you for your time and consideration.  
Nancy Gallagher

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**August 31, 2011**  
**(approved as amended 9-7-11)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

1) **Public Session – Call to Order - Pledge of Allegiance** **6:30 p.m.**  
Mr. York called the meeting to order at 6:30 p.m.

2) **Review & Revision of Agenda**  
Revisions to the agenda included tabling Item 12, Board Member Statement.

3) **Summary of Non-Public Actions:** *From non-public session held on August 24, 2011.*

*Mrs. Prindle made a motion to approve the non-public minutes of August 10, 2011 as written. Mr. Guerrette seconded. The motion carried 3-0-2, with Mr. York and Mr. Miller abstaining.*

*Mr. Miller made a motion to accept the nomination of Stephanie Hoelzel as LMS teacher for a salary of \$48,090 for the 2011-2012 academic year. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the nomination of Kristen Adamakos as GMS teacher for a salary of \$53,644 for the 2011-2012 academic year. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the nomination of Richard Sauchuck as temporary Chemistry teacher at CHS for a salary of \$30,140.50 (for a Masters Degree) to be increased to \$31,593 (for Master's Degree + 30) for the 2011-2012 academic year. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

*Mrs. Prindle made a motion to accept the nomination of Rachel Baker as CHS Nurse for a salary of \$42,303 for the 2011-2012 academic year. Mr. Guerrette seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the nomination of Patricia Waggoner as part time LMS Media Specialist for a salary of \$18,525.50 for the 2011-2012 academic year. Mrs. Prindle seconded. The motion carried 5-0-0.*

4) **Board Correspondence**  
There was no correspondence.

5) **School Board Comments**  
Mr. Guerrette made a statement regarding open and honest communication by Board members. He noted that every statement is his opinion. He criticized Mr. York for his statements he made at the previous Board meeting regarding statements made by Mr. Guerrette that were contrary to RSA 91A. Mr. Guerrette indicated that his statements were not in violation of the law. He commented that Mr. York was not presenting the facts and that it took Mr. York longer to state accusations than Mr. Guerrette was allowed to rebut. Mr. Guerrette expressed concern regarding restriction of Board member's comments during Board meetings. He stated that he would defend any Board

member's right to express themselves. Mr. Guerrette indicated that Mr. York's actions at the previous Board meeting were an inappropriate abuse of power. He commented that it is unacceptable to stifle a member from making comments. Mr. Guerrette noted that was one of the reasons he rescinded his signature on the Ethics policy. He indicated that Mr. York committed three violations of that policy by his actions at the previous Board meeting. Mr. Guerrette commented that he supported Mr. York when elected as Chair because he believed that was the change necessary for the Board. He stated that he now believes Mr. York is not representative of that change.

Mr. York responded by clarifying a point of order. At any point in time that the Chair takes an action, the majority of the Board has the authority to override the Chair.

Mr. Miller expressed gratitude to Dr. Cutler for her attention to town business during the hurricane this past weekend. He believes that she took prudent measures to safeguard the people of the town and district.

Mr. Guerrette indicated that he spoke with Kevin Lynch, Town Building Inspector, regarding a request for Selectmen to include a budget item for an annual load test for the generator.

Dr. Cutler commented that Jason Hoch, Town Administrator, was invaluable in his assistance throughout the emergency preparedness this past weekend. She reported that she met with the Fire Chief, the Police Chief, the Road Agent and the Building Inspector regarding emergency preparedness several times this past weekend, which resulted in excellent teamwork. Dr. Cutler noted that there will be a follow up meeting this week.

Mr. Guerrette commented that the Board may want to consider making a request of the Selectmen to include a budget item for an annual load test for the generator.

**6) Community Forum**

There was no community input.

**7) Warrant Article Work Session**

- a) Approved 2012 Budget Adjustments
- b) Board Member Suggested Warrant Articles

Board members reviewed the revised approved 2012 budget adjustments and member suggestions for warrant articles for the Special School District Meeting on September 21, 2011.

Mr. York indicated that Mrs. Prindle had some questions regarding the process for warrant articles at the previous meeting that were unanswered.

Mrs. Prindle indicated that it was unclear to her how the voting process for warrant articles would work at the special meeting (one bottom line article vs. multiple articles). She commented that Mr. Martin and Mr. Miller had different opinions of the process (single item warrant articles vs bundling).

Mr. Miller explained that he believes that placing all recommended items on a single warrant article could result in failure of the entire article. He indicated that if all items are placed on a single article there is a risk of alienating people to the point that there could be one item in the article someone does not support, which could result in voting down the entire article.

Dr. Cutler explained that the Special Meeting process is the same as the regular Annual District meeting process. She noted that in preparation for this past February's Deliberative Session, the Board decided to present three warrant articles. Dr. Cutler indicated that at this meeting the Board may decide to present more than three articles.

Mr. Martin indicated that he was advocating an approach to presentation of the articles. He explained that when each article is presented a corresponding PowerPoint slide will contain the explanation for the article along with a list of what is included under that article. Mr. Martin noted that anyone can discuss, debate, add or remove a line item. He indicated that it is the Moderator's responsibility to handle the discussion. He pointed out that after all articles have been deliberated voters have made their decisions, a new total for the warrant can be presented in a motion and voters can make their decision through a vote.

Mr. Guerrette commented that in a traditional warrant, a new position can be proposed because it is not included in the budget. If it is not approved by the voters then it is not funded that year. Mr. Guerrette indicated that if an item is in the budget and you would like to increase that item via warrant article and it fails, funds can be transferred to cover any shortfall in that budget line item. Mr. Guerrette commented that this process gives people an opportunity to decide what is most important to them. He commented that it is important to empower the people to tell us how to spend their money. He indicated that the people can vote for something and the Board has the authority to decide if it should be funded.

Mr. York agreed with Mr. Guerrette, but commented that it would be disingenuous for the townspeople to have the expectation it is not a bottom line vote. He noted that even if the people vote separately on these items, it still results in a bottom line number. Mr. York indicated that Board members have to help the people understand this at the Special Meeting.

Dr. Cutler commented that she has never seen a Board decide not to fund an article that has been approved by the voters. Mr. Guerrette indicated that the reverse has happened – an article failed and the item was funded regardless. He commented the approach being taken by the Board for the Special Meeting re-establishes trust among the people. Dr. Cutler stated that she believes that some voters are not aware that a failed article can be reintroduced or added to the operating budget at the next School District meeting.

Board members discussed and voted on each article or article bundle.

#### **Assistant Principal**

*Mr. Miller made a motion to place the GMS Assistant Principal 10 month part time position on a separate article for a total cost of \$30,675. Mr. Guerrette seconded. The motion carried 5-0-0.*

#### **Custodians**

*Mr. Guerrette made a motion to place the Custodian positions on a warrant article for a total cost of \$105,742. Mr. Miller seconded. The motion carried 5-0-0.*

Board members discussed the wording of an article that would include fuel oil and propane.

Mr. Martin suggested the article be worded to reflect an increase in operating costs and not an increase for additional fuel oil and propane. He was concerned that if these items are listed as oil and propane in the warrant article wording and the article fails, the District cannot transfer money in the budget to cover the shortfall.

Board members expressed concern if an article is worded as operating costs, the voters will not know what they are voting to increase or decrease. Mr. Martin indicated that the article can be presented in conjunction with a coordinating PowerPoint slide that lists what is included in that particular article.

Board members briefly discussed the wording for articles that contain instructional positions and those that contain support positions. Mr. Guerrette suggested bundling items (positions) that impact education directly (i.e. paraprofessionals, teachers, director of curriculum). He also suggested bundling items that impact operations (nurse/guidance extra days, receptionists, oil and propane).

#### **Paraprofessionals, English teacher, Special Education teacher, Director of Curriculum, Library Monitor, & ESOL - Direct Instruction**

*Mrs. Prindle made a motion for a warrant article for Direct Instructional Support for a total cost of \$207,403, which includes the following positions:*

*5 Program Paraprofessionals (2 @ GMS, 3 @ CHS)*

- *CHS English teacher*
- *LMS Special Education teacher*
- *Director of Curriculum (additional hours)*
- *LMS Library Monitor*
- *ESOL Tutor*

*Mr. Guerrette seconded. The motion carried 5-0-0.*

**Nurse/Guidance/Librarian extra days, Receptionists, Fuel Oil & Propane – Operating Costs**

**Mr. Miller made a motion for a warrant article for Operating Costs for a total cost of \$88,900, which includes the following:**

- **GMS Nurse/Guidance extra days**
- **LMS Receptionist position**
- **LMS Nurse/Guidance extra days**
- **CHS Receptionist position**
- **CHS Nurse/Librarian extra days**
- **Fuel Oil**
- **Propane**

**Mrs. Prindle seconded. The motion carried 5-0-0.**

**Mr. Miller made a motion for Adult Education (\$6,608) and Co-curricular (\$5,000) to be placed on separate warrant articles. Mrs. Prindle seconded. The motion carried 5-0-0.**

Dr. Cutler asked Board members to determine the order of the warrant articles.

Board members agreed on the following order:

1. Direct Instruction
2. Operating Costs
3. Assistant Principal
4. Custodians
5. Adult Education
6. Co-Curricular

Mr. York proposed the District contract an outside consultant for 20 days at an estimated cost of \$10,000 to evaluate the Math program for the Board. He commented that the consultant would study the Math issues in each school. Mr. York explained that it is necessary to give the Board an objective view in order to formulate a plan of action by March.

Mr. Guerrette agreed that a fresh set of eyes is necessary, but cautioned that some outside consultants who are educated on the process, could be biased on what they believe.

Mr. Miller agreed with Mr. Guerrette. He indicated that his expectation is that a consultant identifies the problems and then the Board can ask for a recommendation. Mr. Miller commented it is a reasonable expense for a tangible answer.

Dr. Cutler commented that Dr. Heon (Director of Curriculum) has a math consultant coming in to work with the administrative team and the teachers. She noted that improving math scores is a Board goal. Dr. Cutler indicated that we have reading specialists in our schools and our reading scores are exceptional.

Mr. Guerrette commented that the Special Meeting may not be the place to propose adding a position. He indicated that Representative Ober was adamant that districts cannot add new positions. Dr. Cutler indicated that according to legal opinion we can ask for the position.

Mr. York indicated that the Board needs to take some action regarding the improvement of math scores. Dr. Cutler acknowledged that we have capable math teachers. She suggested letting the teachers work with their students. She noted that reading and writing have improved through internal measures.

Mr. York opened the floor for public comment.

Chris Pascucci, 12 Colonial Drive, commented that it sounds like a great idea, but this is a perfect example why something shouldn't be voted on without due process among the Board. He indicated that the Board should vet this further before making a decision. Mr. Pascucci commented that the Board needs to know about the consultant.

He agreed that there are talented math teachers in the schools. He noted that we can take an objective look at the problem right here in town for no cost. Mr. Pascucci indicated that there are intelligent people in Litchfield. He commented that it appears that the Board will be spending \$10,000 on an unknown.

Mr. York commented that there is an issue, but it's origin is unknown. He indicated that the Board can craft a warrant article tonight and decide to remove it next week.

Mrs. D'Alleva was concerned with having a consultant evaluate the math program. She indicated that there are many successful schools in the state. She commented that Board members could do the research to determine what these schools are using for curriculum and she was willing to do the work.

Board members discussed and debated hiring a consultant to study and identify problems and issues in comparison to hiring a math specialist.

Dr. Cutler asked Board members not to underestimate the internal staff. She commented that there is no guarantee that we can find a consultant by next Wednesday. Dr. Cutler indicated that the District does pay attention to math, but has focused more on reading with reading specialists and tutors. She suggested it would be helpful to have a specialist that focuses on math exclusively.

***Mr. Miller made a motion for a separate article to study math and identify problems. Mr. York seconded. John second***

Mrs. Prindle commented that improving math scores is one of our goals. She indicated that the District's professionals can study math and identify the problems. Mrs. Prindle noted that once the problems are identified, we can hire a specialist to focus on improving math.

***The motion failed 2-3-0, with Mr. Guerrette, Mrs. D'Alleva, and Mrs. Prindle opposing.***

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of August 24, 2011

A minor revision was made to the minutes.

***Mrs. Prindle made a motion to approve the public minutes of August 24, 2011 as amended. Mr. Guerrette seconded. The motion carried 5-0-0.***

2) Manifest

The manifest was circulated and signed by the Board.

**9) New Business**

1) Homework & Academic Committee Charge

Dr. Cutler indicated that Board members previously asked for the development of a committee. She announced she is submitting an article to the HLN in which she will solicit volunteers. Dr. Cutler indicated that the committee will consist of two teachers from each building, two parents from each building, a community member and the Director of Curriculum.

Board members instructed the Superintendent to draft a charge to bring forth to the Board.

**10) Policies:**

a) **Work Session:**

1) Self-Funded Programs (DL)

Dr. Cutler commented that the Self-Funded Programs policy is brand new.

Mr. Martin indicated that he and Mrs. Flynn co-authored the policy. It was not necessary to be reviewed by legal counsel. He indicated that the Board previously suggested such a policy when discussing tutoring and private music

lessons in the District. Mr. Martin noted that the legislature no longer requires school districts to offer Drivers Education. He indicated that the policy will be revised to reflect the change in the law.

Board members discussed clarification of private music lessons as compared to tutoring. Board members suggested wording revisions. Dr. Cutler indicated that she would ask for statements from the music department of each school to clearly delineate what is covered in music lessons. The policy will be revisited by the Board.

2) Employee Conflict of Interest (GBEAA)

Board members reviewed the revised policy and moved the policy to a 1<sup>st</sup> reading.

*Mrs. Prindle made a motion to move the Employee Conflict of Interest policy to a 1<sup>st</sup> Reading. Mr. Guerrette seconded. The motion carried 5-0-0.*

3) Students' Physical Examinations (JLCA)

Board members reviewed the revision to the policy and moved the policy to a 1<sup>st</sup> reading.

*Mrs. Prindle made a motion to move the Students' Physical Examinations policy to a 1<sup>st</sup> Reading. Mr. Guerrette seconded. The motion carried 5-0-0.*

b) **2<sup>nd</sup> Readings:**

1) Staff Ethics (GBEA)

Board members reviewed the policy and suggested minor revisions.

*Mr. Guerrette made a motion to approve the Staff Ethics policy. Mrs. Prindle seconded. The motion carried 5-0-0.*

2) Service Animals in Schools (IMGA)

*Mrs. Prindle made a motion to approve the Service Animals in Schools policy. Mr. Guerrette seconded. The motion carried 5-0-0.*

3) Student Co-Curricular Activities (JJ)

*Mr. Guerrette made a motion to approve the Student Co-Curricular Activities policy. Mrs. Prindle seconded. The motion carried 5-0-0.*

**11) Community Forum**

Derek Barka, 8 Simeon Lane, queried about the homework and academic committee.

Mr. York indicated that it would be a committee made up of two teachers from each building, two parents from each school, a community member and the Director of Curriculum. He indicated that they will study the homework policies and procedures so the Board can have a broad base of how we look at the homework grading process for students. Mr. York commented that this will help in drafting a District plan.

Dr. Cutler elaborated that the committee will study the research and formulate best practices.

**12) Board Member Statement**

This agenda item was tabled.

**13) Request for Information**

Mr. Guerrette requested information regarding degrees of the teaching staff. He commented that he learned that teachers do not necessarily have to have a degree in what they are teaching to be certified.

Dr. Cutler clarified that it is required that a teacher have enough credits in a particular subject to be certified to teach the subject.

Mr. Guerrette indicated that in order for him to understand where we are and where we want to go he would like a spreadsheet listing all teachers, the subject they teach, and their degrees.

Dr. Cutler indicated that Mr. Guerrette made the request by email. She commented that the state requires certification and that teachers must have enough credits in a subject to teach the subject. Dr. Cutler indicated that the state and federal DOE's do not require the information Mr. Guerrette is requesting and it is not readily available. She commented that it would take much time to compile that information and there is not enough personnel to perform the task. Dr. Cutler indicated that the information does not add administrative value. She noted that when the Board is reviewing new hire candidates, their information is available for review by Board members. She commented that the Board can review a new hire's educational background.

Mr. Guerrette stated that Dr. Cutler can send an email out to the staff requesting the information. He indicated that he would like to have this information to go forward. Mr. Guerrette commented that the District needs to make sure people want to come here to teach.

Dr. Cutler informed the Board that the state produces a critical shortages list each year. By LEA Contract, the Superintendent has the authority to raise the salary of a person who is in a critical shortage area one step on the salary scale. She commented that the Superintendent cannot make special deals. Dr. Cutler reiterated that all teachers are certified by the state and she is not willing to have an administrative assistant work on this type of a project.

Mrs. Prindle commented that this is micromanaging. She indicated that we should trust Dr. Cutler and the Administrators to bring forward candidates for hire. She noted that it is not the Board's responsibility to manage personnel.

Mr. Guerrette indicated that he has to have that information to go forward. Mr. Miller asked how a degree is pertinent. Mr. Guerrette commented that he cannot divulge further information and that he will do so during a closed session.

Mr. Guerrette asked why the public is not able to walk on the football field. Dr. Cutler indicated that when school is in session, the fields are for game use only. People can do damage to the fields.

Mr. Guerrette was concerned that a resident was told they could not walk on the football field. Mr. Miller asked if the gate was closed and noted that if that was the case, the person should not have been on the field.

Mr. Guerrette believes that we are saying the community is not allowed to be on the field. Dr. Cutler offered to look into the situation.

**14) Non-Public Minutes**

a) Draft School Board Minutes:

- 1) Non-Public Minutes of August 24, 2011 – in public session

***Mr. Guerrette made a motion to approve the non-public minutes of August 24, 2011 as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

Dr. Cutler informed the Board that the SAU Office will begin preparing the warrants and presentation for the Special Meeting. The warrants will be sent to legal counsel for review.

**15) Adjourn**

***Mr. Guerrette made a motion to adjourn at 8:45 p.m. Mr. Miller seconded. The motion carried 5-0-0.***

**16) Upcoming Meetings**

>>Litchfield School Board: September 7, 28, 2011 – CHS Media Room - 6:30 PM

>>Litchfield School District Public Hearing: September 7, 2011 – CHS Auditorium – 6:30 PM

>>Litchfield School District Special Meeting: September 21, 2011 – CHS Auditorium – 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



*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)*

**SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

September 7, 2011

**Public Hearing Approved Minutes**

(approved as written 9-28-11)

**PUBLIC HEARING**

**PROPOSED INCREASES TO THE FY12 SCHOOL DISTRICT BUDGET**

**Public Hearing, RSA 198:41 – Call to Order 6:30 p.m.**

***RSA 198:41 – Adequate Education; Education Trust Fund: Determination of Grants and Excess Tax.***

Mr. York opened the public hearing at 6:30 p.m.

Mr. York explained the reason for the public hearing. The state reinstated \$2.1M in adequacy aid that Litchfield was going to lose. The public hearing is an opportunity to discuss items identified for consideration at the Special School District Meeting to be held on September 21.

Mr. York reviewed the reductions to the FY12 budget that were due to the reduction in student population. These reductions included:

- 1 GMS monitor
- 2 GMS classroom teachers
- 1 LMS classroom teacher
- 1 LMS Special Education teacher
- 2 CHS classroom teachers
- 1 CHS Special Education teacher

Mr. York explained that voter approval is required in order to spend any of the additional \$2.1M in revenue.

Mr. York read Article 1, which is requesting restoration of \$207,403 for Direct Instructional Support, which includes:

- GMS 2 Program Paraprofessionals \$ 27,466
- LMS 1 Special Education Teacher \$ 55,599
- CHS 1 English Teacher \$ 42,931
- CHS Library Monitor \$ 10,210
- CHS 3 Program Paraprofessionals \$ 48,437
- Director of Curriculum & Instruction  
(Increase to 80% position) \$ 10,545
- District-wide ESOL Tutor \$ 12,215

Mr. York indicated that the justifications for the requested positions are as follows:

- GMS paraprofessionals provide direct instruction to students in the classroom;

- The LMS Special Education teacher is necessary to maintain current levels of student support;
- The CHS English teacher is necessary to restore sufficient elective English courses to meet student demand and reduce senior class sizes;
- The CHS Library monitor is necessary to provide student services and restore the library to the 2010-11 level of hours;
- CHS paraprofessionals provide needed classroom assistance, as well as staff the student support center and homework club;
- The Director of Curriculum’s hours would meet the Board’s goal to improve academic performance, specifically in math, as well as support teacher training and staff development;
- The ESOL tutor is required to support new students with no English language ability who have moved into the District.

Mr. York opened the floor to discussion of Article 1. There was no discussion on Article 1.

Mr. York read Article 2, which is requesting restoration of \$88,900 for Operating Cost, which includes:

• GMS Nurse – Add 2 Days	\$ 666
• GMS Guidance – Add 5 Days	\$ 1,698
• LMS Receptionist	\$ 12,674
• LMS Nurse – Add 2 Days	\$ 722
• LMS Guidance – Add 10 Days	\$ 3,871
• CHS Receptionist	\$ 14,776
• CHS Nurse – Add 2 Days	\$ 541
• CHS Librarian – Add 5 Days	\$ 1,952
• Fuel Oil	\$ 24,000
• Propane	\$ 28,000

Mr. York indicated that the justifications for the requested positions are as follows:

- Nurses’ extra days are necessary to prevent delay in providing administrative nursing services including new registrations, new student immunization/health records, student physicals, transferring student records, and 504 planning assistance;
- Guidance extra days are necessary for 504 plan management, parent meetings, and reviewing student schedules;
- The CHS Librarian extra days are necessary for the required end of year inventory, as well as to keep the library open and accessible to students during the entire school year;
- The LMS receptionist is necessary to provide support to school office staff, administration, parents, and students;
- The CHS receptionist is necessary to provide support to students, staff and the public, and to administer daily attendance and building usage;
- Fuel oil increase is necessary to pay for the budgeted usage at contracted costs (oil contracted at \$3.125/gallon and budgeted at \$2.477/gallon);
- Propane increase is necessary to pay for the budgeted usage at contracted costs (propane contracted at \$2.129/gallon and budgeted at \$1.60/gallon).

Mr. York opened the floor to discussion of Article 2.

Susan Seabrook, 18 Bear Run Drive, commented that at GMS the nurses also work along with Guidance. She queried the accuracy of the salary for the GMS nurse’s extra days.

Janine Lepore, 17 Greenwich Road, commented that the language of the articles says “raise and appropriate” and may give the perception we have to raise taxes. She wondered if the language can be changed.

Mr. York indicated that the language is legally required wording.

Mrs. D'Alleva commented that a statement regarding the return of education funds is included in the article. It is not something we are raising with additional taxes.

Mrs. Lepore commented that the language is not very clear.

Mr. Martin clarified that the wording is correct. He noted if taxpayers approve the articles they are technically raising taxes, but is offset by the restored revenue which will reduce taxes.

Mr. York elaborated that the Board is requesting some of the funds to restore services. The remainder of the funds will reduce the tax rate.

Mrs. Lepore queried if the \$2.1M in restored funding was from the reduction to the operating budget approved in March.

Mr. York indicated that the \$2.1M was returned by the State.

Mrs. Lepore commented that the schools were impacted and not the town. She indicated that this is the money we expected for the schools.

Mr. York commented that it is taxpayer money. He explained that the Board asks taxpayers for the money to provide services for the children in the town. The Board and Budget Committee go through the budget process 21 months prior to the new school year. The Board requests and justifies funding for the District budget. Mr. York indicated that the \$2.1M is adequacy aid that is being restored by the State. He noted that it is taxpayers' money until they vote to approve appropriation of the funds for the budget.

Mrs. Lepore commented that she would like people to understand that this is adequacy aid money and not tax money. Mr. York commented that even though it is adequacy aid it still comes from the taxpayers.

Phil Reed, Forest Lane, commented that there are two legal entities – the town and the school district – with two separate budgets and no intermingling of the two.

Mr. York read Article 3, which is requesting restoration \$30,675 for a part time Assistant Principal at GMS. Mr. York indicated that this will be a part time, school year position consisting of 20 hours/week for 10 months. He commented that there are currently 507 students enrolled at GMS and the state requires an assistant principal for student enrollment of 500 or more. Mr. York explained that the assistant principal is responsible for administration in absence of the principal as well as building operations and other important administrative duties.

Phil Reed, Forest Lane, commented that in March when the issue of eliminating the GMS Assistant Principal was raised, an argument was made regarding a part time assistant principal. He queried about the pool for part time assistant principals.

Dr. Cutler indicated that retired workers can work 32 hours per week. Manchester and Nashua have part time assistant principals. She commented that currently there appears to be a demand for part time professional staff. Dr. Cutler indicated that this position may be attractive to recent retirees. She added that until we advertise, we do not know about the pool.

Sue Seabrook, 18 Bear Run Drive, queried about the result if there are no applicants for the position.

Mr. York commented that if the article is approved and the position is not filled, the funds would become part of the operating budget and could be reallocated because it is a bottom line budget. Mr. York indicated that if the article passes we should be able to fill the position.

Mrs. Seabrook queried if the cost for the assistant principal position in Article 3 includes the stipend earmarked for administrative assistance at GMS. Mr. York affirmed that the stipend is included in the cost.

Mr. York read Article 4, which is requesting restoration of \$105,742 for custodial staff, which includes:

- 1 Full Time Custodian at GMS
- 1 Full Time Custodian at LMS
- 1 Part Time Custodian at CHS (half time to full time)

Mr. York indicated that these positions are required to maintain the buildings' cleanliness and maintenance per the School Board approved District Maintenance Plan.

Mr. York opened the floor for discussion of Article 4. There was no discussion.

Mr. York read Article 5, which is requesting restoration of \$6,608 for Adult Education administrative costs. Mr. York explained that the program has been successful for the last three years and services Litchfield with a variety of programs. He indicated that the program is operated as a lifelong learning service to the community. The cost includes the director's salary and costs to advertise the program.

Mr. York opened the floor for discussion of Article 5. There was no discussion.

Mr. York read Article 6, which is requesting \$5,000 to be added to Co-Curricular Activities for CHS Robotics. Mr. York explained that the Robotics team involves and interests students in STEM (Science, Technology, Engineering, and Math) careers. The request would cover part of the program costs, as the remainder will be obtained through fundraising and grants.

Penny Shupe, 8 McQuestin Circle, queried if there are other co-curricular activities and how they are funded.

Mr. York commented that the hockey and wrestling programs are self-funded.

Mrs. Shupe queried the justification for Robotics.

Mr. York indicated that his justification is that the program is academic and not athletic.

Mrs. Shupe asked other Board members to provide input.

Mr. Guerrette indicated that if the article is approved the funds would be placed in the co-curricular account. He noted that the principal would be able to apply that money to programs that have the greatest interest. He commented that if people would like to see other programs funded, they can voice their opinion during the budget process.

Mrs. Shupe asked how many students in the program. Mr. York indicated that there were approximately 20 students involved last year.

Hearing no further discussion, Mr. York summarized the recommended budget increases. He indicated that the total of the six articles is \$444,428. He explained that the original budget reductions totaled \$1,687,393. The net total of budget reductions after increases would be \$1,243,065. This would result in a \$1.13 decrease on the tax rate.

A community member residing at 26 Chatfield Drive queried if the tax rate decrease would be the result if all the articles were approved. Mr. York affirmed that the tax rate decrease would be a result of the approval of all articles.

Phil Reed, Forest Lane, expressed his support for the custodial staff for their effort in keeping the high school well maintained.

Bill Spencer, 9 Cranberry Lane, commented that it would be helpful to explain the process at the Deliberative Session in September.

Mr. York explained that at Deliberative the Moderator will run the meeting. Each article will be read and explained and voters will have an opportunity for discussion. Voters can make a motion to decrease or increase the specific article. Voters cannot decrease or add anything to the existing operating budget. A vote will be taken on each article and the results will be based on the majority vote. Mr. York indicated that the Board bundled the articles appropriately and will present them at the Special Meeting for discussion and approval by the voters. Mr. York informed the public that, according to the law, no petition warrant articles are allowed. He added that articles that were defeated or passed in March cannot be brought forward at the Special Meeting.

***Mrs. Prindle made a motion to close the public hearing at 7:12 p.m. Mr. Guerrette seconded. The motion carried 4-0-0.***

**Public Hearing closes at**

The public hearing closed at 7:12 p.m.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**September 7, 2011**  
**(approved as written 9-28-11)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member (*excused*)  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

1) **Public Session – Call to Order - Pledge of Allegiance** **Immediately following Public Hearing**  
Mr. York called the public session to order at 7:22 p.m.

2) **Review & Revision of Agenda**  
Revisions included the addition of Item 2A: Statement from the Chair; the addition of Item 1C under Business Affairs: Impact Fees Discussion.

2A) **Statement from the Chair**  
Mr. York read a statement regarding remarks he made at the August 24, 2011 School Board meeting regarding Mr. Guerrette. Mr. York stated that at the August 24, 2011 meeting, as Chair he made comments about the release of confidential information and the release of non-public information by Mr. Guerrette. He announced that Mr. Guerrette asked for an apology. Mr. York stated that although he understands Mr. Guerrette's reasons, he believes that the actions taken by Mr. Guerrette should not have taken place without the authority of the Board. Mr. York shared that he could have handled the process to address Mr. Guerrette's actions in a different manner. Mr. York indicated that this was a Board issue and should have come before the whole Board to review and for a decision. He commented that his only reason for addressing the matter was to ensure all Board members understood the responsibility with regard to the release of this type of information.

Mr. York clarified that he is not saying that information should not be released to the public; however, documents from legal counsel need Board approval for release. He indicated that non-public information is important for Board members to understand. Mr. York noted that there are serious responsibilities subject to RSA 91-A:3, which govern the process. He encouraged Board members to make sure that any information they release has a public source. Mr. York stated that, according to the law, issues regarding Board members must be discussed in public. He indicated that his goal was to present the information on the issue, give Mr. Guerrette one minute to state his position, and move onto District business. Mr. York stated that in the future he will continue to strive to conduct Board business in a manner that is meaningful and respectful.

Mr. Guerrette accepted Mr. York's statement. He stated that he conversed with Mr. York via email and commented that it is possible to have an opinion and express it in a factual way. Mr. Guerrette believes that Board members should bring all opinions to the table.

*Mr. York's statement will be attached to the minutes.*

3) **Summary of Non-Public Actions:** *No non-public session was held on August 31, 2011.*

4) **Board Correspondence**  
There was no correspondence.

**5) School Board Comments**

Mr. Guerrette commented that there has been no response from the LEA regarding an earlier matter. He explained that the Board previously received a letter from the LEA regarding statements made by Mr. Guerrette that they believed were offensive. Mr. Guerrette indicated that the LEA offered to help him understand what statements were offensive. He commented that he spoke with Dr. Cutler about the non-complimentary nature of the statements. Mr. Guerrette indicated that he reviewed the specific meeting, but was unable to find the statements.

Dr. Cutler informed Mr. Guerrette that he sometimes makes statements that indirectly identify staff members. She asked him if in the future he could be more careful. Mr. Guerrette commented that in the case where something was sent home with his son it was mentioned because it was related to the discussion.

Dr. Cutler indicated that Mr. Guerrette stated the handout was from his son's math teacher. Mr. York commented that Mr. Guerrette identified a staff member and that in the future similar comments should be more general in nature. Dr. Cutler commented that Board members who have parental concerns should call or email their child's teacher and ask questions about processes and procedures at school. She indicated that his statement was tied to a particular person.

Mr. Guerrette queried the difference if a parent of a CHS student approaches him with concerns about something that was sent home and Mr. Guerrette brings it to the Board for discussion. Mrs. Prindle indicated that something of that nature should not be discussed at the Board level as there is a process in place.

Mr. York commented that concerns that are forwarded to a Board member from a parent should be directed back to the schools or administration according to the process. Mr. Guerrette disagreed and stated that it is our responsibility to interact with the public if we are aware of issues of concern in the district. Mr. York indicated that Mr. Guerrette asked for assistance regarding comments he has made regarding district staff. He commented that it is difficult to help if Mr. Guerrette is resistant. Mr. Guerrette commented that his comments were part of a discussion and not about a particular person.

Dr. Cutler indicated that there will be a closed session with legal counsel to discuss negotiations. She commented that Board members could receive clarification from legal counsel at that time.

Mr. York asked Mr. Guerrette to share an email discussion in which other Board members participated.

Mr. Guerrette indicated that when he reads articles about education he provides the information to Board members. He noted that he sent some information regarding a UNH student's experience to Mr. Miller and Mrs. D'Alleva and both Board members responded.

**6) Community Forum**

There was no community input.

**7) Warrant Article Approval**

a) Special Meeting Warrant Articles

Board members reviewed the warrant articles for the upcoming Special District Meeting on September 21. No changes were made. Board members briefly discussed the process for the Special Meeting.

*Mr. Guerrette made a motion to approve the 2011 Special District Meeting Warrant Articles. Mrs. Prindle seconded. The motion carried 4-0-0.*

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of August 31, 2011

A minor revision was made to the minutes.

*Mrs. Prindle made a motion to approve the public minutes of August 31, 2011 as amended. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

b) Homework Committee Membership Discussion

Mr. Guerrette asked for an item to be on the agenda. He questioned why a Board member is not serving on the Homework Committee. He stated that Board members are here for education and we should be focused on those types of committees.

Dr. Cutler indicated that it is under her purview to decide the composition of these types of committees. She noted that the Kindergarten Committee and the Co-Curricular Policy Committee consisted of members of the public and staff and no Board members. Dr. Cutler indicated that these committees worked well. She commented that it is a better process to allow committees to do the work without the participation of a Board member and presenting the finished product to all Board members at the same time. Mr. Guerrette disagreed. A note will be taken on this issue at a later meeting.

c) Impact Fees Discussion

Mr. Martin indicated that according to the revenue plan for FY12 approved by the Board, high school impact fees were to be used to pay down the CHS bond. He informed the Board Mr. Hoch, Town Administrator, confirmed that to date only \$42,000 in high school impact fees is set to expire June 30, 2012. Mr. Martin suggested that the Board may want to reconsider using the impact fees to pay down the bond at this time. He indicated that the Board could be facing another funding shortfall in two years. Mr. Martin asked Board members if they wanted to reconsider their decision.

Mr. York commented that the Budget Committee's suggestion was to only use fees that are set to expire.

***Mrs. Prindle made a motion to use only high school impact fees that will expire by June 30, 2012.***

Mr. Guerrette indicated that this information should have been discussed at the public hearing. He commented that we are taking a tax reduction back from the people. He was concerned that it may appear this was a last minute decision by the Board.

Mr. York commented that the decision is either a large refund now or a lesser amount over the next several years. Mr. Guerrette commented that if the Board decides to only use the fees that will expire in June, it will result in a discussion regarding constructing a kindergarten building at the high school.

Mrs. D'Alleva indicated that she would like to think it over. She queried if the Board wants to construct a kindergarten building on the high school site.

Dr. Cutler commented that this was discussed last year by the Board. There were a host of problems that rose from the discussion (i.e. busing, staffing). She indicated that we cannot build at GMS. She commented that there would be staffing issues if we build at LMS and CHS. Dr. Cutler indicated that full day kindergarten will eventually be implemented throughout the state. She commented that districts are now limited to \$1M in state building funds for kindergarten. We are losing elementary impact fees at the present time.

Mr. York asked for a second on Mrs. Prindle's motion. There was no second.

***The motion failed for lack of a second.***

Board members decided to follow the original plan to use the high school impact fees to pay down the CHS bond. Dr. Cutler indicated that Mr. Martin will ask for accurate impact fee totals from Mr. Hoch for all schools.

2) Job Descriptions:

Dr. Cutler presented two job descriptions to the Board.

a) LMS Advisor – Choral



Dr. Cutler explained that choral is now a supplement program because the entire program was eliminated with the reduction of the choral teacher. Mrs. D'Alleva made an addition that would reference Policy JJ, Student CoCurricular Activities, to the job description.

***Mrs. Prindle made a motion to approve the LMS Advisor –Choral job description as amended. Mr. Guerrette seconded. The motion carried 4-0-0.***

b) Green Raiders Advisor

Dr. Cutler explained that Green Raiders is an environmental club and attracts much interest by the student population.

***Mr. Guerrette made a motion to approve the Green Raiders Advisor job description as amended. Mrs. Prindle seconded. The motion carried 4-0-0.***

3) Manifest

The manifest was circulated and signed by the Board.

9) **Policies:**

a) **1<sup>st</sup> Reading:**

1) Self-Funded Programs (DL)

Dr. Cutler commented that the Board previously made comparisons between private tutoring and private music lessons. She indicated that the Board requested input from the Music staff regarding private lessons. The difference between tutoring and private lessons is that tutoring is remedial and an extension of the class/course. Private music lessons go above and beyond what is taught during the course/class and utilize more advanced methods.

Dr. Cutler explained that these private lessons have been in practice for 20 years or more and parents are very pleased with them. She suggested that wording to accommodate private lessons be included in the policy.

Mr. Guerrette commented that he agreed with Mr. Miller's comments at a previous Board meeting regarding private lessons. He noted that he does not believe there is a difference between private tutoring and private lessons.

Mrs. D'Alleva commented that private music lessons are not an extension of the students' classes. Mr. Guerrette commented that it is not consistent with other programs.

Mr. York suggested separating the section regarding Tutoring and Lessons. Dr. Cutler and Mrs. Flynn will wordsmith the policy sections and bring the policy back to the Board.

2) Employee Conflict of Interest (GBEAA)

***Mrs. Prindle made a motion to approve the policy for a 1<sup>st</sup> Reading. Mr. Guerrette seconded. The motion carried 4-0-0.***

3) Students' Physical Examinations (JLCA)

Board members made minor revisions to the policy.

***Mrs. Prindle made a motion to approve the Students' Physical Examinations policy for a 1<sup>st</sup> Reading. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

10) **Community Forum**

There was no community input.

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

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

***Mrs. Prindle made a motion to enter into non-public session at 8:40 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***

Date: September 7, 2011  
Campbell High School

Litchfield Board of Education  
Public Session - 6:30 pm  
Followed by Non-Public Session

*member of the body or agency itself, unless such person requests an open meeting. Mr. Guerrette seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

**12) Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 9:12 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

**13) Adjourn**

*Mrs. Prindle made a motion to adjourn at 9:13 p.m. Mr. Guerrette seconded. The motion carried 4-0-0.*

**14) Upcoming Meetings**

>>Litchfield School Board: September 28, 2011 – CHS Media Room - 6:30 PM

>>Litchfield School District Special Meeting: September 21, 2011 – CHS Auditorium – 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Jason Guerrette

September 7, 2011

Attachment to the September 7, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the September 7, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

At the School board meeting on August 24, 2011 as Chairman of the School Board I made comments about actions School Board member Jason Guerrette took during the public meeting of August 7, 2011. I also addressed some postings Mr. Guerrette made during the following weeks that concerned Non-Public information.

I received a concern about the possible release of Non-Public Information from another board member. As a result, all board members received the screen shots in question created by Mr. Guerrette on a public blog.

Mr. Guerrette has asked for an apology from the chair and while I understand his reasons for this, I believe the actions taken by Mr. Guerrette should not have taken place and he did not have the authority to release this information. However, I understand that as the chair, I could have handled the process to address this situation in a different manner.

This was a School Board issue and as such, should have come before the whole board to review and make any decision about the issues in question.

My only goal in addressing this matter was to make sure all members understood their responsibility in releasing information they receive as School Board members and how this information needs to be released to the public.

Let me be clear. I am not saying information should not be released to the public; however documents from our attorney need to be voted on by the board before being released. In this instance I believe the board would have voted to release the document. All Board members just need to be aware and follow the process.

Non-Public information is very important for all school board members to understand. There are serious responsibilities subject to RSA 91-A: 3 which govern this process. I would encourage all members to make sure that any information they release has a public source where this information is available to everyone.

By law, all issues regarding-School Board members need to be discussed in a public form. My goal in presenting the information regarding Mr. Guerrette at the August 24<sup>th</sup> meeting was to present the information on the issue, give Mr. Guerrette one minute to state his position, and then move on to the business of the District.

In hindsight, there was a better way to address this conduct. I should have involved other board members in the discussion and given Mr. Guerrette equal time to defend his position.

In the future I will strive to conduct board business in a manner than involves all board members in a meaningful and respectful fashion. Mr. Guerrette, I trust this statement will address any concerns you have regarding the manner that I conduct board meetings.

My goal is to move forward as a board and work on solving issues which impact the students of our schools and the community of Litchfield.

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**September 28, 2011**  
**(approved as written 10-5-11)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member (*excused*)  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum  
Mr. Kyle Hancock, IT Director  
Mrs. Deb Mahoney, Director of Human Resources  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Mrs. Michele E. Flynn, Administrative Assistant

>> **Non-Public Session – RSA 91-A:3II (a-c)** **5:00 p.m.**

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

*The Board entered into non-public session at 5:00 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.*

1) **Public Session – Call to Order - Pledge of Allegiance** **6:30 p.m.**

Mr. York called the meeting to order at 6:35 p.m.

2) **Review & Revision of Agenda**

Revisions included addition of Board signatures for the MS-25 and DOE-25 under Business Affairs.

2a) **Staff Announcement**

Mr. York announced that Dr. Cutler will resign her position as Superintendent on June 30, 2012. He indicated that on behalf of the Board, he has accepted Dr. Cutler's resignation with much appreciation. On behalf of the Board, Mr. York thanked Dr. Cutler for her many years of service and help in guiding the Litchfield School District.

Mr. York indicated that the Board will begin the process of finding a new Superintendent of Schools.

Mrs. Prindle thanked Dr. Cutler for serving the District. -

3) **Joint Meeting with Selectmen**

a) Discussion of Joint 2012 Deliberative Session

Mr. York welcomed the Selectmen to the Board meeting. Board members discussed the process and date for a joint town/school district deliberative session in February 2012. Jason Hoch, Town Administrator, indicated that he made the initial suggestion to hold a joint deliberative session based on his past experience in Littleton. He explained that in this format, deliberative session would consist of both town and school business meetings on the same day. Mr. Hoch commented that town and school business can be handled separately (town first, school next), or business can be addressed in an alternating fashion (town budget, school budget; town warrant article, school warrant article, etc.).

Mr. Perry commented that the alternating method may keep people who attend involved. Mr. York agreed and commented that community organizations and fundraising groups will have an opportunity to serve the community on that day.

Mr. Martin asked about the process for recording the minutes and submission to the Department of Revenue Administration and the NH DOE. Mr. Hoch indicated that there could be two sets of minutes submitted together as one package.

Mr. Martin was concerned about additional costs for legal counsel and recording secretaries. Mr. Hoch indicated that the cost would be negligible.

Mr. Lambert commented that the overall cost of recording people and lawyers vs the total we are spending seems like a distraction. He indicated that we are talking about getting more people to attend deliberative session. He commented that we need people to know how we are spending their money.

Mr. Byron indicated that the majority of people who attended the town meeting in March were agreeable to a joint deliberative session.

Board members and Selectmen agreed to hold a joint session on February 4, 2012 at CHS in the Auditorium, with February 11 as a snow day. They agreed the meeting would begin at 10:00 a.m. with a break for lunch and would resume at 1:00 p.m.

Mr. Lambert asked if Candidates' Night can be scheduled on the same date. Dr. Cutler suggested that candidates running for office can serve coffee and breakfast to community members. She indicated that they would have an opportunity to directly respond to community members with comments or questions.

Mr. York delegated the development of the format for the joint session to Mr. Martin and Mr. Hoch.

4) **Summary of Non-Public Actions:**

*A non-public session was held on September 7, 2011. There were no non-public actions.*

5) **Board Correspondence**

There was no correspondence.

6) **School Board Comments**

Mrs. Prindle commented that recently there has been a fair amount of communication on the Litchfield message boards that puts the Board in negative light in the community. She indicated that the Board should focus on school business and not on personal debates.

Mr. Guerrette agreed and commented that we have to be aware we are all different and have equal voices. He noted that we have to maintain a one-fifth relationship as Board members.

Mr. Guerrette commented that after hearing Mrs. Seabrook's comments regarding the FIRST Robotics program at Trinity High School. He informed the Board that he found through research that they have corporate support for their robotics program and use the vendor's curriculum. Mr. Guerrette commented that Litchfield should emulate the example.

Dr. Cutler announced that the CHS Robotics team was awarded a \$5,000 grant from Schneider Electric, which was written by Mrs. Flynn.

Mrs. D'Alleva commented that Nashua Christian Academy's robotics program is also highly sponsored by a company.

7) **Community Forum**

There was no community input.

**8) Principals' Reports**

a) CHS – Proposal for Fundraiser

Chuck and Nick, Class officers, presented a green fundraiser to the Board. The purpose of the fundraiser is to raise money for senior class activities. The fundraiser consists of the collection of old and/or used consumer electronics. EcoPhones' Recycling will place a box (or boxes) for collection of the devices.

Mr. Guerrette queried if the company will provide certificates of destruction for personal electronics.

Mr. Martin queried the type of container that will be set up for collection. Chuck commented that the container will be a large box.

Mr. York queried who would be overseeing the fundraiser. Mr. Manseau indicated that Mrs. Rothhaus would be overseeing the fundraiser and Ms. Dawn Parker, senior class sponsor, will supervise the students.

Mr. York commented that the Board would like more information about a certificate of destruction for electronic items.

Mr. Manseau asked Board members for approval of a Baseball fundraiser, called Kick for Cash. He indicated that people can buy a raffle ticket and kick three field goals for a chance to win a cash prize. Mr. Manseau noted that the proceeds from the fundraiser will pay for the purchase of championship rings and a dinner for the Championship team.

***Mrs. Prindle made a motion to approve the Green Fundraiser and the Kick for Cash fundraiser. Mr. Guerrette seconded. The motion carried 4-0-0.***

Mr. Manseau reported that:

- CHS has entered into a relationship with SNHU. 27 students are participating in the dual enrollment program and will earn college credits while they are students at CHS.
- NECAP testing will commence next week.
- Chet Orban, Environmental Science teacher, has entered into a relationship with the NH Environmental Volunteer program. His students performed surveys at Darrah Pond over the summer and attracted the attention of the NH Environmental Agency. Survey data will be submitted by the students for the State.
- The NH Division III Sportsmanship banner was received.
- Dan Kiestlinger was named Division III Athletic Director of the Year.
- Lucas Dube has been named a Commended Student in the National Merit Scholarship program.
- Open House is scheduled for October 6.
- Parent/Teacher conferences are scheduled for November 17 and 18.
- Mr. Manseau was asked to present on October 18 to the State Board of Education the work that CHS has done regarding drop-out prevention, as well the presentation that was recently done in Washington, D.C.
- PSAT sign ups have begun.
- Seniors are starting their college application process.
- The first meeting of the 6 cohort schools that were accepted to the League of Innovative Schools will take place in October.
- Mr. Manseau met with Senators Shaheen, Ayotte, and Representative Bass in Washington DC last week when he received an award as a Finalist for National Principal of the Year.

b) LMS

Mr. Lecklinder reported that:

- Natures Classroom was scheduled this week with 123 students participating.
- Edline has been activated on the LMS website,
- Chorus began as a co-curricular program this year,
- Open House was held on September 15,
- More emergency drills will be performed this year,
- Sports teams are starting out well,
- The first dance was held.

c) GMS

Mr. Schlichter reported that:

- GMS NECAP Science scores were outstanding,
- Smart boards are now being used at GMS,
- Students are completing NWEA testing,
- NECAP tests will commence in two weeks,
- Full time custodian and two paraprofessionals will start work on Monday,
- There have been 7 applicants for the Assistant Principal position to date,
- October is Anti-Bullying month and a complete program will roll out at GMS,
- The kickball tournament begins next week under the direction of Mr. Schlichter.

9) **Curriculum Report**

a) Monthly Curriculum Report – September

Dr. Heon presented the September Curriculum to the Board. She reported that:

- Initial training was provided to the Professional Development Committee and each school staff;
- The Summer Technology Institute included 7 trainers and 40 people attended over two days;
- Mahesh Sharma, an experienced math educator and trainer, will provide 5 days of math professional development in the District;
- One person from each building will join Dr. Heon for a series of three workshops on 21<sup>st</sup> century learning in October, January, and April;
- She will be forming Curriculum Committees to implement the Common Core Standards for literacy and math;
- Work continues on the Social Studies curriculum;
- Title I funded the Summer Reading Academy at GMS and LMS;
- The School Improvement Plan and \$25,000 grants were recently approved;
- NECAP testing begins next week;
- NWEA testing will be completed this week.

Mr. Guerrette queried if the District can exceed the Common Core Standards. Dr. Heon commented that the Common Core Standards are national standards, which are meant to keep students at their appropriate educational level. The skills are advanced about one year from what is common in most schools. Dr. Heon noted that the new state testing will be written according to the Common Core Standards in 2015. She indicated that after reviewing the data, we can decide if we would like to increase the rigor of the standards.

b) Science NECAP Information

Dr. Heon presented information on the recently released Science NECAP test scores. She reported:

- Grades 4, 8, and 11 exceeded the state average in all 4 science domains/subtopics;
- Two grades exceeded and one grade equaled the state percentage of students scoring proficient;
- Grade 4 students exceeded the state percentage by 25% (7% over last year);
- Grade 11 students exceeded the state percentage by 5% (8% over last year);
- 3% of Grade 11 students scored proficient with distinction (1% proficient with distinction at the state level);
- Special needs students who scored proficient increased for two grades;
- Grade 4 special education students exceeded the state percentage by 56%;
- Grade 8 special education students exceeded the state percentage by 24%;
- Special education students at CHS did not fare as well because in many cases students are not able to take all required science courses prior to the junior year or additional science courses due to the scheduling of special services.

Dr. Heon noted that Title I tutors work with students in small groups to strengthen skills. She indicated that we can use this time to help them fill the gaps to be stronger on state testing.

10) **Budget Presentations:**

a) Athletics/Co-Curricular



Date: September 28, 2011  
Campbell High School

Litchfield Board of Education  
Public Session - 6:30 pm  
Followed by Non-Public Session

Mr. Schlichter reviewed the proposed FY13 GMS co-curricular budget with the Board. He commented that the overall GMS budget was level funded for FY13. He noted that transportation increased slightly because students have to travel further for the music concert.

Mr. Lecklider reviewed the proposed FY13 LMS co-curricular budget with the Board. He commented that supplies for the drama club increased due to growth of the program. He noted that transportation increased slightly.

Mr. Falzarano reviewed the proposed FY13 LMS Athletics budget with the Board.

Mr. Guerrette queried about the increase in the previous budget for game officials. Mr. Falzarano indicated that Mr. Bliss prepared the budget in that year and he was not familiar with the rationale. He commented that it may have been attributed to the introduction of volleyball and that dues/fees was included in that line item. Mr. Falzarano noted that dues/fees was removed from that line item.

Mr. Martin commented that part of the problem with game officials and transportation is historic reduction of pre and post season transportation by the Board.

Mr. Falzarano indicated that, with the exception of a 3% increase in transportation, all budget items have been level funded.

Mr. Manseau reviewed the proposed FY13 CHS co-curricular budget with the Board. He announced that the travel account for the New York City field trip has increased to fund chaperones expenses for the trip. He noted that the New York City trip is recommended to be an extended learning opportunity. Mr. Manseau indicated that dues/fees have increased because of Key Club membership and conference registration fees. He noted that the Freshmen Welcome BBQ was reinstated and all incoming freshmen will receive a CHS t-shirt. Mr. Manseau commented that all other areas are level funded.

Mr. Manseau introduced John Patterson, newly hired Athletic Director, to the Board. Mr. Patterson reviewed the proposed FY13 CHS Athletics budget with the Board. He noted that the athletic trainer services line item increase because he is requesting 400 additional hours for the trainer. He explained that there are times when students are leaving for an away game and the trainer has not yet arrived. Mr. Patterson indicated that student athletes would be able to be out on the field faster if a trainer were present. Mr. Patterson commented that the trainer would be divided among all sports and would result in an additional health professional in the building.

Mr. Martin noted that a full time trainer is included in the non-critical needs list.

Mr. Patterson indicated that there is extensive rationale for the proposed full time athletic trainer, which includes:

- Injury prevention for teams who leave early for away games
- Injury rehabilitation – multiple treatments per day (morning, lunch, after school, after practice)
- In-house rehabilitation saves instructional time
- Saves parents money
- Our trainer is familiar with our student athletes
- Another health professional in the building
- Certified athletic trainer, EMT, paramedic.

Mr. Patterson explained that expanding the athletic trainer's hours would double the service to our student athletes. He noted that the treatment log documents 20 students per day on the average. Mr. Patterson commented that with expanded coverage an injury clinic can be held the day after injuries as well. He indicated that currently we contract for 870 hours of trainer services per year. He noted that Mr. Martin is in the process of negotiating a new contract and the cost will most likely increase. Mr. Patterson pointed out that although the cost for expanded coverage will result in a \$16,000 increase in salary (excluding medical benefits), this will be offset by cost cutting measures in the athletic budget.

Mr. Guerrette commented that there is an approved warrant article that states any new positions must be approved by the voters. He suggested putting the cost for the expanded coverage for the athletic trainer on a warrant article.

Mr. York queried the impact to the existing trainer position of the “no means no” law if the article fails. Mr. Martin indicated that the current contracted services would still be included in the operating budget. He noted that the warrant article would only list the incremental costs and supplies.

Mr. Patterson continued the presentation of the athletics budget. He noted that the game officials line item has decreased, supplies and maintenance have decreased, and equipment rental has been level funded. Mr. Patterson indicated that supplies are increased due to a requirement by the NHIAA for new soccer uniforms, as our uniforms do not meet their criteria. He proposed funding for two additional sports, wrestling and ice hockey at \$5000 each. Mr. Patterson commented that costs can be controlled by relying on volunteers.

Mr. York indicated that the two sports were approved by the Board as self-funded programs and would have to be revisited by the Board before they are approved for inclusion in the budget.

Mr. Patterson noted that the equipment replacement line item reflects an increase because of the repair/replacement of weight room equipment. He commented that the cardio equipment was removed because it was not being used and very old. Mr. Patterson indicated that transportation increased 3%.

Mr. Martin commented that if the Department of Safety passes the regulation to allow districts to use small passenger vehicles, transportation expenses will decrease.

Mr. Guerrette queried about the cost for the inclusion of hockey and wrestling in the budget. Mr. Patterson indicated that the cost would be \$10,000 (\$5,000 for hockey and \$5,000 for wrestling). He noted that we already have the mats and supplies.

Dr. Cutler indicated that the District would not be fully funding the two sports. Mr. Manseau commented that it will help defray the cost to students.

Mr. York asked Mr. Manseau if there will be a formal presentation of the proposal to make the New York City trip an extended learning opportunity. Mr. Manseau indicated that a proposal is being prepared and will be presented to the Board once he has seen and approved the presentation.

b) Transportation

Mr. Martin indicated that the cost for transportation has increased by 3%.

c) Curriculum Development

Dr. Heon reviewed the proposed FY13 Curriculum Development budget with the Board. She indicated that there are small increases in workshops, supplies, textbooks, and non-LEA course reimbursements. Dr. Heon noted that the increase in non-LEA course reimbursements is due to requests by specific administrators.

Dr. Heon indicated that the Guidance account includes the annual subscriptions for NWEA.

d) SAU & School Board

Dr. Cutler reviewed the proposed FY13 SAU budget with the Board. She noted that any increases were small and most items were level funded. Dr. Cutler commented that travel had increased because a national conference was budgeted for the new Superintendent.

Mr. Martin reviewed the proposed FY13 Business/Finance budget with the Board. He noted that most items were level funded. Mr. Martin commented that the conference line item was increased because of the SunGard User conference, but Web-ex training sessions were reduced. He pointed out that new equipment has increased because the eFinancePlus printer is at the end of life and is not printing checks. He budgeted to replace two printers that are able to print checks. Mr. Martin indicated that computer upgrades were budgeted for the accountant and payroll coordinator.

Mrs. Mahoney reviewed the FY13 HR budget with the Board. She noted that the overall budget reflects a decrease. She indicated that a scanner was budgeted because of the new Document Management System, which will increase efficiency. Mrs. Mahoney noted that the Flex Spending cost increased \$282 based on actual numbers.

Mr. York queried why advertising had decreased significantly. Mrs. Mahoney responded that the District did not hire much in the previous year and does not anticipate hiring much in the coming year. She expressed concern about the advertising cost for the Superintendent position.

Mr. Guerrette asked if a recruitment company would be necessary. Dr. Cutler indicated that the last time the Board recruited a new Superintendent they opted to use internal recruiting. She explained that the decision was based upon the inadequate performance of the outside recruitment company during the CHS Principal recruitment. Dr. Cutler indicated that outside recruiters (NHSBA and NESDEC) cost approximately \$12,000.

Board members discussed their options briefly and moved on with the budget presentations. Dr. Cutler reminded the Board that they need to make a decision regarding recruitment of the new Superintendent at the next meeting.

e) Technology

Dr. Cutler commented that Mr. Hancock has done a remarkable job in transforming district technology in a short amount of time.

Mr. Hancock reviewed the proposed FY13 Technology budget with the Board. He noted that all increases in the budget are in line with the approved Technology Plan. He indicated that the budget includes:

At GMS:

- The lease of 40 new pc's
- A set of 24 student response units

At LMS:

- The lease of 40 new pc's
- A set of 24 student response units

At CHS:

- The lease of 10 additional desktops and 5 laptops for specialized software (CAD, Adobe CS Suites). CHS requested to increase the size of the labs based on the enrollment in the CAD class. Additionally, one of the software products does not have a proper license.
- A set of 24 student response units
- The replacement of two smart boards that are non-functional
- Network monitoring software
- Paper relief station
- Maintenance support for the Document Management System
- Virtualization of all servers and the District data center at CHS.

Mr. Hancock explained that virtualization allows you to be able to use the server to handle multiple tasks and prevents the need for purchasing more servers and software. He noted the current storage solution at CHS is out of support [with the manufacturer]. Mr. Hancock indicated that he was fortunate to be able to obtain a generic replacement drive, but if it fails we will lose all staff documents, student documents, and databases.

Mr. Guerrette and Mr. York queried about off-site back up for the servers. Mr. Hancock indicated that off-site back up is more expensive. He noted that the District backs up 1TB – 2TB per day. The network is structured so that all data is sent to CHS first.

Mr. Hancock continued review of the Technology budget. He indicated that all three schools' software line items increased because of the proposal to implement Edline online grades and homework for parents. He commented that a wireless network controller and additional switch capacity at all three schools. Mr. Martin indicated that these items were delayed from the network audit.

Mr. Hancock commented that a new laptop for the new Superintendent and a new laptop for the Director of Curriculum are included in the budget.

Mr. Hancock reviewed non-critical needs with the Board. Non-critical needs include:

- 3 additional network switch blades to increase network capacity throughout the district
- Tape drive for backups at GMS
- Tools4Ever – a forms and delegation software to allow user account management to be delegated to offices
- Consolidate the CHS camera systems, making them all IP based
- Upgrade lock software and hardware for key fobs to IP based system
- Replace color printer in room 222
- Summer help.

Mr. York asked Mr. Hancock to cost a back up storage solution. Mr. Martin indicated that the server has to be replaced because the District needs the on-site storage.

f) Salary Guidelines

Mrs. Mahoney noted that at the October 12 School Board meeting proposed salaries will be presented to the Board. She asked the Board for guidance regarding salary increases. Mrs. Mahoney offered to prepare a market survey for the administrative group that was surveyed in 2006 to assist in re-evaluating administrators' salary ranges.

Mr. York commented that in this economy the salary ranges should not have changed much.

Mrs. Mahoney stated that she did not recall if the former Board had made adjustments for administrators based on the salary survey done in 2006.

Mr. York commented that Mrs. Mahoney is welcome to research the market information, but the Board may not use the information. Mr. Guerrette commented that salaries of people in the private sector are not increasing. He indicated that when the economy is good salary scales are evaluated often. When the economy is bad, as it is now, salary scales are not moving and people are not leaving their jobs.

Mr. Guerrette was not supportive of wage increases in the District because taxpayers are not able to afford the tax increase.

Mrs. Mahoney commented that she would prepare the proposed salaries budget with a 1% adjustment for the next salaries/benefits discussion with the Board.

11) **Special Meeting Results**

- 1) Special Meeting Minutes of September 21, 2011 – for review

Board members reviewed the special meeting minutes of September 21, 2011.

- 2) Voting Results

Board members reviewed the special meeting voting results of September 21, 2011.

12) **Recommended Action**

- a) **Business Affairs**

- 1) Draft School Board Minutes:

- a) Public Minutes of September 7, 2011

***Mrs. Prindle made a motion to approve the public minutes of September 7, 2011 as written. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

- b) Public Hearing Minutes of September 7, 2011

***Mrs. Prindle made a motion to approve the public hearing minutes of September 7, 2011 as written. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

- 2) Board Signatures

- a) MS-22  
b) MS-25  
c) DOE-25  
d) District Profile

Mr. Martin presented the MS-22, MS-25, and DOE-25 to the Board for their signatures. He presented the MS-24 for the Board's information.

- 3) Job Descriptions:
  - a) CHS Weight Room Supervisor

This agenda item was deferred to the October 5 Board meeting.

- 4) School Board Call for Resolutions

Dr. Cutler announced that the NHSBA is asking school boards for any legislative resolutions for 2012. She indicated that Board members can review the information and suggest any ideas at the next Board meeting.

- 5) Manifest

The manifest was circulated and signed by the Board.

**13) Superintendent's Report**

Dr. Cutler presented the July/August and September reports to the Board.

**14) New Business**

- 1) Homework Task Force Charge

Dr. Cutler presented a draft homework charge to the Board. Board members made a minor revision to the charge.

*Mrs. Prindle made a motion to approve the Homework Task Force mission statement as amended. Mr. York seconded.*

Mr. Guerrette commented that he believes a Board should be included in the membership of the committee.

- 2) Board Participation on Committees

Dr. Cutler commented that there was no Board member on either the kindergarten or co-curricular policy committees, which worked well. She indicated that she did not include Board members so that all Board members would be informed at the same time. Board members have the final decision on the policy.

Mr. Guerrette commented that we are elected to make decisions, to participate and represent the community. He added if we are not allowed to participate fully, we are lacking in our charge.

Mrs. D'Alleva expressed interest in serving on the committee. She indicated that her viewpoint may be helpful based on her background and experiences.

Mrs. Prindle commented that homework is corrected in the schools. Mr. Guerrette contends that not all homework is collected or corrected.

Derek Barka, a Homework Task Force member, commented that in his opinion having a Board member on the committee may stifle some discussion and conversation. He indicated that there are teachers on the committee and they may not want to add input with a Board member present.

*Mr. Guerrette made a motion that Mrs. D'Alleva be included in the Homework Task Force membership. Mrs. D'Alleva seconded.*

Mrs. Prindle commented that the Board should not be involved in this committee. She indicated that Board members will make the final decision regarding the policy.

*The motion carried 3-1-0, with Mrs. Prindle opposing.*

*Mrs. Prindle withdrew her previous motion and Mr. York withdrew his second.*

*Mr. Guerrette made a motion to approve the Homework Task Force Charge as amended. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

**15) Community Forum**

There was no community input.

Date: September 28, 2011  
Campbell High School

Litchfield Board of Education  
Public Session - 6:30 pm  
Followed by Non-Public Session

**16) Committee Reports**

1) Budget Committee

Mr. York reported that a Budget Committee meeting was held on September 15 and September 22. He indicated that the Budget Committee requested that they would like to receive the District budget one week early.

Board members discussed a schedule for moving through the District budget to accommodate the Budget Committee.

**17) Adjourn**

*Mr. Guerrette made a motion to adjourn at 10:18 p.m. Mrs. Prindle seconded. The motion carried 4-0-0.*

**18) Upcoming Meetings**

*>>Litchfield School Board: October 5, 12, 19, 26, 2011 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**October 5, 2011**  
**(approved as written 10-12-11)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Ronda Gregg, Director of Special Services  
Mr. Matt Bennett, Buildings & Grounds Coordinator  
Ms. Susan Ayer, CHS Facility Manager  
Mr. Jack William, LMS Facility Manager  
Mr. Dave Ross, GMS Facility Manager  
Mr. Bo Schlichter, Principal, GMS  
Mrs. Michele E. Flynn, Administrative Assistant

>> **Non-Public Session: RSA 91-A: 3II (a-c)** **5:00 p.m.**  
*[Minutes of Non-Public Session are written under separate cover.]*

*The Board entered non-public session at 5:00 p.m. under RSA 91-A:3III (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.*

*Non-public session ended at 6:10 p.m.*

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

Mr. York called the meeting to order at 6:32 p.m.

**2) Review & Revision of Agenda**

There were no revisions to the agenda.

**3) School Board Comments**

Mr. Miller commented that he was not present at the previous Board meeting when Dr. Cutler announced her resignation. He thanked her for her service, wisdom and guidance. He commented that the entire town owes Dr. Cutler their gratitude for the time she spent with emergency management.

**4) Summary of Non-Public Actions *From the September 29, 2011 Non-Public Session:***

*Mrs. Prindle made a motion to approve the non-public minutes of September 7, 2011 as written. Mr. Guerrette seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Michael Boutselis as CHS English teacher for the 2011-2012 academic year at a prorated salary of \$35,070. Mr. Guerrette seconded. The motion carried 4-0-0.*

5) **Board Correspondence**

There was no correspondence.

6) **Community Forum**

There was no community input.

7) **Budget Work Session**

Mr. Martin explained that the budgets being presented are based on needs as requested each year by the Board.

a) **GMS**

Mr. Schlichter reviewed the proposed FY13 GMS budget with the Board. Mr. Schlichter asked Board members to keep in mind that all student counts included in the budget are subject to change. He highlighted major increases and decreases in the budget, which included:

- Books and supplies were budgeted for a 4.2% increase
- All other increases were budgeted at 1.3%
- General supplies: increase of \$1,287.54
- Math software lease: increase of \$974 for a site license for Envisions Math online student access (was granted free access for 6 years)
- Reading supplies: increase of \$2,660
- Kindergarten supplies: decrease of \$648.68
- Guidance additional equipment: decrease of \$400 (which includes budgeting for one new FM System for a newly identified student)
- Library supplies: increase of \$7,568.55 for book replacements that were cut from the budget last year (books are worn and outdated)
- Travel account: increase of \$745 for travel cost for principal to national conference

Total FY13 GMS budget increase: \$14,720.11.

Mr. Schlichter reviewed the proposed FY13 GMS non-critical needs with the Board. These items include:

- 50 student desks
- 50 student chairs
- Grade 2-4 summer reading program supplies.

Dr. Cutler suggested that it would be prudent to have a furniture replacement plan for school furniture. Mr. Guerrette agreed.

Mr. Schlichter commented that the direction from the Superintendent was to add no new positions. He noted that the summer reading program is very successful for remedial students. Mr. Schlichter indicated that in the past it has been covered by Title I funds.

b) **Buildings & Grounds**

Mr. Ross reviewed the proposed FY13 GMS custodial budget with the Board. He noted that the overtime account was budgeted carefully and has been level funded.

Mr. Guerrette queried why the 2011 actuals were significantly lower than what was budgeted for FY12 and FY13. Mr. Martin indicated that the District contracted additional snow removal from an outside vendor last year which reduced the overtime account expenditures.

Mr. Ross highlighted major increases and decreases in the budget, which included an increase of \$1,601.78 in custodial supplies.

Mr. Williams reviewed the proposed FY13 LMS custodial budget with the Board. He indicated that there were no major increases in the LMS custodial budget.

Mr. York queried why overtime is budgeted higher at GMS than at LMS. Mr. Ross indicated that there is more use of the building (events, functions).



Mr. York commented that the overtime budget should be split into sub-categories: building maintenance and community use activity. He expressed concern that GMS' custodial overtime was higher than LMS' custodial overtime as GMS is a smaller school.

Dr. Cutler suggested that additional information be provided for custodial overtime.

Mr. Miller queried why there was a difference in the cost of custodial supplies at GMS and LMS. Mr. Ross indicated that GMS has mostly tile floors which require stripper, sealer and wax, whereas LMS is mostly carpeted. Dr. Cutler commented that the process of switching from carpet to tile floors has begun at LMS.

Ms. Ayer reviewed the proposed FY13 CHS custodial budget with the Board. She indicated that the only account with a major increase is custodial supplies. The supplies account reflects an increase of \$2,290. Ms. Ayer explained that she increased supplies by \$0.02 sf.

Mr. Guerrette commented that the custodial supplies line item has increased 12%. Ms. Ayer indicated that is driven by the use of the building. Mr. Miller commented that we need to address the increase in supplies if it is being driven by community building use.

Mr. Bennett reviewed the proposed FY13 District building services budget with the Board.

Mr. Guerrette queried the reason for the annual fee for energy buying. Mr. Martin explained that this is the fee for the energy consultants that handle our bidding of energy supplies. He indicated that the energy buying group opted to pay the annual fee directly to the consultants in order to get the lowest possible cost of the actual energy supplies.

Mr. Martin noted that property and liability insurance reflects a decrease of \$3,409.

Mr. Martin reviewed the Utilities budget. The proposed line items are as follows:

- GMS Water: estimated decrease of \$1,693.57
- GMS Electricity: estimated increase of \$10,684.49
- GMS Propane: estimated decrease of \$551.32
- GMS Fuel Oil: estimated increase of \$1,445.29
- LMS Electricity: estimated increase of \$10,793.13
- LMS Propane: estimated decrease of \$54.13
- LMS Fuel Oil: estimated increase of \$8,586.73
- CHS Electricity: estimated decrease of \$6,612.79
- CHS Propane: estimated decrease of \$3,343.96

Mr. Martin explained that he did not use a 2 or 3 year average when calculating the estimated cost of electricity because of the Smart Start program. He noted that he increased usage 5% from last year's actual usage to compensate for the leveling that the three year average provides. Mr. Martin indicated that he used a 3 year average for oil and propane adjusting GMS propane use for the portable classroom building that was removed.

Mr. Ross reviewed the GMS Repairs & Maintenance budget. He indicated that repairs and maintenance increased \$45,933.52, which is due to:

- Repointing bricks on the south wall as water is leaking into the hallways and damaging the building (\$10,950)
- New bathroom partitions for the girls bathrooms as old steel partitions are in disrepair and need to be replaced (\$11,695)
- 5 replacement windows for rooms 16, 28, 29, 30 (\$17,275)
- Repeater for walkee talkee system (severe interference in many areas of the building) (\$5,708)
- Unit ventilators and exhaust fans repair (\$5,000)
- Sewage pumps anticipated repairs (\$5,000)
- Repairs to kitchen coolers, stoves, compressors (\$2,500)
- Bathroom partition repairs (\$2,500)

Mr. Williams reviewed the LMS Repairs & Maintenance budget. He indicated that repairs and maintenance is increased \$8,115.80 to replace two classroom carpets with tile.

Dr. Cutler recommended that common areas (hallways) should be completed first and classrooms can be placed on a replacement cycle. She explained that there are hundreds of students moving in the hallways each day. Mr. Martin indicated that the budget will be revised to reflect replacement of carpet with tile in the common areas.

Mr. Guerrette suggested purchasing walk off mats so the tile is not damaged from ice melt or rock salt in the winter. Mr. Williams advised that the mats were included in the budgeted number.

Ms. Ayer reviewed the CHS Repairs & Maintenance budget. She indicated that repairs and maintenance increased \$22,000, which is due to:

- Repairs to the roof (\$3,500)
- Plumbing repairs (\$2,000)
- Locker repairs (\$2,500)
- Repair/replace bathroom floor (near the gym) as it is cracked (\$7,000)
- Repair laminate in Library and Faculty South (\$5,000)
- Repair/replace Art room countertops (\$10,000)

Ms. Ayer explained that the laminate is lifting on all bookcases and tables in the library. She estimates it will cost \$5,000 to repair in-house. She explained that a lawsuit was filed years earlier, but there has been no response or information. Ms. Ayer indicated that the cost to repair/replace the Art room countertops is a quote from the contractor.

Mr. Bennett reviewed the District Grounds budget with the Board. Mr. Bennett highlighted major increases/decreases in the District Grounds budget, which included:

- Snow plowing: increase of \$2,500

Mr. Martin commented that the snow plowing contract is being rewritten as we will be purchasing salt from the town. The cost of purchasing salt from the town is \$2,500. Mrs. Prindle queried if the District will be using the same vendor for plowing. Mr. Martin indicated that the District will be renewing with the current vendor as the District is satisfied with the service, which is excellent. He noted that the vendor has not increased his price.

Mr. Guerrette queried why the contract was not put out to bid. Mr. Martin indicated that the District policy states: *“Renewal of current vendor service contracts where quality and timely performance is a critical requirement and where the Business Administrator determines renewal is in the best interest of the District.”* He noted that the vendor provides quality and performance without a price increase. Mr. Guerrette indicated that going to bid makes the process better. He commented that the Board should revisit the bidding policy.

- Repairs & maintenance: increase of \$4,950 due to
  - 2 X-Mark mowers need new hydraulic motors, spindles, tires, general wear & tear
  - District truck repairs and inspection
  - 2 tires for tractor
  - 2 tires for gator

Mr. York queried if the machines are not adequate for their tasks. Mr. Bennett indicated that the District is under-machined, but that the machines are adequate to perform the tasks.

Mr. Guerrette queried if brakes/rotors were replaced on the truck last year. Mr. Bennett indicated that brakes/rotors were not done last year, but he will provide the repair information to the Board. Mr. Miller suggested keeping a log for truck repairs.

- Supplies: increase of \$5,925 (due to seed and fertilizer for all fields at all buildings)

Mr. York queried the cost for outsourcing. Mr. Bennett expressed concern that an outsourced landscaper may not maintain the fields to the District's expectations. He indicated that the fields are getting worn down and in need of aeration, time, and proper maintenance. Mr. Bennett noted that a new field was installed at CHS that currently is being seeded and fertilized.

Mr. Miller expressed concern that the Recreation teams are practicing on our fields and Darrah Pond is vacant. Mr. York indicated that Darrah is shut down to be reseeded.

Mr. Guerrette indicated that the increase is 327% and was concerned that the cost falls on the taxpayers.

Mr. Martin commented that we have been publicly criticized for not maintaining our assets. He stated that he instructed the facilities team to budget for maintaining the assets and the Board can make reductions.

- Equipment – Additional: increase of \$8,000 for a top dresser that reduces the impaction on the field caused by constant use
- Equipment – Replacement: increase of \$5,675
  - Replace gas powered field paint machine
  - Drag mats for infield
  - Bagger for old X-Mark mower

Mr. Bennett reviewed the GMS Grounds budget. He highlighted major increases/decreases to the budget, which included:

- Repairs/Maintenance: increase of \$21,330
  - Pavement crack sealing and striping
  - Swale excavation
  - Fencing repair
- Supplies: increase of \$6,650 (seed, fertilizer, two picnic tables near portables, protective post fence along 3A)
- Equipment-Replacement: increase of \$2,350 (kid cushion mulch for playground)

Mr. Bennett reviewed the LMS Grounds budget. He highlighted major increases/decreases to the budget, which included:

- Repairs & Maintenance: increase of \$19,225
  - Power sweeping
  - Clean catch basin
  - Pavement crack sealing and striping
  - Replace 2 outside storage doors and frames
  - Install irrigation in courtyard
- Supplies: increase of \$4,300
  - Seed, fertilizer
  - Paint for playground
  - Metal bleachers at GMS baseball field
- Equipment-Replacement: increase of \$1,500
  - Bagger for multi-purpose mower/snow blower
  - Small push mower for courtyard and front of building

Mr. Bennett reviewed the CHS Grounds budget. He highlighted major increases/decreases to the budget, which included:

- Snow Plowing: decrease of \$2,015
- Repairs and Maintenance: increase of \$32,690
  - Power sweeping \$1,500
  - Fence repair \$1,000
  - Miscellaneous repairs \$5,000
  - Asphalt crack sealing, top coat, striping \$26,300
  - Tree removal \$1,200
  - Drainage excavation \$3,000

- Supplies: increase of \$5,000
- Equipment – Additional: \$1,825
- Equipment – Replacement: \$5,000
  - Riding snowblower

Mr. Ross reviewed the GMS Non-Instructional Equipment budget, which included:

- Contractor Repair & Maintenance: increase of \$1,337.

Mr. Williams reviewed the LMS Non-Instructional Equipment budget, which included:

- Repairs & Maintenance: increase of \$19,928
  - Fire alarm control panel has been discontinued and parts can no longer be guaranteed – Voice System

Ms. Ayer reviewed the CHS Non-Instructional Equipment budget, which included:

- Repairs & Maintenance: decrease of \$27,330
- Contractor Repair & Maintenance: decrease of \$1,593.50.

Mr. Ross reviewed the GMS Emergency Management budget, which included:

- Supplies: increase of \$1,907 (walkee talkee repair \$1,300).

Mr. Ross reviewed the GMS Building Improvement budget, which included:

- Lease payments: decrease of \$37,992 (GMS portable)
- Building Improvement: increase of \$141,329
  - Construction of computer network hub room \$21,694 (room 5)
  - Purchase of kindergarten portable \$66,000 (possible impact fees)
  - Emergency generator \$53,635 (in event of power loss to run boilers, circulator pumps, freezers).

Mr. Ross indicated that even with the purchase and installation of an emergency generator, students would not be able to attend school in the event of a power loss. He explained that 80% of the building contains radiator coils and pipes that will freeze in winter in the event of a power loss.

Mr. Guerrette did not agree that an emergency generator was necessary at GMS. Mr. York indicated that an emergency generator should be placed on the warrant.

Ms. Ayer reviewed the CHS Building Improvement budget, which included:

- Building Improvement: increase of \$10,560 for concrete patio and ramp near cafeteria to allow for handicap access.

Total proposed FY13 Buildings & Grounds budget reflects an increase of \$392,130.64.

Mr. York expressed concern about the total proposed FY13 Buildings & Grounds budget increase. He suggested review, revision, and resubmission of the budget to the Board with no more than a 10% increase.

Mr. Miller indicated that the budget should be reduced, but not resubmitted to the Board.

Mr. Martin clarified that there is no expectation that the Board will approve or recommend all of the requests presented. He indicated that the facilities team was instructed to include what was deemed necessary to maintain the District's assets. Mr. Martin commented that they have been publicly criticized for not maintaining District assets. He also reminded the board that the Superintendent and Administrative team has not reviewed these requests. Their changes are made after the initial needs request budgets are presented to the board.

Mr. Miller commented that the Superintendent and Administrative Team will review and reduce the budget before presenting again to the Board.

Dr. Cutler indicated that last year we knew there would be a \$2M reduction in adequacy aid. She noted that the budget had been reduced prior to any presentation. Dr. Cutler asked the Board for direction regarding what they expected to be presented.

Mr. York requested that the Board is provided with what it will cost to maintain the District buildings and grounds. He suggested a 10% increase because these are our buildings and grounds. Mr. York commented that there may be some Board members that have connections for some services that may save money.

Mr. Martin indicated that Mr. Bennett will provide the total acreage of District property to the Board. He noted that Mr. Bennett will contact outsourcing contractors as requested by the Board.

Dr. Cutler asked the Board for direction regarding the percentage of increase to the budget. Mrs. Prindle commented that the District cannot be sustained forever at level funding.

c) Special Services

Dr. Gregg reviewed the proposed FY13 Special Services budget and highlighted major increases and decreases, which included:

- Summer Program: increase of \$3,304 (added paraprofessional for off-site work)
- Professional Services: increase of \$60,400 (increased nursing services and music therapy required by IEP)
- Handicapped Tuition: increase of \$248,566 (increased number of out of district students)

Mr. Guerrette queried if funds could have been restored from the reinstated adequacy aid. Mr. Martin indicated that the District is planning to use Special Education Capital Reserve funds to cover the shortfall in the out of district tuition and the out-of-budget paraprofessionals needed due to IEP needs.

- Travel: increase of \$2,800 (increased number of field trips anticipated for students – IEP driven)
- Medicaid Billing Services: increase of \$1,600 (service increase by provider)
- GMS Special Education supplies: increase of \$1,511 (IEP driven)
- GMS Software: increase of \$2,585 (ZoomText software driven by IEP)
- GMS Furniture – Additional: increase of \$1,437 (driven by IEP and needs of student)
- GMS Equipment-Additional: increase of \$2,340 (vision impaired equipment - IEP driven)
- LMS Textbooks - New: decrease of \$1,500
- CHS Textbooks – New: decrease of \$1,881
- CHS Software: decrease of \$1,904
- Psychology Services: increase of \$2,739 (software and kits required by psychologists for testing)
- Special Education Administrative Travel: increase of \$2,450 (increased out of district travel and added back Law Conference travel)
- Special Education Transportation: increase of \$37,882.08 (increased students, busing rates and mid-day rates)

Total proposed FY13 Special Education budget increase: \$361,320.88.

Mr. Guerrette queried about the increase in professional services. Dr. Gregg indicated that the services are for outside evaluations that are required by IEP's.

Mr. Guerrette mentioned that the new law is forcing people to use their private insurance to pay for such services. Mr. Martin clarified that while the law requires them to have this coverage in their personal policy he believed that another law that does not allow the district to force the parents to pay for such services is still valid. Dr. Gregg will check to see if this law is still valid.

d) School Board

Mr. Martin noted that the only increase in the FY13 proposed School Board budget was in audit services. He reported that legal fees reflects a decrease of \$2,000.

8) **Recommended Action**

a) **Business Affairs**

- 1) Draft School Board Minutes:
  - a) Public Minutes of September 28, 2011

***Mrs. Prindle made a motion to approve the public minutes of September 28, 2011 as written. Mr. York seconded. The motion carried 4-0-1, with Mr. Miller abstaining.***

- 2) October 1 Official Student Count

Dr. Cutler reported that there were 1,506 students enrolled in the District as of October 1, 2011.

- 3) Job Description: CHS Weight Room Supervisor

The agenda item was tabled by the Board.

- 4) Superintendent's Search

Mr. York indicated that the Board must make a decision regarding in-house or outsourcing the search for a new Superintendent. He mentioned that some of the members who were on the previous search committee decided not to participate in the process. He noted that they were concerned that they would not serve to the Board's expectations.

Dr. Cutler commented that at the request of the Board she contacted the NHSBA regarding the cost of a search. She indicated that the cost would be approximately \$10,000. Dr. Cutler noted that she inquired if there were any other searches commencing. She was assured that the NHSBA would be able to perform the search without difficulty. Dr. Cutler indicated that Mr. Comstock, Executive Director of the NHSBA, would be willing to speak with the Board regarding a new search. Dr. Cutler mentioned that a comment was made at the last meeting by a Board member that using an outside organization would result in a better search.

Mr. York commented that it is not recommended to use NESDEC for a search.

Mr. Guerrette commented that his reasoning for making the comment regarding the use of an outside organization was that he would support spending the money to get the best candidate. Mrs. Prindle indicated that the comment resulting in frustrating staff members. Mr. Guerrette restated that the comment was not meant to offend anyone. Dr. Cutler indicated that staff members believe it is a lack of confidence in them to perform a search.

Dr. Cutler commented that the NHSBA agreed to perform the search by the Board's parameters. They agreed to allow the Board to see all the applicants. Dr. Cutler indicated that advertising in New England expands the search field.

*School Board Consensus: Invite NHSBA to come and speak about the Superintendent search and the services they offer.*

Mr. Guerrette informed the Board he spoke with NHSBA legal counsel, as well as the NH Attorney General's Office, regarding the District's photocopying procedures. He indicated that requiring a person requesting copies of governmental records to be charged employee salary and benefit fees along with photocopying fees is a violation of the Right to Know law. Mr. Guerrette suggested the Board revisit the photocopying procedures.

Mr. Martin informed the Board that he and Dr. Cutler revised the budget schedule so that the budget can be submitted to the Budget Committee one week early as requested.

- 5) 2012 NHSBA Resolutions

The agenda item was tabled by the Board.

- 6) Manifest

The manifest was circulated and signed by the Board.

## **9) Committee Reports**

- 1) Budget Committee

The agenda item was tabled by the Board.

## **10) Community Forum**

There was no community input.

11) **Non-Public Session**

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

*Mrs. Prindle made a motion to enter into non-public session at 10:36 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. Guerrette seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D’Alleva, yes; Mr. Guerrette, yes.*

12) **Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 10:56 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D’Alleva, yes; Mr. Guerrette, yes.*

13) **Adjourn**

*Mr. Miller made a motion to adjourn at 10:58 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

13) **Upcoming Meetings**

*>>Litchfield School Board: October 12, 19, 26, 2011 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**October 12, 2011**  
**(approved as written 10-19-11)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator (*excused*)  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, Administrative Assistant

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

**5:00 p.m.**

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

*The Board entered non-public session at 5:00 p.m. under RSA 91-A:3III (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.*

*Non-public session ended at 6:40 p.m.*

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

**Immediately following non-public**

Mr. York called the meeting to order at 6:50 p.m.

**2) Review & Revision of Agenda**

A revised agenda was prepared and distributed.

**3) School Board Comments**

Mr. York announced that Mr. Manseau, CHS Principal, and Mr. Schlichter, GMS Principal, were resigning effective June 30, 2012. He extended his appreciation and gratitude for their years of service in the District.

Mrs. Prindle thanked Mr. Manseau and Mr. Schlichter for their outstanding service to the community.

**4) Summary of Non-Public Actions**

***From the October 5, 2011 Non-Public Session:***

*Mr. Guerrette made a motion to approve the non-public minutes of September 28, 2011 as written. Mrs. Prindle seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

*Mrs. Prindle made a motion to unseal the non-public minutes of December 8, 2010 and January 5, 2011. Mr. Guerrette seconded. The motion carried 5-0-0.*

***The Board voted unanimously to unseal the Non-Public minutes of December 8, 2010 and January 5, 2011.***

***Summary of Non-Public Actions from the December 8, 2010 Non-Public Session:***



*Mrs. Prindle made a motion to uphold the decisions made by the administration regarding the LEA grievance. Mr. York seconded. The motion carried 3-0-1, with Mrs. Couture abstaining.*

*Mrs. Prindle made a motion to seal the minutes until consultation with legal counsel. Mr. Guerrette seconded. The motion carried 4-0-0.*

***Summary of Non-Public Actions from the January 5, 2011 Non-Public Session:***

*Mrs. Couture made a motion to approve the December 15, 2010 non-public minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to uphold the administration's decision regarding the bullying incident. Mrs. Couture seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

*Mr. York made a motion to allow a high school student to wear black during the 2011 CHS graduation. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

*Mrs. Couture made a motion to seal the January 5, 2011 Non-Public minutes until after graduation 2011. Mr. Guerrette seconded. The motion carried 5-0-0.*

**5) Board Correspondence & Announcements**

***Announcements:***

a) Donations & Awards

Dr. Cutler announced that the CHS Robotics team received a \$5,000 donation from Praxair Foundation, as well as a \$2,000 grant from BAE Systems.

**6) Community Forum**

Mr. York reminded community members that they are not allowed to mention the names of district employees during their comments.

Marsha Finnegan, 147 Talent Road, expressed concern regarding paraprofessionals who were laid off at the end of the 2011 academic year. She indicated that it has been three weeks since the warrant articles were approved at the Special District Meeting. She stated that she has not received any calls to return to work. Mrs. Finnegan commented that she understood that she was to be recalled back to work upon voter approval of the warrant articles. She indicated that the person that was hired for her position is not a resident of Litchfield.

Mrs. Finnegan read a letter she sent Board members. In it she stated that in Spring 2011 she was informed that she was being laid off. She claimed she was told she would be one of first people rehired. She checked on the status of the position over the summer and commented that once the positions were posted, she immediately reapplied for the position. Mrs. Finnegan noted that she submitted letters of recommendation and expected to hear from the school. She stated that she was contacted and interviewed for the position. She indicated that another person was hired for that position. Mrs. Finnegan noted that the day after the interview, three more paraprofessional positions were posted. She commented that she was not fired or asked to leave and there have been no calls for rehire. She stated that she assumed all employees that were laid off would be rehired and that has not happened. Mrs. Finnegan was disappointed that there has been no call to thank her for her service.

**7) Budget Work Session**

a) LMS

Mr. Lecklider reviewed the FY13 proposed LMS budget with the Board. He highlighted major increases and decreases to the budget, which included:

- Regular Education: Rental/Lease Equipment: increase of \$3,441.28 (Mr. Lecklider indicated that Mr. Martin can provide adequate detail for the Board)
- Supplies: decrease of \$2,081.65, which reflects the decreased enrollment (460 students)
- LMS Music Education: Repairs & Maintenance: increase of \$1,500 for piano tuning and maintenance of school owned instruments

Mr. Miller queried if the school owned instruments are used for private music lessons. Mr. Lecklider responded that he did not believe the instruments were not used for private music lessons, but that he will verify this with Ms. Leite.

- Guidance Services: Professional Services: decrease of \$1,283
- Library Services: Textbook Replacement: increase of \$5,417 (adding addition of approximately 125 books to library)
- School Administration: Travel: increase of \$2,129.83 (added national principal's conference)
- Miscellaneous: increase of \$1,000 (staff appreciation)

Total FY13 Proposed LMS budget increase of \$12,215.97.

Mr. Guerrette queried the inventory of FM Systems in the District. Dr. Cutler indicated the information will be provided to the Board.

Mr. York queried the postage line items. Mr. Lecklider indicated that mailings are mostly assessments (NECAP, NWEA student reports) that are mailed to parents. He indicated that in the past they were mailed with report cards. Mr. Lecklider noted that report cards are now emailed to parents.

1) Budget Request – Math Coordinator

Dr. Cutler commented that the Board had an earlier discussion regarding a math coordinator for the District. She proposed a warrant article for a math coordinator for the District. Dr. Cutler indicated that this person:

- would be an experienced educator with mathematics certification,
- serve the needs of working with the Math Curriculum Committee to integrate the Common Core Standards into the Litchfield mathematics curriculum,
- deeply analyze our math student data from multiple sources,
- provide math professional development,
- provide demonstration lessons as appropriate,
- explore math materials that may benefit student learning,
- provide formative feedback to teachers, tutors and paraprofessionals assigned to instruct mathematics.

Dr. Cutler pointed out that if the position is approved it will support the responsibilities of the District Director of Curriculum and Instruction. The district will better address specific math-related responsibilities and result in improved NECAP performance, particularly for students comprising sub-groups for AYP and increase the percentage of students performing at Proficient with Distinction. Dr. Cutler commented that if the position is not approved the more rigorous Common Core Standards will be difficult to be incorporated into the existing K-12 mathematics curriculum.

Mr. Miller queried if this position was not intended to have any interaction with parents. Dr. Cutler indicated that it was not considered, but could be incorporated. She mentioned that this position will focus on staff development and the integration of Common Core Standards. Dr. Cutler noted that creating this position would help improve math achievement in the District.

Mr. Miller requested to revisit the Expense Reimbursement policy in light of the increase in travel accounts.

Mr. Guerrette commented that the schools are getting closer to issuing a Nook instead of buying texts. Mr. Miller indicated that there is no decrease in price for the electronic version.

Mr. York queried what LMS is doing for higher achievers. Mr. Lecklider indicated that LMS teachers differentiate instruction with tiered lessons. He noted that LMS does not have many resources or staff dedicated to that specific population. Mr. Lecklider commented that many times students that are accelerated or advanced are high achievers in math. He noted that they have conversations with parents about VLACS. Mr. Lecklider indicated that Spanish and Algebra offer opportunities for higher achieving students.

Mr. York commented that we need to ensure we can elevate opportunities for higher achievers in core subject classes.

b) CHS

Mr. Manseau reviewed the FY13 proposed CHS budget with the Board. He highlighted major increases and decreases to the budget, which included:

- Regular Education: Supplies: increase of \$1,403.06
- Business Education: Textbook Replacement: increase of \$3,685 (new marketing course texts to replace older ones; new texts can be used for Marketing I and Marketing II)
- Business Education: Textbooks New: increase of \$2,844.28 (new texts for business math)
- English: Textbook Replacement: increase of \$3,575 (replacing paperback books with PermaBound books)
- English: Textbooks New: decrease of \$5,718
- English: Equipment Additional: increase of \$2,872.28 (speakers for lcd's, book carts to accommodate floating teachers, 5 document cameras)

Mr. Miller asked Mr. Manseau to explain a document camera's purpose. Mr. Manseau indicated it is a specialized camera used to capture documents to share with the class for group editing. He elaborated that a teacher can give a writing prompt to a class and have all students respond to the same writing prompt. This device enables the class as a whole to see the documents.

- Physical Education: Supplies: increase of \$1,011.35
- Physical Education: Equipment Additional: increase of \$1,139.50 (neoprene coated dumbbells for a safer workout)
- FACS: Supplies: increase of \$2,211.64 (increased amount of courses by student interest)
- Technology Education: Equipment Additional: increase of \$5,600 (band saw, overhead, computerized router)
- Technology Education: Equipment Replacement: increase of \$7,200 (industrial lathe, drill press, dovetail machine, scroll saw)
- Math Education: Textbook Replacement: increase of \$3,400 (calculus texts to go with workbooks)

Mr. Manseau explained that the AP teacher chose a different calculus book for the students after attending AP Calculus training. She was able to purchase the workbooks this year. He indicated that CHS is proposing to purchase the texts that go along with the workbooks to improve the AP Calculus program.

Mrs. Prindle queried how the book is different.

Zach Waggoner (CHS student), 11 Broadview, commented that the AP Calculus workbook explains things more clearly. He noted that it is easier to understand the examples and teaches students how calculus works. Mr. Waggoner indicated that the books are well structured.

Mr. Manseau mentioned that the Music Education Rental/Lease program is in its 5<sup>th</sup> year. Mr. Miller asked if the musical instruments the District purchases are used at CHS for private lessons. Mr. Manseau indicated that he would research and provide that information to the Board.

- Music Education: Equipment Additional: increase of \$2,750 (bring lighting in auditorium to full capacity)
- Science Education: Textbook Replacement: decrease of \$8,673.60
- Science Education: Equipment Additional: increase of \$5,619.10 (science equipment cut last year)
- Social Studies: Textbooks New: increase of \$8,998.91 (new geography books recommended by faculty)
- Vocational Education: Tuition: increase \$1,960 (due to reduced courses at CHS)
- Guidance Services: Professional Services: increase of \$2,105 (due to incoming hearing impaired student and college bound senior reports for SAT data)
- Guidance Services: Tuition: decrease of \$4,992 (reimbursement for tuition for night alternative program, summer school, evening program)

Mr. Manseau noted that in FY11 the state reimbursed the District at 75%. It is anticipated that the state reimbursement rate will be 50% in FY12 and lesser amounts in the following years.

- Library Services: Textbook Replacement: increase \$9,716.24 (replacing aged selections in print selection)
- Library Services: Information Access Fees: increase of \$1,750
- Library Services: Equipment Additional: increase of \$2,413 (e-readers: kindle, nook, i-pad for research)
- Library Services: Furniture Replacement: increase of \$3,227.91 (replace original furniture from opening of CHS – chairs have been repaired by Tech Ed classes numerous times)

- Audio/Visual Services: Information Access Fees: increase of \$1,500 (access for streaming videos for instruction)
- Administration: Postage: decrease of \$1,394
- Administration: Travel: increase of \$1,300 (national conference)
- Other Support Services: Report Cards: decrease of \$1,000 (email report cards)
- Miscellaneous: increase of \$3,191.10 (academic excellence).

Mr. Guerrette commented that the total CHS budget reflects a 20% increase over last year. Dr. Cutler responded that last year she brought the budget to the Board with drastic reductions. She indicated that normally the Board asks administrators to present a budget that includes what they would believe is necessary for high quality instruction. The next step is for the Administrative Team to prioritize and reduce the budget to present to the Board. Dr. Cutler noted that it is important to let the Board know all the schools' needs. She indicated that she does not intend to present a budget with an increase of 20% to the Board.

## 2) Non-Critical Needs

Mr. Manseau reviewed the CHS Non-Critical Needs budget request with the Board. The non-critical needs include:

- Pre-AP Legacies textbooks to replace photocopied packets
- Scripts for Pre-AP "Hamlet" unit
- 8 classroom sets of "Writer's Inc." writing textbooks
- 3 classroom sets of "Write for College" college prep writing textbooks
- PermaBound copies of Jane Eyre for Advanced English
- Short Story Anthology to replace multiple sources
- Reality Works Baby Alive series - 20 babies
- 5 Food Processors
- 5 Sewing Machines
- SmartBoard

Mr. Manseau presented some staff proposals to the Board. He proposed adding the following:

- Reinstate the science teacher that was cut from the FY12 budget to reinstate the engineering class. Mr. Manseau explained that when the science teacher was cut from the budget, the engineering class was cut as well. He indicated that course changes will become greater next year as the enrollment bubble (freshman class coming to CHS from LMS) will create the need for more courses.
- Freshman seminar program required of all freshmen. Mr. Manseau was concerned that there is a gap when students move up to high school from middle school. He indicated that this type of course will close the gaps in terms of readiness for the transitioning students.
- Move part time guidance counselor to full time to meet the requirement of career education we are required to offer.
- Expand athletics administrative assistant position by 10 hours.
- Move guidance administrative assistant from a school year to a full year position.
- Add 10 summer days to second guidance counselor position.

## c) Salary Guidelines

Mrs. Mahoney presented the cost for a 1% increase for all non-LEA employees to the Board. She was asked by the Board to prepare the information in order for the Board to provide direction in budgeting salaries for FY13. Mrs. Mahoney indicated the total increase in salaries for non-LEA employees would be \$38,496.20.

Board members asked for a breakdown by category. Mrs. Mahoney commented that she would provide it to the Board. She asked Board members for their guidelines to prepare the FY13 Salaries budget.

Mr. York indicated that the increase would be placed on a warrant article. He instructed Mrs. Mahoney to level fund non-LEA salaries for FY13. Mr. York mentioned that the town is under the impression that they are locked into a 5% increase in health care for next year. He indicated that Mr. Lemire was at a meeting where he was privy to the information. Mr. York suggested Mrs. Mahoney speak with Mr. Lemire regarding the health benefits increase. Dr. Cutler commented that the Local Government Center informs all towns and districts on the same day. Mrs. Mahoney indicated that LGC will inform the District on October 20.

## 8) Recommended Action

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of October 5, 2011

***Mrs. Prindle made a motion to approve the public minutes of October 5, 2011 as written. Mr. Miller seconded. The motion carried 5-0-0.***

2) CHS Night Football Game – October 22, 2011

Dr. Cutler asked for Board approval for CHS to hold a night game on October 22, 2011. She indicated that it would result in no cost to the District.

***Mr. Guerrette made a motion to approve the request for CHS to hold a night football game on October 22, 2011. Mrs. Prindle seconded. The motion carried 5-0-0.***

3) Superintendent's Search

Dr. Cutler indicated that the Board asked her to contact Ted Comstock, NHSBA Executive Director, to speak to the Board in October. She reported that Mr. Comstock is not available until October 26. Board member agreed to have Mr. Comstock speak to the Board on October 26. Dr. Cutler will make the appropriate arrangements.

4) Board Member Request – NECAP Analysis

Dr. Cutler indicated that Mr. Miller requested that Dr. Heon provide a more detailed NECAP analysis at the next curriculum meeting. Dr. Cutler noted that meeting will occur on November 16. Board members agreed.

5) Right to Know Request

Dr. Cutler indicated that Mr. Guerrette requested information under the right to know law. She noted that she worked with legal counsel for the response to his request. She read Mr. Guerrette's request, which included all existing information or communication, including electronic:

- To, about, or by School Board members within the district and its schools;
- That contain the name of Jason Guerrette or portions thereof within the district and its schools;
- Regarding PERC within the district and its schools;
- Regarding the Homework Task Force within the district and its schools;
- Regarding the district and its schools regarding maintenance contractor consulting, bids, awards, and contracts for the last three years;
- Regarding the district and its schools regarding energy consulting within the district and its schools.

Dr. Cutler indicated that by law she has 5 days to respond and has provided a legal response to Mr. Guerrette.

6) Job Description: CHS Weight Room Supervisor

Dr. Cutler presented a revised job summary for the CHS Weight Room Supervisor to the Board. She indicated that the Athletic Director was concerned with the existing job summary wording. She explained that the Athletic Director wants his directions to be followed exactly regarding supervision in the weight room and correctly evaluating students when lifting weights.

Board members were concerned with some of the language in the job summary and requested clarification. Dr. Cutler indicated she would garner the clarification for the wording and bring the job summary back to the Board.

7) 2012 NHSBA Resolutions

Board members were asked to review the 2012 NHSBA Resolutions and provide suggested resolutions to submit at the Delegate's Assembly.

Mr. Guerrette indicated that he required more information before submitting his suggestions. He stated he would send them to Mrs. Flynn over the weekend if he is able to do so.

8) Resignations

Dr. Cutler announced that Mr. Manseau and Mr. Schlichter have submitted a letter of resignation effective June 30, 2012.

**Mr. Miller made a motion to accept the resignation of Robert Manseau, CHS Principal, with regret. Mr. Guerrette seconded. The motion carried 5-0-0.**

**Mr. Guerrette made a motion to accept the resignation of Martin Schlichter, GMS Principal, with regret. Mrs. Prindle seconded. The motion carried 5-0-0.**

9) Manifest

The manifest was circulated and signed by the Board.

9) **Committee Reports**

1) Budget Committee

Mr. York reported that the Budget Committee has met each Thursday since late September. He commented that the Budget Committee has been reviewing town budgets. Mr. York reported that Elizabeth Miller resigned from the Budget Committee. He noted that they will solicit a replacement.

10) **Community Forum**

Derek Barka, 8 Simeon Lane, queried about the language on the old warrant article regarding adding new positions. He indicated that a math coordinator seems like it should be a decision of the Board. He asked if the administration, School Board, and Budget Committee agreed, could the position be added into the budget.

Mr. York responded that if all agreed the position could be added into the budget.

Mr. Barka queried if the Venture Program would be continued. Dr. Cutler indicated that the program will not continue as Coach Kiestlinger is no longer with the district.

11) **Non-Public Minutes**

a) Draft School Board Minutes:

1) Non-Public Minutes of October 5, 2011

**Mr. Miller made a motion to approve the non-public minutes of October 5, 2011 as written. Mrs. Prindle seconded. The motion carried 5-0-0.**

Mrs. Flynn asked Board members for guidance in redacting the unsealed non-public minutes. Board members agreed that the names contained in the minutes shall be redacted.

2) Unsealed Non-Public Minutes of December 8, 2010

**Mr. Guerrette made a motion to approve the non-public minutes of December 8, 2010 with redactions. Mr. Miller seconded. The motion carried 4-0-1, with Mrs. D'Alleva abstaining.**

3) Unsealed Non-Public Minutes of January 5, 2011

**Mr. Miller made a motion to approve the non-public minutes of January 5, 2011 with redactions. Mr. Guerrette seconded. The motion carried 5-0-0.**

12) **Adjourn**

**Mrs. Prindle made a motion to adjourn at 9:35 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.**

13) **Upcoming Meetings**

>>Litchfield School Board: October 19, 26, 2011 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**October 19, 2011**  
**(approved as amended 10-26-11)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Hilda Lawrence, Director of Food Service  
Mrs. Michele E. Flynn, Administrative Assistant

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

Mr. York called the meeting to order at 6:32 p.m.

**Review & Revision of Agenda**

Revisions to the agenda included the addition of Donations/Awards as Item 5 under Business Affairs; the addition of Board Member Request: Legal Fees under Business Affairs.

**School Board Comments**

There were no Board member comments.

**Summary of Non-Public Actions**     *From the October 12, 2011 Non-Public Session:*

Dr. Cutler requested a motion to seal the non-public minutes of October 12, 2011 until the process is finalized. Board members agreed to discuss the request in non-public session.

**Board Correspondence & Announcements**

There was no correspondence.

**Community Forum**

Marsha Finnegan, 147 Talent Road, thanked the Board for their quick action in organizing the Special District Meeting in September and distributing the reinstated adequacy funds approved by the voters. She commented that it has been four weeks since the meeting and there are positions that have not been filled. She asked where the funds would go for positions that had not been filled in the past four weeks.

**Budget Work Session**

a)     Food Service

Mrs. Lawrence, Director of Food Service presented the proposed FY13 Food Services budget to the Board. She highlighted major increases/decreases to the budget, which included:

- USDA Commodities Food: decrease of \$2,000 (due to lower enrollment and the loss of St. Francis)
- GMS Repairs/Maintenance: level funded

Mr. York queried why \$5,000 was budgeted for repairs/maintenance. Mrs. Lawrence indicated that she budgeted the same amount as was budgeted for FY12. She explained that the amount was budgeted for unexpected repairs and/or maintenance.

Mr. Guerrette queried what is projected for the year end food service fund for this year. Mrs. Lawrence commented that based on September's figures we have 54 less students than last year. She indicated that in light of the increase in the price of lunches, the projected year-end balance may be approximately \$12,000.

Mr. Guerrette commented that if there is a projected loss it is deducted from the surplus in the food account. Mr. Miller clarified that a loss would be covered by the general operating budget year end fund balance. Mr. Martin affirmed that the over spend in food service would be taken out of the general fund. He explained that if it is not in her budget, she cannot spend it because it was not approved by the voters. Mr. Martin noted that revenue has to be appropriated in order for it to be expended. He added that what is budgeted for revenues is also budgeted for expenses so that there is a zero tax impact.

Mr. Guerrette queried why supplies increased \$800. Mrs. Lawrence indicated that the cost of paper supplies is increasing.

Mrs. Lawrence continued with her review of the food service budget.

- LMS Repairs/Maintenance: level funded
- LMS Food: decrease of \$4,000
- LMS Supplies: decrease of \$500
- CHS Repairs/Maintenance: increase of \$1,000.

Total Food Service Fund: decrease of \$5,430.

Mr. Guerrette commented that he knows a vendor who would be able to service food service supplies and will pass along the contact information to Mrs. Lawrence.

Mr. York queried why we list custodial supplies under each school instead of a central contract bid. Mr. Martin commented that the District does not have a centralized purchasing function and each manager orders their own supplies.

Mr. York commented that the District should have one vendor for similar supplies (i.e. paper goods). He mentioned that during a budget discussion with facilities staff, he asked for a breakdown of the custodial supply costs. Mr. York indicated that he has yet to receive any information. He commented that the information was requested so that Board members can compare costs to what they purchase in their businesses.

Mr. Guerrette commented that many vendors have approached him with competitive pricing. Dr. Cutler indicated that school districts usually use a state contract or collaborative when purchasing. She commented that many times their prices are less expensive than other vendors.

Mrs. D'Alleva commented that combining all similar items will lower the price. Mr. Martin explained that everyone purchasing off the state bid and collaborative bid gets the same price, regardless of the amount of goods purchased. He indicated that the District used to go out for bid and found we were only receiving the standard educational discount. Mr. Martin noted that when he inquired about the discount, he was told that our volume is too low for the bid.

Dr. Cutler stated that the SAU will investigate the facilities' supply costs as requested.

b) Adult Education

Mr. Martin presented the proposed FY13 Adult Education budget to the Board. He noted that the program is self-funded. Mr. Martin mentioned that the budget does not include the salaries and benefits for the administrative assistant and director.

Mr. Guerrette commented that the program was not funded when the District lost adequacy aid. He indicated that the program was reinstated by voter approval with the return of adequacy aid in order to garner data to establish if the program will be self-sustaining. He commented that there will not be enough data available by the time the budget process is completed.



Mr. Miller stated that if there is no confidence that the program will support itself by February (Deliberative Session) 2012, he will make a motion to remove the program from the budget.

c) Debt Services

Mr. Martin presented the proposed FY13 Debt Services budget to the Board. He indicated that there is a \$42,000 decrease because the CHS bond is closer to being paid in full. He added that the last bond payment is Jan/Feb 2015. Mr. Miller commented that the January payment will be partially offset by impact fees.

d) Board Budget Inquiries

1) Analysis of FY13 Requested Budget

Dr. Cutler presented an analysis of the FY13 Superintendent's Requested budget for Board review. She indicated that it is a three year comparison that reflects changes in the budget from 2010 to 2013. Dr. Cutler commented that the comparison parameters include the number of students, cost per student, amount of change, and percentage of change in the budget. Dr. Cutler mentioned that salaries will be a 0% increase for FY13. She indicated that there will be warrant article for the LEA contract and one for an increase for non-LEA employees.

Mr. Martin commented that two areas were added: energy and co-curricular. He indicated the numbers are lower than what was previously presented because the Administrative Team has made some reductions.

Dr. Cutler mentioned that LGC has communicated that the increase in health benefits will be between 3% and 7%.

Mr. Martin indicated that the total for Buildings & Grounds excludes the 2013 portables purchase. Dr. Cutler indicated that a proposal with options for the portable will be presented to the Board on October 26.

Mr. York requested that the Board begin deliberating on the FY13 budget next week. He indicated that the Board can discuss Salaries/Benefits on November 2 and vote on the budget sections we complete. Mr. York commented that the remainder of the budget sections can be completed on November 9. Dr. Cutler agreed and informed the Board that the Suggested Board Reductions sheet will be sent to Board members tomorrow.

Dr. Cutler suggested that the analysis report presented would be a good document to share with the Budget Committee. She indicated that the analysis would be updated as changes are made to the budget by the Board. Dr. Cutler commented that she would prefer the Board giving a bottom line budget reduction, rather than individual line items. She indicated that the people who work in the schools should be afforded the opportunity to make any budget reductions that are brought forth by the board.

Mr. Guerrette informed the Board he will be out of town on November 9 and requested a teleconference for the meeting.

Mr. York informed the Board that Mr. Miller will not be able to attend the October 26 and November 2 meetings.

**Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of October 12, 2011

***Mrs. Prindle made a motion to approve the public minutes of October 12, 2011 as written. Mr. Miller seconded. The motion carried 5-0-0.***

2) Business Administrator's Report – September

Mr. Martin presented the September 2011 Finance report to the Board. He reported that:

- Budget adjustments totaling \$449,328 from the special meeting have been entered into the eFinancePlus software;
- We received a payment of \$16,305.56 from the state, which was our pro-rated share of the \$3.5M authorized by HB 2 to reduce the employer cost of teachers' retirement expenses;
- The 2012 Special Education budget has two major areas of over spend
  - by \$73,000 due to the need to hire five out-of-budget paraprofessionals to meet IEP needs,
  - Out of district special education tuition is currently forecast to over spend by \$54,000;

- The Special Education Capital Reserve will be used to offset some of the shortfall if necessary.

Mr. Martin reported that Mr. Manseau is donating the \$1,500 award as Principal of the Year Finalist to technology to be used for an electronic information system at CHS.

Mr. Guerrette queried why the budget forecast is reported to spend 100% of the budget. Mr. Martin explained that at this point he does not want to forecast this early in the budget year without knowing what is being used in the budget.

Mr. Guerrette commented that a forecast or estimate can be provided and qualified that it is the beginning of the year. He indicated that the current forecast does not provide enough information. Mr. Martin responded that he will ask staff members to provide a monthly forecast if it is the will of the Board.

***Mr. Guerrette made a motion for the SAU to provide the Board with an actual forecast when providing monthly business and finance report. Mrs. D'Alleva seconded.***

Mr. Guerrette commented that if we wait until April (end of the year) for a more precise forecast we are unable to change anything.

Mrs. Prindle commented that Mr. Martin does a fine job of managing to the bottom line.

Mr. Miller commented that the actuals are provided with each monthly report and they are available on the district website.

***The motion failed 2-3-0, with Mr. York, Mrs. Prindle, and Mr. Miller opposing.***

3) CHS Weight Room Supervisor Job Summary

Board members reviewed the revised job summary. Board members were concerned with wording that did not apply to the functions of the position. They suggested further revision of the job summary.

Mr. Guerrette was concerned that there was no experience criteria listed on the job summary.

Dr. Cutler stated she will forward the Board's concerns and suggested revisions to the Athletic Director. The job summary will be revisited by the Board.

4) 2012 NHSBA Resolutions

Dr. Cutler asked Board members for suggested resolutions. There were no submissions and no changes to the existing resolutions.

5) Donations/Awards

Dr. Cutler noted that Mr. Manseau was a Finalist for Principal of the Year (national). CHS received an award of \$1,500 from MET Life and NASSP. She thanked him for donating this award to CHS. Credit to 1031284000-734

***Mr. Miller made a motion to accept an award of \$1,500 from NASSP to CHS on behalf of Robert Manseau as Finalist for Principal of the Year, which will be credited to Account #1031284000-734. Mrs. Prindle seconded. The motion carried 5-0-0.***

6) Board Member Request: Legal Fees

Dr. Cutler reported that Mr. Guerrette requested the names of employees affected by the Reduction in Force (RIF) be released to the public. She noted that she consulted legal counsel regarding the release of the information. Dr. Cutler indicated that the District does not publish names of people who are dismissed, RIF, not rehired or renewed. The list of RIF positions, and RIF positions that were reinstated is public information. She explained that a list of current and previous employees is also available. She relayed that the District cannot provide a list of people that were not rehired or renewed because it is an invasion of privacy. Dr. Cutler indicated that she shared the attorney's response with Mr. Guerrette via email. She noted that Mr. Guerrette requested legal counsel's response in writing.

Dr. Cutler indicated that this would incur additional legal fees, but would ask the attorney to provide it if it is the will of the Board.

Mr. Guerrette queried if it was requested of the Board to ask for legal opinion regarding matters relating to him.

Dr. Cutler indicated that the Superintendent can call legal counsel on his/her own volition. She explained that she called legal counsel on Mr. Guerrette's behalf and shared the information with him.

Mr. Guerrette commented that he will document legal fees incurred on issues he has raised he receives the information on December 23. He indicated that when he makes a request it is denied, delayed, or handled at the Board level.

Mr. Miller commented that Mr. Guerrette was speaking directly to Dr. Cutler's performance and that discussion should take place in non-public session. Mr. Guerrette disagreed that he was speaking to Dr. Cutler's performance.

***Mr. Miller made a motion that all further discussion of the Superintendent be made in non-public session. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.***

Mr. York asked for discussion on whether the Board would like legal counsel to put his response in writing for Mr. Guerrette.

Mr. Guerrette informed the Board that he called the NH Attorney General's office as well as the NHSBA and explained the issue to them. He indicated that he was told by both agencies that there is nothing in the RIF list that is non-public information. Mr. Guerrette commented that if the information is not released to him he will make a right to know request at the Supreme Court level. Dr. Cutler indicated that we do not release the names of people we do not rehire. Mr. Guerrette commented that he requested the RIF list of people that were rehired.

Mr. York informed Mr. Guerrette that a list of all current and previous year employees can be provided. Mr. Guerrette commented that there is case law that states names are not private information and that he will obtain the information for the people.

Mrs. Prindle queried Mr. Guerrette of his purpose for requesting the information.

Mr. Guerrette indicated he asked for the names on the RIF list and those who were rehired. Dr. Cutler clarified that Mr. Guerrette asked for the list of those who were rehired and those who were not rehired. She noted that the attorney stated that it cannot be released.

Mr. Guerrette stated that if the Board decides against written legal opinion then he will file a Superior Court request for the information.

Mr. York indicated that the information regarding the positions that were reinstated is public. He asked for a motion to provide written legal opinion for Mr. Guerrette.

***Mr. Guerrette made a motion for the SAU to provide written legal opinion regarding the release of requested information by Mr. Guerrette. Mrs. D'Alleva seconded. The motion failed 2-3-0, with Mr. York, Mrs. Prindle, and Mr. Miller opposing.***

Mr. Guerrette commented that he made a personal request to Dr. Cutler for information under the Right to Know law. He explained the request was for six areas of school board business. (The requests were read at the October 12 meeting). The Superintendent responded with a reasonable time frame for four of the requests. Mr. Guerrette indicated that he requested email between Board members to which he is not privy and was denied for lack of a reasonable description. He stated that he amended his request and noted that legal counsel stated the information can now be provided. Mr. Guerrette expressed concern that unnecessary legal fees would be incurred because the information that is released will have to be redacted. He indicated that instead of spending hours redacting the information, he can review the information in the SAU office.

Mr. Miller indicated that Mr. Guerrette made the request as a private citizen and the Superintendent fulfilled that request according to the law.

Mr. Guerrette stated he would make the request again so the District would not incur legal fees to stop him from seeing the information. Mr. Miller indicated that the request has to be treated as that of a private citizen.

7) Manifest

The manifest was circulated and signed by the Board.

**Policies**

- 1) 1<sup>st</sup> Reading:
  - a) Self-Funded Programs (DL)

Board members reviewed revisions to the policy.

Mr. York commented Board members are struggling to identify the difference between tutoring and private lessons. Mrs. D'Alleva commented that the funds paid to the instructors giving private lessons incur a cost to taxpayers. Mr. Martin clarified that there is no cost to the District or taxpayers as taxes and benefits are deducted out of the money they receive for the lessons.

Mr. Guerrette commented that he believes we should not be operating a business in the schools. He indicated that public schools are no place to run a business.

Mrs. Prindle disagreed commenting that public schools have been allowing private music lessons for many years. She believes discontinuing the service is a disservice to the parents and students that make the request for such lessons.

Dr. Cutler commented that it is a tradition to offer these types of music lessons in public schools.

Mr. Miller commented that he doesn't disagree with allowing private lessons to be offered. He indicated that he disagrees with singling out a particular type of private lesson. He commented that the instructors are giving lessons to their own students. Mr. Miller indicated that other teachers should be allowed to tutor their students as well.

Dr. Cutler noted that teachers stay after school with their students when they are having difficulty. She indicated that sequential enrichment lessons are different.

Mrs. D'Alleva queried if there is a difference if someone who is not an employee offers the lessons. Mr. York indicated that they would incur a cost in facility fees.

Mr. Martin commented that this issue began because a former Board did not want teachers going to students' homes. He explained that it would create liability for the District. Mr. Miller mentioned that there is an anti-fraternization policy in force in the District.

Mr. York noted that earlier in the conversation it was stated that if a student is having difficulty in other classes s/he can ask for help from the teacher. He queried if there was a concern that the teachers will begin charging students for tutoring. Dr. Cutler commented that it has the possibility of being a concern.

Board members expressed concern that the money parents pay for private music lessons for their children is distributed to instructors through the District. Mr. Martin indicated that this practice began because a former Board member suggested the instructors pay a facility use fee to offer private lessons. Mr. Martin commented that he suggested the District would need an insurance certificate from the instructors. He explained that the board stated that they wanted private lessons to be an extension to the program, which then became a district sponsored activity.

Mr. Guerrette suggested an outside vendor can offer private musical instrument lessons to students. Mr. York indicated that the District already has a vendor run enrichment program and whom we are not charging facility fees. Mr. York suggested the policy be tabled for the next opportunity the Board has for discussion.

2) 2<sup>nd</sup> Reading:

a) Staff (Employee) Conflict of Interest (GBEAA)

The policy was tabled until the Self-Funded Programs policy is resolved.

b) Students' Physical Examinations (JLCA)

Board members made revisions to the policy. The policy will be revisited by the Board.

3) Review:

a) District Travel Reimbursement (DKCA/R)

Dr. Cutler noted that the District Travel Reimbursement policy be reviewed in light of travel being reinstated into the budget.

Mr. Miller was concerned with the wording regarding the cost of airfare and hotel stays. Dr. Cutler suggested that Board members review the policy/procedures and revisit the policy at a later date for revision.

### **Committee Reports**

1) Budget Committee

Mr. York reported the Budget Committee met on October 13, 2011. He reported that Tim Finnegan was appointed to the Budget Committee.

### **Community Input**

Janine Lepore, 17 Greenwich Road, commented that she was watching the meeting and heard statements that raised concerns. She indicated that Mr. Guerrette made a request for various information and said that the information belongs in the people's hands. Mrs. Lepore commented that Mr. Guerrette is looking for information regarding teachers that are working here or no longer work here. She queried the purpose for his request for the information.

Mr. Guerrette indicated that there was no stated purpose, and he did not need to provide a reason. He explained that he knows some people who have requested information for which he cannot provide answers. Mr. Guerrette indicated that he forwarded the requests to the appropriate person in the chain of command. He commented that his perception is that it is difficult to obtain the information. He stated that he wants the information.

Mrs. Lepore commented that she is speaking both as a citizen and a voter. She stated that is not the information she would expect to be given upon request. Mrs. Lepore indicated that Mr. Guerrette threatened a lawsuit if he does not receive the information he requested. She noted that the taxpayers would be impacted. Mrs. Lepore commented that Mr. Guerrette should seriously consider his decision before taking legal action because he does not have a real reason to have the information. She commented that Mr. Guerrette does not need to know employees' degrees or who has been rehired and who has not. Mrs. Lepore indicated that Mr. Guerrette made this request as a private citizen and were told by the Superintendent teachers do not have to provide this information to you.

Mr. Guerrette commented that Mrs. Lepore's statement need clarification. He indicated that Mrs. Lepore is confusing requests that he has made recently. Mr. Guerrette indicated that he made the following requests:

- Information about teachers' degrees, which had no Board support;
- Release of a legal opinion (requested as a Board member), received in non-public session and the motion failed;
- Release of information of Board members, which was fulfilled.

Mr. Guerrette indicated that the only issue to cost the District money is if his request to release the RIF list naming the people who were not rehired is filed in Superior Court. He commented that the choice was made by the Board not to have legal counsel provide a written opinion. Mr. Guerrette indicated that he asked for much information and has agreed to wait for the District to provide it to him.

Mrs. Lepore expressed concern that Mr. Guerrette makes requests each week that spiral the Board into wasting time. She commented that now he is asking the Board to waste money. Mrs. Lepore conveyed that Mr. Guerrette's performance is not acceptable. She commented that Mr. Guerrette is sitting on the Board and making private requests. She indicated that Mr. Guerrette should consider which role he would like to play. Mrs. Lepore asked Mr. Guerrette to consider carefully before spending taxpayer money.

Mr. Guerrette made comments that were unacceptable to Mrs. Lepore. Mrs. Lepore commented that she did not appreciate Mr. Guerrette's candor. She stated to Mr. Guerrette that when he is in the chair in the Board room he is a member of the Board. She commented that she expects him to act accordingly. Mrs. Lepore stated that Mr. Guerrette has a private agenda with which she disagrees.

Mr. Guerrette indicated that there are many people in town that appreciate the work he is doing.

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

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

*Mr. Miller made a motion to enter into non-public session at 9:20 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

**Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 10:13 p.m. Mr. Miller seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

**Adjourn**

*Mr. Miller made a motion to adjourn at 10:15 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

**Upcoming Meetings**

*>>Litchfield School Board: October 19, 26, 2011 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**October 26, 2011**  
**(approved as written 11-9-11)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member (*excused*)  
Mrs. Patricia D’Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, Administrative Assistant

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

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

*The Board entered into non-public session at 6:15 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.*

*Non-public session ended at 6:36 p.m.*

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

Mr. York called the meeting to order at 6:38 p.m.

**Review & Revision of Agenda**

There were no revisions to the agenda.

**Presentations to the Board**

1) Superintendent Search - Ted Comstock, NHSBA Executive Director

Mr. Ted Comstock, NHSBA Executive Director, presented to the Board the necessary components of a successful superintendent search.

Mr. Comstock commented that the most important job the Board has is to appoint a Superintendent. He commented that his goal is to describe the search process to the Board. He explained that the NHSBA provides search services and options for school boards. Mr. Comstock commented that the search business has become very challenging as there are fewer candidates than vacancies.

Mrs. Prindle queried the reason for limited candidates for a superintendent’s position.

Mr. Comstock commented that there could be many reasons. It is a highly stressful job, many hours are involved, and there is poor job security. He noted that it is increasingly difficult to find a quality pool of candidates. He suggested performing a salary survey as well. Mr. Comstock explained that recruitment is a large part of the process. He indicated that the internet provides one of the best and most inexpensive resources for advertisement.

Mr. Comstock mentioned that the Board will need to help identify what they desire in a candidate. He explained that with a well-built profile, the NHSBA can help find candidates that will fit the position.

Mr. Comstock indicated that the first part of the process is to determine what the Board wants and needs. He explained that the Board should reach out to the staff and community for ideas on what they want in a Superintendent.

Mr. Comstock indicated that the next phase is recruitment. He noted that the NHSBA encourages boards to use the education administration sites (NHSAA, Ed Jobs, School Spring).

Mr. Comstock indicated that the 3<sup>rd</sup> phase is screening. He commented that the Board needs to decide how applicants will be screened. He noted that there are two options: use a search committee or designate a sub-committee of the Board. Mr. Comstock explained that candidate determinations should be made based on qualifications. Mr. Comstock indicated that the next step is to schedule interviews. Next, finalists are selected. Mr. Comstock noted the final steps are visitations with staff, final interviews by the Board, and Board selection.

Mr. Comstock indicated that the process takes approximately 4 – 5 months to complete. The NHSBA assists the search committee with all tasks. The cost for the NHSBA search services is \$8,000 - \$10,000 plus expenses. Mr. Comstock indicated that there is an option for partial services, which is less expensive. He explained that partial service is generally \$4,000 - \$5,000 at \$100 per hour. Mr. Comstock indicated that a partial search service would mean that the NHSBA works with the Board during the recruitment phase by helping place ads and bringing applicants forward. Guidance is also provided throughout the process and the NHSBA also assists in the final stage.

Mr. Comstock provided a handout of information regarding the search options offered by the NHSBA. He indicated that a checklist is included to help the Board develop a candidate profile.

Mrs. Prindle queried about the mistakes a board can make during the process. Mr. Comstock replied that many boards are impatient during the process. There is much energy at the front end, but after so many months people get impatient and they settle for a candidate that may not be a good fit. He commented that boards should reflect as to what is needed in their next Superintendent. Mr. Comstock indicated that the Board needs to think about what is needed in the short term as the tenure of a Superintendent is now 4-6 years.

Mr. Comstock commented that the interest of the NHSBA is for Litchfield to have the right person in place. He indicated that NHSBA provides an additional search in the event that Litchfield does not get a good finalist.

Mr. York asked Mr. Comstock if he has had feedback regarding situations with boards hiring a superintendent with more business experience. Mr. Comstock indicated that he is not aware of private industry people taking a role of a Superintendent in a NH SAU.

Mr. York queried the qualifications for Superintendent. Mr. Comstock indicated that a Superintendent must be certified in the state of NH. He noted that candidates coming in without one should have a plan to meet the requirement.

Dr. Cutler commented that in NH there is no process to take a CEO of a company and move him/her into the role of Superintendent of a school district. She noted that Superintendents must be certified and have well-rounded experience. Mr. Comstock commented that in some situations, the candidates do have a specific area of interest, such as facilities, finance, or curriculum.

Mr. Guerrette requested requirements for certification for Superintendent.

**Action Item:** Dr. Cutler will gather the information for the Board.

Mr. Comstock commented that when you hire a person, you hire for the task you need to have done.



Dr. Cutler commented that it is advisable that the Board make a decision regarding the process of the Superintendent Search as soon as possible as there are several openings in the area (Windham, Derry, Barrington, Oyster River to date).

Board members and Dr. Cutler thanked Mr. Comstock for his time and expertise.

## 2) Blizzard Bags

Ms. Kerry Finnegan, LMS Assistant Principal, provided a PowerPoint presentation regarding Blizzard Bags. Committee members have been working on the Blizzard Bag Program proposal. If approved, blizzard bags would be used for the first three days that school would not be in session due to inclement weather.

Blizzard Bag Committee members introduced themselves. Ms. Finnegan commented that in March 2011 CHS piloted a blizzard bag day and it was especially successful with seniors, although the entire school participated. The district sought feedback from parents and staff. A survey was conducted and yielded the following results:

- 91% of parents surveyed supported concept of the program
- 9% of parents surveyed did not support the concept of the program
- 93% of parents surveyed were willing to explore the possibility
- 69% of the staff surveyed supported the concept of the program
- 31% of the staff surveyed did not support the concept of the program
- 81% of the staff surveyed were willing to explore the possibility.

Ms. Finnegan indicated the purpose of the program is to allow the Litchfield School District the ability to use time out of the classroom due to Snow/Emergency as “traditional” class days. The District will be granted those hours necessary to fulfill a school year by providing students with at home learning opportunities that align with the district and state based standards. The district will need to meet the 80% completion standard for a “Day” to be granted. Students will complete the lessons at home during days that are designated by the Superintendent as emergency days. Students will have 48 hours to turn in their assignments to their teachers. If the assignment is not turned in within 48 hours, the student will be marked absent for the snow/emergency day.

Ms. Finnegan commented that time limits should be consistent for assignments. They are as follows:

- GMS - 10 – 15 minutes per lesson
- LMS - 20 – 25 minutes per lesson
- CHS - 30 – 45 minutes per lesson.

All teachers will have the blizzard bags completed by November 21, 2011 if approved by the Board. Lessons and assignments can be distributed to students and will be posted on teacher web pages. Specialists will work with their grade level or subject level teams to modify lessons for their students along with other struggling learners and integrate content. All lessons will be planned with the following in mind:

- Rigor
- Extended learning
- Technology integration
- Assessment
- Differentiated instruction
- Board approved curriculum standards.

Ms. Finnegan indicated that all work completed and turned into teachers within 48 hours will be evaluated and count toward a student’s final grade.

Mrs. Prindle queried why there is such a limited effort on the students’ part. Ms. Finnegan indicated that it depends on the grade level.

Mrs. Prindle commented that she is concerned that there is not much time students are required to participate. Ms. Finnegan indicated that they are working and are tasked with lessons from their teachers.

Mr. York commented that students can do the lessons ahead of time.

Dr. Cutler indicated that if the student does not turn in his/her assignments they will not get credit for attendance for the day. She commented that some students can complete the work much quicker than others. She explained that the program mirrors the program at Kearsarge and follows the state's rules.

A committee member (teacher at GMS) commented that we are planning for all situations (i.e. parents home from work late, children in daycare all day, etc.). She indicated that the committee is planning enrichment activities to go along with assignments.

Mr. Guerrette queried why the grading is different from other homework. Mr. Falzarano indicated that these are class assignments that would be done in class. He explained that this work will be done at home as part of a regular school day.

Janine Lepore, Committee member, indicated that it is work they are performing at home, but as part of the class (i.e. similar to home school work).

Mr. Falzarano commented that the work is being graded but not singled out as a particular grade.

Mr. Guerrette was concerned that the wording leads one to believe it will be part of the final grade. Ms. Finnegan indicated that it will be factored into the final grade.

Mrs. Seabrook queried if a child is considered absent during a blizzard day due to illness, are they able to make up the day. Ms. Finnegan indicated that the student will have 48 hours to make up the work.

***Mrs. Prindle made a motion approve the implementation of blizzard bags in the district. Mr. York seconded.***

Mr. Guerrette was concerned with the amount of time a student would be working on blizzard bag assignments. Mrs. D'Alleva commented that she has home schooled in the past and found that children finish their work quicker because there are less interruptions in the day.

***The motion carried 3-1-0, with Mr. Guerrette opposing.***

### **School Board Comments**

Mrs. Prindle congratulated Coach Patterson and those involved in the preparation for Saturday night's game. She indicated that many people from the community attended and it was a great event.

Mrs. Prindle made a statement to the Board regarding work on the budget. She commented that she sat here two years ago and thought it was sad that the Board spent endless hours cutting the budget line by line. Last year she participated in the same activity. She stated that this year she would not be submitting any recommended reductions to the budget. Mrs. Prindle commented that she would rather advocate for adding to the budget in the form of improvements in technology, investing more in math and science programs, more classes for advanced learners, capital improvements in the district assets, or improvements in our athletic facilities.

Mrs. Prindle commented that the school administration has done an outstanding job balancing the current economic situation with the need to invest in our town's education program. She indicated this is the second year we reduced funding to our schools by nearly 10%. Mrs. Prindle commented that spending hours arguing line by line over reducing an already limited budget is not a valuable effort in her opinion. She indicated that she would rather have the School Board spend half the time on adjusting line items in the budget.

Mr. Guerrette commented that last week a request was made for a document shared in non-public. He indicated that because the information contained in the document did not contain certain information, the request is moot. He mentioned that names that do not exist in the document are not non-public.

Mr. York indicated that even if someone is not named in a document they are the only ones that can release information about themselves. Mr. Guerrette agreed and indicated that may be the case this evening.

Dr. Cutler commented, in regard to that document, there are notes and comments that she can only share in non-public session. She indicated that she did state that there was a group that had not been included in the document.

**Summary of Non-Public Actions**     *From the October 19, 2011 Non-Public Session:*

*Mrs. Prindle made a motion to seal the non-public minutes of October 12, 2011 until November 16, 2011. Mr. Miller seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Carol Mace as part time GMS Assistant Principal for a prorated salary of \$37,636 for the 2011-2012 academic year. Mr. Miller seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

Mrs. D'Alleva disagreed with the vote on the motion to accept Ms. Mace's nomination. She claimed that she abstained. Board members agreed to amend the vote to 3-1-1.

*Mr. Miller made a motion to release Karen Bowie, LMS Teacher, from her contract as soon as a suitable replacement can be found. Mrs. Prindle seconded. The motion carried 5-0-0.*

**Board Correspondence & Announcements**

There was no correspondence.

**Community Forum**

Marsha Finnegan, 147 Talent Road, commented that she was one of the people that tried to get the list of people that were RIF'd and rehired and was told under that it could not be provided under the privacy act. She indicated that she requested a list of current employees and would like a list of employees dated June 30, 2011 to compare. Mrs. Finnegan announced that she spoke with the Attorney General and was informed of action she could take to have the list released to her. She commented that she pays taxes that fund these positions and did not understand why the information cannot be made public. Mrs. Finnegan indicated that perhaps she is not included on the list and asked if that is the case, why is she not included on the list. She queried how many people that were laid off have been rehired.

Mr. York responded that the Board would only know how many teachers were rehired. All other positions are handled by the administration.

Mr. Guerrette queried if all positions were filled. Dr. Cutler indicated there were a few positions to be filled.

Mr. Guerrette asked Mrs. Finnegan if she was RIF'd. Mrs. Finnegan responded that she was laid off. Mr. Guerrette indicated that Mrs. Finnegan was not on the list. Mr. York commented that we cannot have a discussion regarding the list in public session as it was a non-public document.

Mrs. Finnegan queried why the list is so private. Dr. Cutler indicated that positions that were reinstated were done so in the Special Meeting. She noted that the District has already furnished Mrs. Finnegan with current and last year's employees.

Mrs. Finnegan commented that Mr. Guerrette stated she was not included on the RIF list and she queried the reason. Dr. Cutler asked Mr. Guerrette if he had released non-public information by telling Mrs. Finnegan she was not on the list.

Dr. Cutler noted that she spoke to the District's legal counsel. She was advised that the District could provide a list of current and last year's employees. Dr. Cutler explained that if a person applies for a job in a private company and was not successful, the company would not release the names of those that were not hired. She noted that when people are interviewed or laid off that is private information.

Mrs. Finnegan queried if she could request a non-public session to make a request for a copy of the list. Mr. York indicated that the list would not be released to her. Dr. Cutler indicated that a private company does not release that kind of information. She noted that the document had names, positions, reinstatements, and rehired employees.

Dr. Cutler commented that teachers have a contract and are subject to recall, but all other employees have to re-apply for the position.

Mrs. Finnegan informed the Board that the Attorney General stated she could file a petition to release the information and their office would expedite the request. She indicated that the district would have to pay the cost. Dr. Cutler commented that she can have the list of last year employees by putting her request in writing if she does not already have the list.

Mrs. Finnegan commented that it has taken five weeks to fill the paraprofessional positions. She queried what happened to the funds that were not spent on those salaries. Dr. Cutler responded that anything that is in the personnel line stays in that line.

Mrs. Finnegan commented to Board members that they are elected officials who are charged with maintaining the public trust and authority over the District. She indicated that in her opinion that is not what is happening.

Sue Seabrook, 18 Bear Run, queried how a Blizzard Bag day would affect a nurse.

Dr. Cutler indicated that all 12 month employees work on snow days. She noted that if they feel they cannot make it to work, they can take a vacation day. Dr. Cutler commented that a nurse could choose to work on that day or add it to the end of the year.

Mrs. Seabrook queried if school were closed and a nurse worked at a shelter would it be counted as a work day. Dr. Cutler noted that it would count as a work day.

Mr. Guerrette asked if the day were a Blizzard Bag day, the nurse would not work that day. Dr. Cutler indicated that the nurse could come to work or work a day at the end of the year.

Derek Barka, 8 Simeon Lane, commented that in 2008 his company had layoffs and never released the names of those employees. He indicated that it is a violation of trust. He commented that to ask the Board to release the names of employees that were laid off is inappropriate. Mr. Barka noted that he would be angry as an employee who had been laid off to learn that his name had been released.

Mr. Guerrette indicated that the law dictates what information is or is not available. He commented that if someone chose to test it, the law would decide the boundaries.

Mr. Barka commented that it is a silly challenge for personal information that will upset employees and cost taxpayers money.

### **Budget Work Session**

#### a) Salaries & Benefits

Mr. Martin indicated that the FY13 Requested Salaries & Benefits budget reflects an increase of just over \$400,000 over the FY12 budget. Mr. Martin explained that the included in the increase are the salaries added at the Special Meeting.

Board members were confused that the Salaries & Benefits budget was being presented. Mr. York commented that Board members were not prepared to discuss this budget until next week. He indicated that Board members agreed to review recommendations for the requested budget at this meeting.

Dr. Cutler commented that Mr. Martin has not had the opportunity to finish the executive summary. She indicated that discussion of Salaries & Benefits can be deferred until the executive summary is completed.

**Action Item:** Mr. Martin will complete his executive summary and provide it to the Board prior to the November 2 meeting.

#### 1) Summary

Mr. Martin reviewed the Salaries & Benefits summary with the Board, which included:

New & Expanded positions:

- 5 Special Education paraprofessionals needed to meet IEP requirements
- 1 Special Education speech pathologist needed to meet IEP requirements
- 1 additional CHS science teacher
- 1 District-wide math coordinator
- Expansion of CHS guidance administrative assistant from school year to full year
- Additional 10 days for part time CHS guidance counselor
- Reinstatement of the senior mentor program into the general fund budget (grant money no longer available).

Other Increases:

- Employee separation payments \$255,252
- Teacher Retirement \$90,524

Staff Reduction in Force:

- 1 first grade teacher due to reduction in student population
- 1 LMS teacher due to reduction in student population.

Mr. Martin indicated that all salaries were frozen at current levels with no step, range, or longevity movements. The only exception is grade changes for staff, which we are required to provide.

Benefit rate changes in the proposed budget compared to current year rates are as follows:

- Retirement – Teachers (10.46% to 11.3%) : .84% change
- Retirement – Employees (11.09% to 8.8%): (2.29)% change
- Blue Choice Two Tier POS (GMR): 3.7% change
- Matthew Thornton HMO (GMR): 0.8% change
- Delta Dental (Actual): (9.3)% change
- Workers Compensation: (3.2)% change
- Unemployment: 40% change
- Life Insurance: 0% change
- STD & LTD Insurance: 0% change.

Mr. Guerrette queried why employees and teachers have different retirement rates. Mrs. Mahoney indicated that there are two groups in the NH Retirement System.

Mr. York queried the increase in the tutor salaries. Dr. Cutler indicated that an ESOL tutor was approved at the Special Meeting.

Mr. Guerrette queried why an increase was budgeted for substitute salaries. Mr. Martin indicated that the increase was budgeted more closely with actual expenditures. He explained that the Budget Committee reduces the line item each year.

Mr. York suggested that increases due to positions approved at the Special Meeting be added to the FY13 budget. Mr. Martin indicated that FY12 adjustments can only be made in the FY12 budget module. There was a discussion about how to remedy the budget adjustments.

Mrs. Prindle suggested a summary sheet of the Special Meeting adjustments be provided to the Board.

**Action Item:** Mr. Martin will provide to the Board a summary of Special Meeting adjustments in the budget.

Mr. Martin reported that there are increases in social security and teacher retirement. He added that LEA severance has increased significantly as well.

Mr. York instructed Board members when preparing budget recommendations, list the page number and line item you would like to discuss. He asked that Salaries & Benefits be placed on the November 2 agenda.

**Action Item:** Salaries & Benefits to be reviewed at the November 2 Board meeting.

b) FY13 Budget Review

Board members seemed confused about which version of the budget they would review. It was clarified that the FY13 Requested budget is being reviewed.

c) FY13 Board Suggested Budget Changes

Mr. York indicated that, except for Mr. Miller and Mrs. Prindle, no other Board members submitted suggested changes to the budget. He commented that Board members can begin reviewing sections and suggesting changes.

***Mr. York made a motion to reduce all educational supply lines for all schools in the FY13 budget to 2%. There was no second on the motion. The motion failed for lack of a second.***

Mr. Guerrette and Mrs. D'Alleva requested more time to complete their suggested changes to the budget. Mr. York indicated that Board members who have not submitted changes, go through the budget and submit all changes to Mrs. Flynn by Tuesday at noon. He commented that the Board will vote on the changes at the November 2 meeting.

Dr. Cutler suggested that the Board send their recommendations on Monday so Mrs. Flynn can prepare a spreadsheet and send it to the Board on Tuesday for review.

**Action Item:** Board members must submit all recommended changes to the FY13 budget to Mrs. Flynn on Monday.

**Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of October 19, 2011

A revision was made to the minutes.

***Mrs. Prindle made a motion to approve the public minutes of October 19, 2011 as amended. Mrs. D'Alleva seconded. The motion carried 3-1-0, with Mr. Guerrette opposing.***

Mr. York asked that action items be included at the end of the minutes. He commented that it would be helpful to Board members to know what action items are occurring. Dr. Cutler indicated that staff will note them and try to provide the answers at the following meeting.

Mr. Guerrette commented that there was previously a list of questions from the Board, but we have not received the answers. Mr. Martin indicated that the responses to the Board's questions will be included in the Executive Summary.

**Action Item:** Mr. Martin will provide the responses to the Board's budget questions in the Executive Summary.

Mr. York commented that he would like to recommend a fertilization company to the District Buildings & Grounds Coordinator. Mr. Martin asked Mr. York to send an email and he will forward the information to Mr. Bennett.

2) Tax Rate

Mr. Martin reported that the tax rate has been released by the NH Department of Revenue Administration. He noted that the local school tax is \$11.16 and the state school rate is \$2.26. The total school tax rate is \$13.42, which is a \$1.55 decrease from last year.

3) Manifest

The manifest was reviewed, circulated, and signed by the Board.

### **Committee Reports**

#### 1) Budget Committee

Mr. York reported the Budget Committee is progressing on town budgets. He mentioned that they are expecting the District budget on November 16.

#### 2) SERESC

Mr. Guerrette reported that he and Dr. Cutler attended a SERESC meeting last week. He reported that SERESC will be partnering with Dartmouth Hitchcock to be able to provide a resource for educational services for students who have severe medical conditions.

### **Community Forum**

Derek Barka, 8 Simeon Lane, commented that Litchfield's reinstated education funding was \$1.6M and not \$1.9M.

Mr. York queried if back up for the budget will be provided at the next meeting. Mr. Martin indicated that all back up will be included in the executive summary.

Mr. York queried if a needs list will be provided for items not included in the budget. Mr. Martin indicated that the Board will be provided a final non-critical needs list. Dr. Cutler noted that the list will include items that were deleted from the budget by the Administrative Team.

Mr. Guerrette commented that having that information ahead of time is important as it may be pertinent to Board decisions regarding budget reductions.

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

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

*Mr. Guerrette made a motion to enter into non-public session at 9:01 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Guerrette, yes; Mrs. D'Alleva, yes.*

### **Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 9:15 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Guerrette, yes; Mrs. D'Alleva, yes.*

### **Adjourn**

*Mrs. Prindle made a motion to adjourn at 9:16 p.m. Mr. York seconded. The motion carried 4-0-0.*

### **Action Items**

1. Mr. Guerrette requested requirements for certification for Superintendent.
2. Mr. Martin will complete his executive summary and provide it to the Board prior to the November 2 meeting.
3. Mr. Martin will provide to the Board a summary of Special Meeting adjustments in the budget.
4. Salaries & Benefits to be reviewed at the November 9 Board meeting.
5. Board members must submit all recommended changes to the FY13 budget to Mrs. Flynn on Monday.

### **Upcoming Meetings**

*>>Litchfield School Board: November 2, 9, 16, 2011 – CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**November 9, 2011**  
**(approved as amended 11-16-11)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D’Alleva, Board Member  
Mr. Jason Guerrette, Board Member (*teleconferenced*)  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Kyle Hancock, Director of IT  
Mrs. Michele E. Flynn, Administrative Assistant

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

Mr. York called the meeting to order at 5:03 p.m. He announced that Mr. Guerrette has teleconferenced into the meeting.

**Review & Revision of Agenda**

Revisions to the agenda included the addition of Snow Days Discussion under Business Affairs.

**School Board Comments**

Mr. Miller expressed gratitude to Dr. Cutler for her service to District and town during the recent power outage and set up of warming shelter at CHS.

Mr. York commented that approximately 150 community members utilized the warming shelter at CHS during the recent power outage.

Dr. Cutler publicly thanked the Lions Club for their assistance during the power outage. She indicated that they sponsored dinner on Wednesday night. Dr. Cutler noted that it was a wonderful community effort.

**Summary of Non-Public Actions**     *From the October 26, 2011 Non-Public Session:*

*Mr. Guerrette made a motion to approve the non-public minutes of October 19, 2011 as amended. Mrs. Prindle seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Laura Rothhaus as CHS Principal Elect at a salary of \$99,000 for the 2012-2013 academic year. Mr. York seconded. The motion carried 2-1-1, with Mr. Guerrette opposing and Mrs. D’Alleva abstaining.*

**Board Correspondence & Announcements**

Mr. York read an invitation from GMS to the Board for the Veterans Day program on Thursday, November 10. He announced that there will be a Veterans Day program and breakfast at LMS on Thursday morning, November 10 as well.

**Community Forum**

There was no community input.

**Budget Work Session**

- a)     FY13 Board Suggested Budget Changes



Board members discussed suggested budget changes to the FY13 budget. Board members reviewed and voted on technology line items before focusing on the remainder of the suggested budget changes. Mr. York proposed a \$32,000 reduction to the technology account. He explained that this is a bottom line reduction. He indicated that his goal was to reduce the increase to the technology account by 20%.

Mr. Guerrette queried how Mr. York arrived at 20%. Mr. York explained that his goal was to have a reduction of \$150,000 - \$170,000 of the increase to the operating budget. He noted that amount is close to 20%, which he used as a starting point. Mr. York commented that a bottom line reduction gives the District more flexibility to decide priorities in the budget.

Mr. Guerrette expressed concern regarding reductions in technology because the Technology Plan was recently approved. Mr. Martin indicated that everything in the technology budget was in the Technology Plan. Mr. Guerrette commented that the reductions would impact education.

Mr. York withdrew the suggested reduction of \$32,000 to the Technology account in the FY13 Requested budget.

Mrs. D'Alleva proposed a \$6,500 reduction to account 1011222500-440. Mr. Martin indicated that account is for the lease of 100 computers for GMS, which is included in the approved Technology Plan. The suggested reduction was withdrawn.

Mrs. D'Alleva proposed a \$6,000 reduction to account 1021222500-440. Mr. Martin indicated that account is for the lease of computers for LMS, which is included in the approved Technology Plan. The suggested reduction was withdrawn.

***Mrs. D'Alleva made a motion to reduce account 1021222500-610, LMS Technology Supplies by \$500. Mr. Guerrette seconded. The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

***Mrs. D'Alleva made a motion to reduce account 1021222500-734, LMS Additional Equipment by \$800. Mr. Guerrette seconded.***

Mr. Hancock explained that this line item is for the purchase of Student Response Units, which are real time polling of classroom use with Smart boards. He noted that these units provide immediate feedback to teachers regarding student comprehension of what is being taught in the classroom. Mr. Hancock commented that this is an anonymous system.

Zachary Waggoner, a CHS student, commented that similar units have been used in Physics class at CHS. He indicated that the teacher can see what percentage of the class did not understand the problem. He noted that only the teacher can see the individual results.

***The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

Mrs. D'Alleva queried about account 1031222500-440, Rental/Lease of Instruction Equipment. Mr. Hancock indicated that this is a one year lease on computers at CHS. Mrs. D'Alleva withdrew the suggested reduction of \$31,702 for account 1031222500-440.

***Mrs. D'Alleva made a motion to reduce account 1000284000-272, District-wide Technology Services, by \$730. Mr. Guerrette seconded.***

Mr. Hancock explained that this is the training account for Technology services in the District. He commented that it is critical for training to be up to date.

***The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

***Mrs. D'Alleva made a motion to reduce account 1000284000-610, District-wide Technology Supplies, by \$730. Mr. Guerrette seconded. The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

***Mrs. D'Alleva made a motion to reduce account 1000284000-650, Software, by \$2,000. Mr. Guerrette seconded.***

Mr. Hancock explained that this is the software account for Technology services in the District. He noted that it contains items such as: anti-virus, ghosting, backup software, management software, exchange server upgrade, student management, network auditing, print managing, and support for document management.

***The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

Mrs. D'Alleva queried about what was included in account 1000284000-738. Mr. Hancock indicated that this line item includes virtualization hardware at CHS. Mrs. D'Alleva withdrew the suggested reduction of \$2,000 for account 1000284000-738.

***Mrs. D'Alleva made a motion to reduce account 1011284000-734, GMS Additional Equipment, by \$8,745. Mr. Guerrette seconded.***

Mr. Hancock explained that this line item is for the wireless controller and switch at LMS.

***The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

***Mrs. D'Alleva made a motion to reduce account 1021284000-734, LMS Additional Equipment, by \$8,745. Mr. Guerrette seconded.***

Mr. Hancock explained that this line item is for the wireless controller and switch at GMS.

***The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

***Mrs. D'Alleva made a motion to reduce account 1090284000-738, SAU Equipment Replacement, by \$800. Mr. Guerrette seconded.***

Mr. Hancock explained that this account is for the purchase of a laptop for the new Superintendent.

***The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

***Mr. York made a motion to reduce the bottom line of the GMS Principal's budget by \$2,500. There was no second. The motion failed for lack of a second.***

Mrs. D'Alleva queried about the GMS supplies account. Dr. Cutler indicated that the account includes student agendas, in which all pertinent policies and procedures are included.

Mr. Guerrette commented that with Edline, agendas are not as valuable. Mr. Miller noted that GMS does not have Edline.

Mrs. D'Alleva proposed a reduction to the GMS Principal's budget for supplies/agendas. The suggested reduction was withdrawn.

***Mr. Guerrette made a motion to add \$5,610 to account 1011110000-737, GMS Furniture Replacement, for the purchase of student desks. Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.***

***Mr. Guerrette made a motion to add \$5,170 to account 1011110000-737, GMS Furniture Replacement, for the purchase of student chairs. Mr. Miller seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.***

Mrs. D'Alleva queried about the Peaceful Playgrounds program at GMS. Dr. Cutler explained that it is a rewards system for preschool/kindergarten programs that teaches students how to work with differences.

***Mrs. D'Alleva made a motion to reduce account 1011149000-610, GMS Supplies – Peaceful Playgrounds Incentives Program, by \$500. Mr. Guerrette seconded. The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

Mrs. D'Alleva proposed a reduction to account 1011222200-640 for \$3,500. She commented that she struggled with the textbook replacement for the GMS library. Dr. Cutler indicated that the students use the books, resulting in worn books. She noted that the District would like all children to be independent readers. Mrs. D'Alleva withdrew the suggested reduction of \$3,500 to account 1011222200-640.

***Mrs. D'Alleva made a motion to reduce account 1011241000-890, GMS Miscellaneous, by \$500. Mr. Guerrette seconded. The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

***Mr. York made a motion to reduce the bottom of the LMS Principal's budget by \$3,000. There was no second. The motion failed for lack of a second.***

***Mrs. D'Alleva made a motion to reduce account 102111000-610, LMS Student Supplies (Agendas), by \$2,612.50. Mr. Guerrette seconded. The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

Mrs. D'Alleva proposed a reduction of \$2,500 to account 1021222200-640. She asked for confirmation that the textbook replacement noted in the account was for the LMS Library. Dr. Cutler affirmed that the textbook replacement was for the LMS Library. Mrs. D'Alleva withdrew the suggested reduction of \$2,500 to account 10210222200-640.

***Mr. York made a motion to reduce the bottom line of the CHS Principal's budget by \$7,700. There was no seconded. The motion failed for lack of a second.***

***Mr. Miller made a motion to reduce account 1031110000-321, CHS Contracted Services (Tutoring), by \$750. Mrs. Prindle seconded. The motion failed 1-4-0, with Mr. Miller voting in support.***

Mrs. D'Alleva proposed a \$200 reduction to CHS Repairs/Maintenance for piano tuning.

**Action Item:** Mrs. D'Alleva asked for clarification regarding account 1031110000-430, CHS Repairs/Maintenance (Piano Tuning).

***Mr. Miller made a motion to reduce account 1031110000-611, Summer School Supplies, by \$299. Mr. York seconded. The motion carried 3-2-0, with Mr. Guerrette and Mrs. Prindle opposing.***

***Mr. Miller made a motion to add \$2,685 to account 1031110005-640, CHS Textbook Replacement. Mr. Guerrette seconded.***

Mr. Miller indicated that the textbooks are replacements for AP English.

***The motion carried 3-2-0, with Mr. York and Mrs. D'Alleva opposing.***

***Mrs. D'Alleva made a motion to reduce account 1031110003-640, CHS Textbook Replacement (Business Education) by \$3,685. Mr. Guerrette seconded. The motion failed 1-4-0, with Mrs. D'Alleva voting in support.***

***Mr. Guerrette made a motion to add \$2,450 to account 1031110005-640, CHS Textbook Replacement (English). Mr. Miller seconded. The motion carried 5-0-0.***

***Mr. Guerrette made a motion to add \$13,730 to account 1031110005-641, CHS Textbooks New. Mrs. Prindle seconded. The motion carried 5-0-0.***

Mr. Guerrette proposed an addition of \$2,525 to account 1031110015 for geography books. Board members believe the geography books are not a critical need. Mr. Guerrette withdrew the suggested addition of \$2,525 to account 1031110015-641.

**Mr. Guerrette made a motion to add \$2,474.95 to account 1031110005-734, CHS Additional Equipment (Document Cameras). Mrs. Prindle seconded. The motion carried 5-0-0.**

Mrs. D'Alleva proposed a reduction to the CHS Additional Equipment account. She commented that the wording suggested the shipping and handling was \$1,240. Mr. Martin indicated that the shipping and handling was included in the budget amount of \$1,240. Mrs. D'Alleva withdrew the suggested reduction of \$1,240 to account 1031110005-734.

**Mr. Guerrette made a motion to add \$1,118.70 to account 1031110006-610, CHS Foreign Language Supplies (workbooks). Mr. Miller seconded. The motion carried 3-2-0, with Mr. York and Mrs. D'Alleva opposing.**

**Mr. Guerrette made a motion to add \$2,750 to account 1031110006-738, CHS Music Education Equipment Replacement (auditorium lights). Mrs. Prindle seconded. The motion failed 2-3-0, with Mr. York, Mrs. D'Alleva, and Mr. Miller opposing.**

**Mrs. D'Alleva made a motion to reduce account 1031110008-610, CHS Physical Education Supplies by \$1,011.35. Mr. Guerrette seconded. The motion failed 1-4-0, with Mrs. D'Alleva voting in support.**

**Mrs. D'Alleva made a motion to reduce account 1031110008-734, CHS Additional Equipment, (neoprene dumbbells) by \$1139.50. Mr. Guerrette seconded. The motion failed 1-4-0, with Mrs. D'Alleva voting in support.**

Mrs. D'Alleva queried about Food Service paper supplies. Mr. Guerrette indicated that he spoke to his vendor, but his vendor believes he will not have a legitimate opportunity to bid the supplies. Dr. Cutler asked Mr. Guerrette to forward the vendor's information to Mr. Martin. Mr. Guerrette said he would speak to his vendor regarding forwarding the vendor's information to the SAU.

**Mr. Guerrette made a motion to add \$14,000 to account 1031110009-734, CHS FACS Additional Equipment (Baby Alive interactive babies). Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. York and Mrs. D'Alleva opposing.**

*(Mr. York left the Board room)*

**Mr. Guerrette made a motion to add \$500 to account 1031110009-734, CHS FACS Additional Equipment (food processors). Mrs. Prindle seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.**

**Mr. Guerrette made a motion to add \$1,600 to account 1031110009-734, CHS Math Education Additional Equipment (Smart board). Mr. Miller seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.**

**Mrs. D'Alleva made a motion to reduce account 1031110009-738, CHS FACS Replacement Equipment, by \$208.40 (blenders). Mr. Guerrette seconded. The motion failed 1-3-0, with Mrs. D'Alleva voting in support.**

**Mr. Guerrette made a motion to add \$5,600 to account 1031110010-734, CHS Tech Education Additional Equipment. Mr. Miller seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.**

Mrs. D'Alleva proposed a reduction of \$5,600 to the CHS Tech Education Additional Equipment account. She decided to withdraw the suggested reduction based on the previous motion by Mr. Guerrette.

*(Mr. York returned to the Board room as the Board was voting on the following motion.)*

**Mrs. D'Alleva made a motion to reduce account 1031110010-738, CHS Tech Education Equipment Replacement (industrial wood lathe/extensions by \$4,800. Mr. Guerrette seconded. The motion failed 1-3-1, with Mrs. D'Alleva voting in support and Mr. York abstaining.**

**Action Item:** Mrs. D'Alleva asked for clarification on the LMS Repairs/Maintenance account regarding piano tuning.

Mrs. D'Alleva proposed a reduction to the CHS Music Education Additional Equipment for additional auditorium lighting. After discussion with the Board, Mrs. D'Alleva withdrew the suggested reduction of \$2,750 to account 1031110012-734.

***Mr. Guerrette made a motion to add \$1,478 to account 1031110013-734, CHS Science Education Additional Equipment (microscopes). Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.***

***Mr. Guerrette made a motion to add \$800 to account 1011110023-610, GMS Reading Education Supplies (Summer Reading). Mr. Miller seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.***

**Action Item:** Mr. Guerrette requested additional information regarding the salaries for the GMS Summer Reading position, as well as for grades 2-3 and 3-4.

***Mr. Guerrette made a motion to add \$500 to account 1031110023-610, CHS Reading Supplies. Mrs. Prindle seconded.***

Mr. Guerrette commented that he is adding the reading supplies that were removed by the Superintendent. Dr. Cutler indicated that was a position that was cut when Litchfield lost the \$1.6M in adequacy aid. She noted that the position was not added back into the budget, so there is no need for the supplies.

***The motion failed 1-4-0, with Mr. Guerrette voting in support.***

***Mr. Guerrette made a motion to add \$1,400 to account 1031110024-321, CHS Theater Arts Contracted Services. Mr. Miller seconded. The motion carried 3-2-0, with Mr. York and Mrs. D'Alleva opposing.***

Mrs. D'Alleva proposed a reduction to CHS Contracted Services for \$700. Mrs. D'Alleva withdrew the suggested reduction to account 1031110024-321 based on the previous motion by Mr. Guerrette.

***Mrs. D'Alleva made a motion to reduce account 1031110024-610, CHS Theater Arts Supplies by \$650. Mr. Guerrette seconded. The motion carried 3-2-0, with Mrs. Prindle and Mr. Guerrette opposing.***

***Mr. Guerrette made a motion to add \$1,960 to account 1031130100-561, CHS Vocational Tuition. There was no second. The motion failed for lack of a second.***

***Mr. Guerrette made a motion to add \$1,000 to account 1031141000-580, CHS Travel (New York trip). There was no second. The motion failed for lack of a second.***

***Mr. Guerrette made a motion to add \$1,085 to account 1031141000-890, CHS Miscellaneous (Freshmen t-shirts). Mrs. D'Alleva seconded. The motion failed 2-3-0, with Mr. York, Mrs. Prindle, and Mr. Miller opposing.***

Mr. Guerrette proposed to add \$800 to the CHS Game Officials account. After some discussion regarding game officials, Mr. Guerrette withdrew the suggested addition to account 1031142000-391.

***Mr. Miller made a motion to reduce account 1031142000-339, CHS Athletic Trainer Services, by \$47,980 and add \$65,799 to the same account.***

Mr. Martin indicated that the Athletic Trainer is included in CHS Contracted Services in the budget.

***Mr. Miller withdrew his motion.***

Mr. Guerrette proposed an addition of \$3,200 to account 1031142000-610 Supplies. Mr. Miller commented that hockey and wrestling are self-funded programs. He indicated that they should self-fund their program for three years before it is funded in the budget. Mr. Guerrette withdrew the suggested addition to account 1031142000-610.

Mr. Guerrette requested that the topic be added as an agenda item. Mr. York commented that the Board will revisit the topic in January or February.

**Mr. Miller made a motion to reduce account 1031142000-738, CHS Replacement Equipment (Recondition) by \$1,000. Mrs. D'Alleva seconded. The motion carried 3-2-0, with Mrs. Prindle and Mr. Guerrette opposing.**

Mr. Guerrette proposed an addition of \$6,000 to account 1031150100-519, Transportation. The suggested addition was withdrawn.

**Mrs. D'Alleva made a motion to reduce account 1031212000-610, CHS Guidance Supplies (healthy snacks/breakfast for NECAP) by \$1,480. Mr. Guerrette seconded. The motion failed 1-4-0, with Mrs. D'Alleva voting in support.**

**Mr. Miller made a motion to transfer \$750 from account 1031212000-890, CHS Miscellaneous, to the Food Service account. Mrs. D'Alleva seconded. The motion carried 5-0-0.**

Mrs. D'Alleva proposed a reduction of \$5,000 to the CHS Library Textbook Replacement account. Based on confirmation that these are replacements for the CHS Library, Mrs. D'Alleva withdrew the suggested reduction to account 1031222200-640.

**Mr. Guerrette made a motion to add \$6,000 to account 1031222200-640, CHS Library Textbook Replacement. Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.**

Mrs. D'Alleva proposed a reduction of \$1,750 to CHS Library Services for information access fees. Dr. Cutler indicated that these are for access to student resources. Mrs. D'Alleva withdrew the suggested reduction.

**Mr. Guerrette made a motion to add \$2,700 to account 1031222200-734, CHS Library Services Additional Equipment (Kindle, Nook, iPads). There was no second. The motion failed for lack of a second.**

Mrs. D'Alleva proposed a reduction of \$2,413 to account 1031222200-734, CHS Library Services Additional Equipment. After some discussion with the Board, the suggested reduction was withdrawn.

**Mr. Guerrette made a motion to add \$3,277 to account 1031222200-737, CHS Library Services Replacement Furniture. Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.**

Mrs. D'Alleva proposed a reduction of \$2,559.96 to account 1031222200-737, CHS Library Services Replacement Furniture. After some discussion with the Board, the suggested reduction was withdrawn.

Mrs. D'Alleva proposed a reduction of \$1,500 to account 1031222300-644 for information access fees. Dr. Cutler indicated that these are for access to student resources. Mrs. D'Alleva withdrew the suggested reduction.

**Mrs. D'Alleva made a motion to reduce account 1031222300-734, CHS AudioVisual Additional Equipment (digital cameras) by 784.33. Mr. Guerrette seconded. The motion failed 1-4-0, with Mrs. D'Alleva voting in support.**

Mrs. D'Alleva proposed a reduction of \$1,300 to account 1031241000-580, CHS Travel, and a reduction of \$1,000 to account 1021241000-580, LMS Travel. Dr. Cutler indicated that the budgeted amounts are for the Principals' conference travel. Mrs. D'Alleva withdrew the suggested reductions.

**Mrs. D'Alleva made a motion to reduce account 1031249000-890, CHS Miscellaneous (student awards and incentives) by \$3,191.10. There was no second. The motion failed for lack of a second.**

Mr. Guerrette proposed additions to account 1031272400-519, Transportation, for \$6,000; and to account 1031272500-519, Transportation, for \$1,000. After some discussion with the Board, he withdrew the suggested additions.

**Mr. York made a motion to reduce the Buildings and Grounds bottom line by \$48,000. Mr. Miller seconded.**

Mr. York indicated that the total reduction is 20% of the total increase to the bottom line.

***The motion carried 3-2-0, with Mrs. Prindle and Mr. Guerrette opposing.***

Mr. Miller withdrew proposed reductions to the Building & Grounds budget from various accounts totaling \$10,050.

***Mr. Guerrette made a motion to add \$300 to account 1000262000-272, Buildings & Grounds Conferences/Workshops. Mrs. Prindle seconded. The motion failed 2-3-0, with Mr. York, Mrs. D'Alleva, and Mr. Miller opposing.***

Mrs. D'Alleva withdrew a proposed reduction to account 1000262000-442 for \$350.

***Mr. Guerrette made a motion to add \$300 to account 1000262000-641, Buildings & Grounds New Textbooks. There was no second. The motion failed for lack of a second.***

Mrs. D'Alleva withdrew a proposed reduction to account 1000262000-641 for \$800.

***Mr. Guerrette made a motion to add \$749 to account 1000262000-810, Buildings & Grounds Dues/Fees. Mrs. Prindle seconded. The motion failed 1-4-0, with Mr. Guerrette voting in support.***

Mrs. D'Alleva withdrew a proposed reduction to account 1011262000-430 for \$23,970.

***Mr. Guerrette made a motion to add \$5,708 to account 1011262000-430, Buildings & Grounds Repairs/Maintenance (radio repeaters). Mrs. Prindle seconded.***

Mr. Guerrette indicated that communication is necessary for facilities staff.

Mr. Martin indicated that Mr. Hancock and Mr. Ross have concerns regarding the communication problem in the elementary building. He commented that the issue is being researched further.

Mr. Miller suggested using FY12 end of year funds to solve the communication problem at GMS. Mr. Guerrette indicated that he was not willing to wait until June 30, 2012 to solve the problem. Mr. York commented that the Board can encumber the funds prior to June 30 if the resolution to the problem is brought before the Board at that time.

There was a lengthy discussion and Mrs. Prindle called the question.

***The motion failed 1-4-0, with Mr. Guerrette voting in support.***

Mr. Guerrette withdrew all proposals that were relevant to maintaining the District's assets.

Mrs. D'Alleva withdrew proposed reductions to LMS and CHS Buildings & Grounds Repairs/Maintenance in the amount of \$17,000.

***Mr. Guerrette made a motion to add \$500 to account 1031262000-610, CHS Buildings & Grounds Supplies. There was no second. The motion failed for lack of a second.***

Mrs. D'Alleva withdrew a proposed reduction of \$1,175 to account 1000263000-738.

Mr. Guerrette queried why the fire safety voice notification system was not included in the budget for LMS. Mr. Martin indicated that the Facilities Team stated they thought the system was too expensive. He noted that the voice notification system would be a \$68,000 addition to the budget.

Mr. York was concerned that the Board did not have complete information regarding the voice notification system at LMS on which to base a decision. Mr. Martin clarified that the full cost for installation of the voice notification system at LMS is \$68,000 in addition to what was already budgeted.

**Mr. Guerrette made a motion to increase the budget account 1021264000-430 to \$90,000, an addition of \$71,572, for the installation of a voice notification system at LMS. Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. Miller and Mrs. D’Alleva opposing.**

Mrs. D’Alleva withdrew a proposed reduction of \$21,694 to account 1011460000-720, GMS Building Improvement for the construction of a network hub room.

**Mr. Guerrette made a motion to add \$7,800 to account 1031460000-720, CHS Building Improvement (wheel chair ramp). Mr. Miller seconded. The motion carried 3-2-0, with Mr. York and Mrs. D’Alleva opposing.**

**Mr. York made a motion to reduce the Special Services bottom line by \$70,000. Mrs. D’Alleva seconded. The motion failed 2-3-0, with Mr. Guerrette, Mrs. Prindle, and Mr. Miller opposing.**

**Mr. York made a motion to reduce the SAU Curriculum bottom line by \$2,200. Mrs. D’Alleva seconded. The motion failed 2-3-0, with Mr. Guerrette, Mrs. Prindle and Mr. Miller opposing.**

**Mr. York made a motion to reduce the SAU bottom line by \$1,000. Mrs. D’Alleva seconded. The motion failed 2-3-0, with Mr. Guerrette, Mrs. Prindle and Mr. Miller opposing.**

**Mr. York made a motion to reduce the School Board bottom line by \$2,000. Mrs. D’Alleva seconded. The motion failed 2-3-0, with Mr. Guerrette, Mrs. Prindle and Mr. Miller opposing.**

**Mr. York made a motion to reduce account 1000160100-118, Self-Funded Programs, Adult Education, by \$3,000. Mrs. D’Alleva seconded.**

Mr. York expressed concern with the amount of the stipend for the Director of Adult Education and the cost for the administrative assistant. He indicated that there are community members that are willing to run the program.

Mr. Guerrette indicated that this may be a non-public discussion since it involves a staff member.

Mr. York commented that the program does not appear to be successful. He indicated that the tuition is not enough to sustain the program.

Mr. Guerrette indicated that Mr. Miller pointed out (previously) that we can remove the program at Deliberative Session. Mr. York commented that the problem would be solved if Adult Education is removed at Deliberative. He indicated that a contingency plan would be wise in the event it is not removed.

**The motion carried 3-2-0, with Mr. Miller and Mr. Guerrette opposing.**

Mr. Miller announced that he is disclosing his wife is employed by the District. He noted that there is no change in the budget for her position and he intends to vote on the budget.

- b) Salaries & Benefits
  - 1) Summary

Mr. Martin reviewed the Salaries & Benefits summary with the Board, which included:

New & Expanded Positions:

- 5 special education paraprofessionals to meet IEP requirements
- 1 special education speech pathologist to meet IEP requirements
- 1 additional CHS science teacher
- 1 District-wide math coordinator
- Expansion of CHS guidance administrative assistant from school year to full year
- Additional 10 days for part time CHS guidance counselor
- Reinstatement of the senior mentor program into general fund



Other Increases:

- Employee separation payments \$255,252
- Teacher retirement \$90,524

Staff Reductions in Force:

- 1 grade one teacher due to reduction in student population
- 1 LMS teacher due to reduction in student population

Salaries & Benefits

All salaries were frozen at current levels with no step, range or longevity movements. The only exception is grade changes for staff, which are required to be provided.

Budgeted Benefit Rate Changes (compared to current rates):

- Retirement – Teachers: (10.46% to 11.3%) 0.84% change
- Retirement – Employees: (11.09% to 8.8%) (2.29)% change
- Blue Cross POS: 3.7% change
- Matthew Thornton HMO: 0.8% change
- Delta Dental (Actual): (9.3)% change
- Workers Compensation: (3.2)% change
- Unemployment: 40% change
- Life Insurance: 0% change
- STD & LTD Insurance: 0% change

Mr. Guerrette queried the number of employees under separation payments. Mr. Martin indicated there are six employees expected to receive separation payments.

- C ) FY13 Requested Budget Executive Summary
  - 1) Function Account Summary
  - 2) Object Account Summary
  - 3) Location Account Summary

Mr. Martin presented the FY13 Requested Budget Executive Summary to the Board.

- d) Impact Fees – GMS Portables Options

Dr. Cutler discussed GMS portables options for the use of impact fees. She indicated the Board will have to request use of impact fees from Selectmen. Dr. Cutler recommended keeping the two classroom portable as it would give the Board more flexibility in the future.

Mr. Guerrette queried if there is any thought the Selectmen will approve the request. Dr. Cutler indicated that there is some hope they will grant approval.

Mr. Martin indicated that the Selectmen approved the initial request, but the Board will need to change the amount.

***Mrs. Prindle made motion to request the use of \$118,000 of elementary impact fees for the purchase of the two classroom portable at GMS. Mr. Miller seconded. The motion carried 5-0-0.***

**Action Item:** Mr. Miller asked the SAU to request an updated impact fees report from the Town Administrator.

*(Mr. Guerrette's teleconference call ended.)*

**Recommended Action**

- a) Business Affairs
  - 1) Way of Work

Mr. York discussed processes and a clear way of work with the Board. He indicated that it is difficult to conduct School Board business with the Superintendent if the Board has to vote on every request from the Chair.

**Mr. York made a motion that all requests of the SAU that require administrative work from the Board come through the Chair. Mrs. Prindle seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.**

Mrs. D'Alleva expressed concern that Board members would not be able to ask questions of the SAU.

Mr. York indicated that Board members can email him with their questions/concerns and he will forward them to the Superintendent.

Mrs. Prindle commented that we are only discussing directing the SAU staff to perform administrative work.

**Mr. Miller made a motion that the School Board Chair is free to interact with the Superintendent as necessary to conduct the business of the Board. Mrs. Prindle seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.**

- 2) Draft School Board Minutes:
  - a) Public Minutes of October 26, 2011

**Mrs. Prindle made a motion to approve the public minutes of October 26, 2011 as written. Mrs. D'Alleva seconded. The motion carried 3-0-1, with Mr. Miller abstaining.**

- 3) Business Administrator's Report – October 2011

Mr. Martin presented the October 2011 Finance report to the Board.

- 4) Fundraiser

Dr. Cutler asked the Board to approve a fundraiser for the CHS Basketball team. The team is proposing to sell gift cards to Rocco's Restaurant.

**Mr. Miller made a motion to approve the CHS Basketball Gift Card fundraiser. Mrs. Prindle seconded. The motion carried 4-0-0.**

- 5) Superintendent Search

Dr. Cutler indicated that the Board needs to determine the method of conducting the Superintendent Search. It is recommended that partial service is provided by the NHSBA. She indicated that the NHSBA advertises for applicants, screens the applications, checks candidate's backgrounds, and negotiates the salary. The cost is \$100/hour, with a total cost of approximately \$4,000 - \$5,000. Dr. Cutler indicated that the District can control the interviews, establishing committees or community task force that will bring the final candidates to the Board. Dr. Cutler noted that Mr. Comstock offered the electronic service, School Spring, for free.

**Mrs. Prindle made a motion to use NHSBA services for Superintendent search at the partial program structure. Mr. Miller seconded. The motion carried 4-0-0.**

- 6) NHSBA 2011 Enrollment Projections

Dr. Cutler presented the 2011 NHSBA Enrollment Projections to the Board. She indicated that GMS is projected to have ten less students next year; LMS is projected to have 43 less students, and CHS is projected to have ten more students. Dr. Cutler noted that the 3-year weighted average is used for projections. She commented that Mr. Michener, NHSBA, stated in his cover letter he is projecting approximately 55 students in kindergarten next year. Dr. Cutler reminded Board members that this is simply a demographic projection.

- 7) October 2011 District Enrollment

Dr. Cutler presented the October 2011 District enrollment report to the Board. There are 1501 students in the District as of the end of October 2011.

- 8) Snow Days

Dr. Cutler discussed suggested dates as make up days for the three days during the week of October 31-November 2 when schools were closed due to the power outage as a result of the storm. She suggested that the Board consider January 2, January 16, and March 13, 2012. Dr. Cutler reported that she met with the Administrative Team and discussed rescheduling the March Teacher Workshop to the end of the year. Also discussed was returning from Winter Break on January 2, 2012 instead of January 3, 2012 and keeping school in session on January 16, 2012.

Dr. Cutler indicated that other options would include using some days during the February or April vacations. She commented that she would like the LEA input.

**Action Item:** Dr. Cutler asked Board members to think about the suggestions and come to a decision at the next Board meeting.

9) Manifest

The manifest was circulated and signed by the Board.

**Community Input**

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

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

*Mrs. Prindle made a motion to enter non-public session at 9:56 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. Miller seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes.*

**Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 10:20 p.m. Mr. Miller seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes.*

**Adjourn**

*Mrs. Prindle made a motion to adjourn at 10:21 p.m. Mr. Miller seconded. The motion carried 4-0-0.*

**Upcoming Meetings**

*>Litchfield School Board: November 16, 2011; December 7, 14, 21, 2011*

*CHS Media Room - 6:30 PM*

**Action Items from November 9, 2011:**

1. Mr. Martin will get clarification on the cost of piano tuning for CHS and LMS.
2. Mr. Martin will provide cost information regarding the GMS Summer Program for grades 2-3 and 3-4.
3. Mr. Martin will provide cost of reinstating the CHS Reading Specialist position.
4. Mr. Martin will confer with Chief Schofield regarding the LMS fire panel voice notification system.
5. The SAU will request an updated impact fees report from the Town Administrator.
6. The Board will consider make up dates for recent snow days.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**November 16, 2011**  
**(approved as written 12-7-11)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent (*excused*)  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Mrs. Michele E. Flynn, Administrative Assistant

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

6:30 p.m.

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

2) **Review & Revision of Agenda**

Revisions to the agenda included the addition of LMS Lego Robotics Team under Presentations.

3) **Presentations to the Board**

a) Key Club Fundraiser

Key Club President, Andrew Picard, and Vice President, Kristen Frost, presented a fundraiser to the Board. Mr. Picard explained that a discount card that can be used at various businesses will be sold for \$20 each. The Key Club will receive 50% of the profit for each card sold. He noted that the revenue will be used to pay for Key Club members to attend the annual conference.

*Mrs. Prindle made a motion to approve the Key Club Card fundraiser. Mr. Miller seconded. The motion carried 5-0-0.*

b) LMS Lego Robotics Team

Members of the LMS Lego Robotics Team, Dyno Might, presented to the Board the project they will present at the upcoming competition. The theme for the project is Food Safety.

Team members explained how yogurt is made and packaged. They researched what happens to yogurt that has been unrefrigerated for several hours. They explained that when yogurt is left unrefrigerated for several hours, bacteria cultures grow to a high level and becomes unsafe to consume.

Team members consulted with a representative from Stonyfield Yogurt in Londonderry, NH, and a food safety expert. Team members devised a method to determine if yogurt is safe to eat when left unrefrigerated. Team members explained that a Thermochromic Notification Temperature System, which uses paint that turns dark blue when the yogurt is at the appropriate temperature for consumption.

4) **Summary of Non-Public Actions: From the November 9, 2011 Non-Public Session:**

*Mrs. Prindle made a motion to approve the non-public minutes of October 26, 2011 as written. Mr. York seconded. The motion carried 3-0-1, with Mr. Miller abstaining.*

*Mr. Miller made a motion to accept the nomination of Edward Lettich as LMS Special Education teacher at a prorated salary of \$42,029 for the 2011-2012 academic year. Mrs. Prindle seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Lisa Jones as LMS part time temporary Reading Specialist at a prorated salary of \$11,337 for the 2011-2012 academic year. Mr. Miller seconded. The motion carried 4-0-0.*

*Mr. Miller made a motion to accept the nomination of Heather Stein as LMS temporary 5<sup>th</sup> grade teacher at a prorated salary of \$35,070 for the 2011-2012 academic year. Mrs. Prindle seconded. The motion carried 4-0-0.*

**5) Board Correspondence & Announcements**

There was no correspondence.

**6) School Board Comments**

Mr. York commented that there was a lengthy exchange on the Litchfield Community Boards Forum during which statements were made by a Board member regarding other members of the Board and certain SAU staff.

Mr. Guerrette noted a point of order. He commented that discussions that occur outside the Board room by individual Board members have no bearing with business that transpires at Board meetings. He indicated that every Board member is entitled to their own opinions. Mr. Guerrette commented that the Board has expended funds for legal opinion on this issue. He stated that he believes the issue is being raised for political reasons.

***Mr. Guerrette made a motion that discussions that occur outside the Board room that are not illegal shall not be discussed at Board meetings. Mrs. D'Alleva seconded.***

Mrs. D'Alleva commented that the issue is becoming redundant.

Mrs. Prindle commented that the exchange was unprofessional. She was concerned with Mr. Guerrette's disrespectful comments about other Board members as well as certain SAU staff members. Mrs. Prindle indicated that Board members should set a more respectful example for students in the District.

Mr. Guerrette commented that Board members are disrespectful to community members. He repeated his belief that discussions that occur outside the Board room are not relevant to what transpires in the Board room. Mr. Guerrette indicated that Board members are citizens outside the Board room.

Mr. Miller agreed that everyone is entitled to his or her own opinion. He indicated that when certain statements are made about a Board member's position with specific members of the SAU, it is inappropriate and relevant to discuss at the Board level.

***The motion failed 2-3-0, with Mr. Guerrette and Mrs. D'Alleva in support of the motion.***

Mr. York indicated that the comments of the exchange will be attached to the minutes.

Mrs. D'Alleva commented that the exchange is not part of this meeting.

Mr. Miller commented that there are four Board members that adhere to the Ethics policy. He noted that if Mr. Guerrette chooses not to adhere to the Ethics policy it becomes a Board problem.

Mr. Guerrette commented that Mr. York has spoken lowly of District staff on several occasions without question. He indicated that it is a matter of opinion that statements made outside of the Board room are unethical. Mr. Guerrette commented that he encourages the community to go to the community forum and make their own decision. He indicated that the precedent Mr. York is setting means that all discussions that occur outside the Board room should be addressed in Board meetings.

Mrs. Prindle reminded Mr. Guerrette about the statement he made on the public forum. Mr. Guerrette stated that he questioned Mr. York's ability to make decisions and mentioned his positioning with the Superintendent.

***Mr. York made a motion to add comments of the aforementioned exchange on the Litchfield Community Boards Forum to the November 16, 2011 School Board public minutes. Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. Guerrette and Mrs. D'Alleva opposing.***

**7) Community Forum**

Chris Pascucci, 12 Colonial Drive, stated that a comment was made at the Budget Committee meeting about the state of economy. He indicated Mr. York vehemently challenged the statement. He commented that Mr. York was disrespectful and demanded to see factual back up and documentation regarding the statement. Mr. Pascucci indicated that Mr. Miller also asked (on the online community forum) for documentation on which the statement was based. Mr. Pascucci asked Mr. York and Mr. Miller what documentation are they requesting.

Mr. Miller indicated that he was requesting documentation that is local to Litchfield. He noted that it should be a comparison of this year to last year (i.e. welfare numbers, foreclosures, median income).

Mr. York concurred, commenting that he would like documentation that pertains to Litchfield to be provided.

Mr. Pascucci commented that when the statement was made the Budget Committee was discussing the general state of the economy as a whole. Mr. York indicated that the discussion was focused on the Recreation Commission.

Mr. Pascucci indicated that Mrs. Prindle seemed disturbed with the relevant actions. He commented that a motion was made by a Board member at the last meeting to have all requests go through the Chair to the Superintendent. He noted that this changes the way the Board works and it is disturbing. Mr. Pascucci commented that these actions may be perceived as the actions of a rogue Board. He stated that it appears as if three members of the Board already know what is happening before entering the Board room.

Mr. York commented that Mr. Pascucci has just made a public accusation about Board members.

Mr. Pascucci commented that it is perceivable that the Board wants to stop one person from speaking to the Superintendent. Mrs. Prindle clarified that was not the motion that was made.

Mr. Pascucci indicated that there was a discussion prior to the Budget Committee meeting. He asked Board members to be honest about why the way of work was changed. Mr. Pascucci noted that the factual documentation that Mr. York and Mr. Miller requested can be provided. He commented that the Board's action is troubling to those on the outside as it appears that this is a rogue Board.

**8) Student Representatives' Comments**

Cam Branco reported that: CHS Student Council, reported that:

- The Student Council has launched the Make a Difference competition;
- The homecoming dance was successful;
- The Key Club is hosting the annual winter clothing drive.

Nicole Cordingly reported on CHS athletics. She announced:

- Fall Sports Awards were held last night;
- Basketball tryouts have commenced;
- The Girls Soccer team lost the championship;
- The Boys Soccer team was knocked out of the competition;
- The Spirit team placed as runner up;
- CHS Drama Club is presenting Thoroughly Modern Millie.

Mr. Branco reported that the 1<sup>st</sup> quarter has ended. He announced that the AP Science class will be collecting water samples from Darrah Pond for state testing.

Ms. Cordingly reported that in AP Spanish the class is studying the education protest in Chile.

**9) Principals' Reports**

Principals presented their reports to the Board.

Mr. Schlichter reported:

- Fall assessments have been completed;
- Initial NWEA scores have been received;
- Teachers will focus on Math scores;
- There will be more daily instruction time in Math at GMS;
- A new Morning Meeting has been implemented, which is a strong instructional component and is a great opportunity to address school-wide issues;

Acknowledgements:

- Character reading day in grade 4;
- Scarecrow Jamboree was very successful with 140 students participating;
- Walk Across America will commence again in Physical Education;
- A Wellness program has begun and staff who exercise 30 minutes per day can enter a drawing to win a weekly prize. The program will be expanded to students who are eating healthy snacks.

Mr. Schlichter reported that CHS Student Council President and Vice President came to GMS to work with the students. He acknowledged upcoming holiday activities and parent conferences.

Mr. Lecklider acknowledged:

- Unified Arts team for coordinating the Veteran's Day breakfast and ceremony;
- 20 students recognized at the Student Council sponsored Class Acts Breakfast;
- PTO sponsored Fall Fair was successful;
- LMS received a letter from the Norris Cotton Cancer Center thanking LMS for their donation from the Terry Fox Walk;
- LMS Volleyball team won the Tri-County championship;
- Girls Soccer Team was runner up in the Tri-County championship.

Mr. Lecklider reported:

- Jodi O'Meara will present to the staff on December 8;
- Four staff members will be trained as Differentiated Instruction Coaches on December 8 and 9;

Mr. Lecklider commented that, with regard to Differentiated Instruction, the best way to teach children is through connections to things they learned in the past and to organize the way they think. He indicated that this type of instruction helps children to understand concepts and put the facts into a frame of reference.

Mr. Guerrette expressed concern regarding Differentiated Instruction. He commented that having the foundation facts is important. He indicated that it is not important that children understand the concepts, but what concepts are and then start thinking about how that interplays.

Mr. Lecklider indicated that all facts are absolutely important. He explained that we are trying to put them into context. Mr. Lecklider commented that as students advance through school they will have different levels of abstract thinking. He noted that the importance of the facts is not diminished.

Mr. Lecklider continued to report:

- Dr. Sharma will visit on December 21;
- Doug Wilhelm, author of 'The Revealers', will visit LMS this Spring;
- Focus will be on the 'E' in our BEST program, Extend a Helping Hand, through a can drive, Veteran's Day ceremony, Giving Tree, and letters to the Troops;
- Parent Conferences are coming up and the electronic system is successful;
- The LMS website is fully functional with active and updated homework pages.

Mr. Guerrette queried about Differentiated Instruction and RTI. Mr. Lecklider explained that RTI means Response to Intervention.

Mr. Guerrette commented that he found [on a website] that RTI is geared to at risk students. He was concerned that this type of instruction will bring higher achieving students to a lower level.

Dr. Heon interjected that 80% of the students [more or less] do not need differentiated instruction. She explained there are three tiers:

- Tier One is identifying which students need more instruction to perform adequately;
- Tier Two is to determine what supplements the instruction;
- Tier Three is for students who are very much in need – the information is used to determine how much in need these students may be and what interventions are needed.

Mr. Guerrette commented that 20% of the students would need Tier Two or Three and they are split across several classes. He noted that they would need additional support. Dr. Heon indicated that is the reason for Title I services. She commented that this year we chose to add more time for math instruction. Dr. Heon noted that Mr. Guerrette mentioned tied RTI to Special Education. She explained that the reauthorization of IDEA mentions the use of RTI, but many students throughout the years may not have had a disability, but a disconnect in learning.

Mr. Manseau reported:

- Blizzard bag lessons are being prepared and will be sent home next week with a letter that parents must sign;
- NWEA testing went well;
- Math and English departments are working with the Librarian on the integration of Common Core Standards into the curriculum;
- Parent conferences are scheduled for Thursday and Friday;
- Quarter 1 grades were sent electronically;
- Mr. Manseau has been asked to serve on a variety of committees and make presentations around the State;
- Mr. Manseau made a presentation to the State Board of Education on October 12 at Goffstown High School on Student Achievement for All Students at CHS;
- Mr. Manseau was asked to join and attended the Professional Standards Committee meeting on principal certification;
- The Key Club completed six events during October and two to date in November;
- Dennis Perrault was appointed by the State Board of Education as a member of the NH DOE Professional Standards Board for three years;
- Dennis Perrault was invited to join the NH Supreme Court Society's Civics Task Force;
- Dennis Perrault was appointed to the NH Selection Committee for the United States Senate Youth Program;
- A mini College Fair was held at CHS;
- CHS Guidance is using Naviance to electronically submit college applications, transcripts, counselor and teacher recommendations;
- 26 CHS seniors applied for early decision to a vast list of colleges.

**Action Item:** Future agenda item: Naviance.

Mr. Miller asked Student Representatives about their impression of Homecoming. Mr. Branco indicated that the activities were successful. Ms. Cordingly agreed and noted that the night football games should continue.

Mr. Boutselis commented that the pep rally was the best one ever at CHS. He noted there was great spirit.

M. York queried about Blizzard bag preparation at GMS and LMS. Mr. Schlichter commented that Blizzared bags are on schedule to be sent home November 21. Mr. Lecklider concurred.

**10) Curriculum Report**

- a) Monthly Curriculum Report – November



Dr. Heon presented the November Curriculum report to the Board. She reported:

- The District is continuing technology integration with a two-day institute;
- State allocation for Title 1 and 2A were reduced by the federal government; however, some funds were carried over from two years ago;
- The Social Studies Committee will begin meeting in December to complete the curriculum;
- The Language Arts Committee and Math Committee will be meeting in January to analyze the Common Core Standards and incorporate them into the current curricula. Professional development will be planned.

Dr. Heon reported that Dr. Cutler asked that a white paper on an RTI approach to K-12 be prepared. She indicated that the Homework Task Force has been meeting and the approach is to examine all five elements in the charge. The organizational meeting focused on discussion structure in approach. She indicated that during the first meeting all submitted articles on homework were examined. Dr. Heon noted that the task force brainstormed all the elements that might be included in the purpose section of the policy. She commented that the process will continue monthly through the charge and the task force should have a proposal for the Board in late Spring.

b) 2011 Assessment Report

Dr. Heon presented the 2011 Assessment Report to the Board. She noted that this report will be posted to website after it is presented to the Board. She reviewed the report with the Board, noting the relative strengths on the NECAP. Dr. Heon progressed through the various sections of the report, such as:

- What the data tells us;
- NECAP strengths and weaknesses;
- What we have done to address the information;
- What we are planning to do.

Dr. Heon commented that graphs were included to show how each grade is doing compared to goals set by the government.

- GMS is above the targets in Reading and Math;
- LMS is above the target in Reading and at the target in Math;
- CHS is above the target in Reading and below the target in Math.

Dr. Heon commented that the government's target of 100% proficiency is unrealistic because the system does not allow for students who are not able to meet that target. She noted that our challenge is to continue to work toward those targets.

Mr. Miller queried if the if the NECAP and NWEA are trying to accomplish the same results. Dr. Heon commented that the NWEA is not based on a 100% target for student proficiency. She explained the NECAP students answer some questions that are actually test questions and do not count. There are other items that are above and beyond the expectations of the test. Dr. Heon noted that one feature is that questions are asked randomly (i.e. students facing high level trigonometry questions who has not been exposed to trigonometry will shut down).

Dr. Heon noted that the NWEA is administered on the computer and is an adaptive test. She explained that the system will adapt to how many students answer questions correctly. It is expected that students will eventually reach the level expected. Dr. Heon commented that our students score very well on the math test. New norms were released this year. She noted that the largest statistics are evidence of the validity of the test. She indicated that NWEA does not include open ended questions and longer items on NECAP are worth higher points. Dr. Heon pointed out that there are pros and cons with the NECAP. She indicated that there are questions about the level of difficulty of sections of the test.

Mr. Guerrette commented that he forwarded the discussion about the discrepancy of the NAEP and what we show on NECAP. Dr. Heon indicated that there are no individual results on the NAEP.

Mr. Guerrette commented that he communicated with Sharon Osborn at the US DOE regarding questions about the NAEP. He indicated that the NAEP only reflects how a state performs. Dr. Heon noted that schools are randomly selected each year to take the NAEP. She indicated that the District does not receive any information on the NAEP.

Mr. Guerrette commented that he spoke to the State regarding the NECAP and they signified that they 'tease out' some questions, but they are insignificant in comparison to the score. Dr. Heon indicated that her interpretation is that they are insignificant to the score. She commented that most standardized testing instruments have to test items to determine if they can be used on future tests. Dr. Heon thanked the principals for their work on the assessment report.

Mr. Guerrette read a passage about RTI as opposed to teacher performance. Dr. Heon noted that in the past, because some schools did not have additional resources, some students were identified in order to access those services. She explained that RTI calls out which student have identifiable needs and those students who are not performing at grade level potential because of their ability to learn. Dr. Heon indicated that the authors of the original RTI model continue to do research. She noted that the model helps to determine if a child is properly identified. She commented that currently we are trying to analyze each student through a different lens to provide interventions that are not exclusive under special education.

Mr. York observed that the report reflects at CHS the Board seems to be focused on programs for advanced students. He commented that our AP placement was not as high as expected. He queried if there is a plan to address this.

Mrs. Prindle commented that of the students who take the AP test, their scores are not as high as expected. Mr. Manseau indicated that if access is limited to AP courses, scores are heightened; if access is open, scores are lower. Mr. Manseau noted that the report mentions that we are trying to track performance and results, and compare our results with a fixed point. He noted that based on the result we can ask how we can improve instruction to drive student achievement.

Mr. York commented that the issue could be the curriculum. Dr. Heon noted that AP curriculum is a national curriculum and does not offer a choice.

Mr. York commented that the concern is if we have impacted AP classes. He indicated that if AP classes have not been impacted, we need to find a way to determine if the students are learning the information. Mr. York commented that we need to make sure a plan is in place for improvement. Mr. Manseau indicated that performance is tracked from year to year. He indicated that the study is over five years, which implies it is reliable. He commented that the problem is that the average results are inconsistent and that the numbers here are small.

Mr. York queried if all students in AP courses take the AP test. Mr. Manseau indicated that student has to pay \$75 to take the test.

**Action Item:** Mr. York asked for a comparison of the number of students that take the classes to the number of students who took the test be provided.

Mr. York commented that we should be motivating the students to take the AP test. Mr. Manseau indicated it is an optional test. He explained that to ensure more students take the test, the District would have to pay the test fee.

**11) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of November 9, 2011

Revisions were made to the minutes.

*Mrs. Prindle made a motion to approve the public minutes of November 9, 2011 as amended. Mr. Guerrette seconded. The motion carried 4-0-1, with Mr. Guerrette abstaining.*

2) FY13 School Board Recommended Budget Approval

Mr. Martin asked Board members to complete voting on budget action items. Board members will be asked to approve the final recommended budget for the Budget Committee.

Mr. Martin provided requested information regarding action items.

Action Item 1: GMS Summer Reading Program: the salaries and benefits cost for a part time position is \$11,678; the cost of supplies is \$400.

Mr. Guerrette queried why the program was cut from including grades 2-3 and 3-4. Mr. Martin indicated that the District lost federal funding and chose not to include it in the budget. He noted that the following year parents were asked to pay for the program, but it was unsuccessful.

**Mr. Guerrette made a motion to add \$24,156 to the GMS budget for the GMS Summer Reading Program. There was no second. The motion failed for lack of a second.**

Action Item 2: CHS Part Time Reading Specialist: the salaries and benefits cost, including professional development, is \$25,836.

*Mr. Guerrette left the meeting at 8:45 p.m.*

**No action was taken on Action Item 2.**

Action Item 3: Piano tuning CHS:

**Mrs. Prindle made a motion to reduce the account by \$600. Mrs. D'Alleva seconded. The motion carried 4-0-0.**

Action Item 4: CHS Summer School Supplies: a total of \$300 every year is expended and all supplies purchased are included in the 610 account. Mr. Martin recommended that there be no change to the account.

**No action was taken on Action Item 4.**

Action Item 5: Guidance Account, Healthy Snacks/Breakfast for NECAP: the total was moved to the Food Services account.

Mr. Martin asked Board members for clarification. Mr. Miller indicated that he made the motion to transfer the line item total to Food Service. He indicated that the total would be absorbed through lunch and food revenues.

Action Item 6: Chief Schofield confirmed that the voice notification system [budgeted for LMS] is required by code.

Mr. Martin commented that Mr. Guerrette suggested looking into an addressable system. He indicated that Chief Schofield supported an addressable system, but did not believe that it was required by code. Mr. Martin recommended that the voice notification system and zoned panel. He indicated that Mr. Guerrette increased the line item to \$90,000, which will cover the cost.

Mr. Martin reported that the final total for the FY13 budget is as follows:

- General Fund Operating Budget: \$20,235,979
- Food Service Budget: \$585,046
- Grants Budget: \$575,000
- Total FY13 Budget: \$21,396,025.

**Mr. York made a motion to approve the FY13 School Board budget for a total of \$21,396,025. Mrs. Prindle seconded.**

Mr. Miller queried the increase of the FY13 budget over the FY12 budget. Mr. Martin indicated that the FY13 budget is a 6.82% increase or \$1,292,000 over the FY12 budget.

**The motion carried 3-1-0, with Mrs. D'Alleva opposing.**

3) Initial Warrant Article Discussion  
Board members briefly discussed items for potential warrant articles.

Mr. Martin indicated that Board members are being asked to discuss what items they would like to present on the warrant (i.e. 1% salary adjustments for non-LEA employees, new positions).

Mr. York commented that the Budget Committee will begin reviewing the District budget on Tuesday evening and will most likely discuss the District Math Coordinator position included in the budget. He indicated that the Board will know whether the Budget Committee will approve the position.

Mr. Martin indicated that the SAU can draft articles and the Board can choose those they would like to present to the Budget Committee.

Mr. Miller suggested warrant articles for the part time GMS Summer Reading position, the part time CHS Reading Specialist, and the full time Athletic Trainer position.

Mr. York suggested principals should review their non-critical needs and inform the Board what they may suggest be placed on the warrant.

Mr. Martin informed the Board that the bathroom partitions for the GMS girls bathroom were removed from the budget per the Board's reduction of the Building & Grounds budget. He commented that in May the current budget accounts are reviewed and it will be determined if there is money in the Building & Grounds budget to purchase the bathroom partitions.

Mr. Miller suggested not including Wrestling and Hockey items for warrant articles. He noted that if the articles failed, the District would not be able to expand any funds for the programs, including donations and grants.

Mr. York noted that December 21 is the targeted date for the presentation of warrant articles to the Budget Committee.

4) Snow Days

Mr. York noted that Dr. Cutler asked Board members to consider alternate dates for the make up of the days schools were closed due to the power outage. He indicated that Dr. Cutler has not communicated any information regarding LEA input. Mr. York suggested that the agenda item be tabled until the Superintendent is present.

5) Job Descriptions:

a) CHS Weight Room Supervisor

Board members made additional revisions to the job description.

Mrs. D'Alleva was concerned with the per hour pay rate for the position. Mr. Martin clarified that the rate is set by the LEA contract.

Mr. Miller indicated that the principal could choose not to fill the position, but if there is a potential that the position will be offered, the position must have a description.

***Mrs. Prindle made a motion to approve the CHS Weight Room Supervisor job summary as amended. Mr. Miller seconded. The motion carried 3-0-1, with Mrs. D'Alleva opposing.***

6) Manifest

The manifest was circulated and signed by the Board.

**12) Superintendent's Report**

The October 2011 Superintendent's report was provided for the Board. The Superintendent was not present for the meeting.

**13) Policies:**

1) 2<sup>nd</sup> Reading:

a) Students' Physical Examinations (JLCA)

***Mr. Miller made a motion to approve the Students' Physical Examinations policy. Mrs. Prindle seconded. The motion carried 4-0-0.***

- 2) Amend:  
a) District Travel Reimbursement (DKCA/R)

The Board made revisions to the policy. The policy will return for a 1<sup>st</sup> reading.

**14) Community Forum**

There was no community input.

**15) Committee Reports**

- 1) Budget Committee

Mr. York reported that the Budget Committee met on November 10, 2011 and fine tuned the District budget presentation schedule.

Mr. Miller queried if department managers are present when town budgets are presented. Mr. York affirmed that department heads are present to answer questions, but do not physically present their budgets. He indicated that the budgets are presented by Mr. Hoch, the Town Administrator.

Mr. Miller requested that the Budget Committee consider adopting the same practice for the District. Mr. York indicated that he can present the request to the Budget Committee.

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

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

*Mr. Miller made a motion to enter non-public session at 9:36 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes.*

**17) Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 9:54 p.m. Mr. Miller seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes.*

**18) Adjourn**

*Mrs. Prindle made a motion to adjourn at 9:55 p.m. Mr. Miller seconded. The motion carried 4-0-0.*

**19) Upcoming Meetings**

*>>Litchfield School Board: December 7, 14, 21, 2011 – CHS Media Room - 6:30 PM*

**Action Items from November 16, 2011:**

- 1) Future agenda item: Naviance.
- 2) Mr. York asked for a comparison of the number of students that take AP classes to the number of students who took the AP test be provided.
- 3) Draft Warrant Articles.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

---

John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Jason Guerrette

November 16, 2011

Attachment to the November 16, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the November 16, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

**User:**  
Dennis  
Miller

Rank:  
Professional  
Joined:  
2008/01/  
27  
Last Visit:  
2011/11/  
16  
Posts:  
680

**Things that make you go hmmm**

Posted: 2011/11/15 9:06pm



**Jason wrote:**

There is NO WAY we can believe that spending at the rate we are can continue without severe consequences. We have been conditioned to believe everything will be ok because it always has.

<http://lnh.litchfieldnhboards.com/viewtopic.php?p=18208#18208>

**Quote:**

Mr. Guerrette made a motion to add \$2,450 to account 1031110005-640, CHS Textbook Replacement (English). Mr. Miller seconded. The motion carried 5-0-0.

Mr. Guerrette made a motion to add \$13,730 to account 1031110005-641, CHS Textbooks New. Mrs. Prindle seconded. The motion carried 5-0-0.

Mr. Guerrette proposed an addition of \$2,525 to account 1031110015 for geography books. Board members believe the geography books are not a critical need. Mr. Guerrette withdrew the suggested addition of \$2,525 to account 1031110015-641.

Mr. Guerrette made a motion to add \$2,474.95 to account 1031110005-734, CHS Additional Equipment (Document Cameras). Mrs. Prindle seconded. The motion carried 5-0-0

Mr. Guerrette made a motion to add \$1,118.70 to account 1031110006-610, CHS Foreign Language Supplies (workbooks). Mr. Miller seconded. The motion carried 3-2-0, with Mr. York and Mrs. D'Alleva opposing.

Mr. Guerrette made a motion to add \$2,750 to account 1031110006-738, CHS Music Education Equipment Replacement (auditorium lights). Mrs. Prindle seconded. The motion failed 2-3-0, with Mr. York, Mrs. D'Alleva, and Mr. Miller opposing.

Mr. Guerrette made a motion to add \$14,000 to account 1031110009-734, CHS FACS Additional Equipment (Baby Alive interactive babies). Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. York and Mrs. D'Alleva opposing.

Mr. Guerrette made a motion to add \$500 to account 1031110009-734, CHS FACS Additional Equipment (food processors). Mrs. Prindle seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.

Mr. Guerrette made a motion to add \$1,600 to account 1031110009-734, CHS Math Education Additional Equipment (Smart board). Mr. Miller seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.

Mr. Guerrette made a motion to add \$5,600 to account 1031110010-734, CHS Tech

Education Additional Equipment. Mr. Miller seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.

Mr. Guerrette made a motion to add \$1,478 to account 1031110013-734, CHS Science Education Additional Equipment (microscopes). Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.

Mr. Guerrette made a motion to add \$800 to account 1011110023-610, GMS Reading Education Supplies (Summer Reading). Mr. Miller seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.

Mr. Guerrette made a motion to add \$500 to account 1031110023-610, CHS Reading Supplies. Mrs. Prindle seconded.

Mr. Guerrette commented that he is adding the reading supplies that were removed by the Superintendent. Dr. Cutler indicated that was a position that was cut when Litchfield lost the \$1.6M in adequacy aid. She noted that the position was not added back into the budget, so there is no need for the supplies.

The motion failed 1-4-0, with Mr. Guerrette voting in support.

Mr. Guerrette made a motion to add \$1,400 to account 1031110024-321, CHS Theater Arts Contracted Services. Mr. Miller seconded. The motion carried 3-2-0, with Mr. York and Mrs. D'Alleva opposing

Mr. Guerrette made a motion to add \$1,960 to account 1031130100-561, CHS Vocational Tuition. There was no second. The motion failed for lack of a second.

Mr. Guerrette made a motion to add \$1,000 to account 1031141000-580, CHS Travel (New York trip). There was no second. The motion failed for lack of a second.

Mr. Guerrette made a motion to add \$1,085 to account 1031141000-890, CHS Miscellaneous (Freshmen t-shirts). Mrs. D'Alleva seconded. The motion failed 2-3-0, with Mr. York, Mrs. Prindle, and Mr. Miller opposing

Mr. Guerrette made a motion to add \$6,000 to account 1031222200-640, CHS Library Textbook Replacement. Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.

Mr. Guerrette made a motion to add \$3,277 to account 1031222200-737, CHS Library Services Replacement Furniture. Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.

Mr. Guerrette made a motion to add \$300 to account 1000262000-272, Buildings & Grounds Conferences/Workshops. Mrs. Prindle seconded. The motion failed 2-3-0, with Mr. York, Mrs. D'Alleva, and Mr. Miller opposing.

Mr. Guerrette made a motion to add \$300 to account 1000262000-641, Buildings &



Grounds New Textbooks. There was no second. The motion failed for lack of a second.

Mr. Guerrette made a motion to add \$749 to account 1000262000-810, Buildings & Grounds Dues/Fees. Mrs. Prindle seconded. The motion failed 1-4-0, with Mr. Guerrette voting in support.

Mrs. D'Alleva withdrew a proposed reduction to account 1011262000-430 for \$23,970.

Mr. Guerrette made a motion to add \$5,708 to account 1011262000-430, Buildings & Grounds Repairs/Maintenance (radio repeaters). Mrs. Prindle seconded. The motion failed 1-4-0, with Mr. Guerrette voting in support

Mr. Guerrette withdrew all proposals that were relevant to maintaining the District's assets.

Mr. Guerrette made a motion to add \$500 to account 1031262000-610, CHS Buildings & Grounds Supplies. There was no second. The motion failed for lack of a second.

Mr. Guerrette made a motion to increase the budget account 1021264000-430 to \$90,000, an addition of \$71,572, for the installation of a voice notification system at LMS. Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. Miller and Mrs. D'Alleva opposing.

Mr. Guerrette made a motion to add \$7,800 to account 1031460000-720, CHS Building Improvement (wheel chair ramp). Mr. Miller seconded. The motion carried 3-2-0, with Mr. York and Mrs. D'Alleva opposing.

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Toggle Extras: [Here](#) [All](#)

**User:**  
Cooch41



Posted: 2011/11/15 9:49pm

Hhhmmmmmm.....

Rank:  
Veteran  
Joined:  
2007/06/  
21  
Last Visit:  
2011/11/  
17  
Posts:  
1228

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Toggle Extras: [Here](#) [All](#)

**User:**  
Keith



Posted: 2011/11/16 4:44am

I like the fact that the vote tally is added to this data base,,,it shows all of the members positions.

Rank:  
Veteran  
Joined:  
2009/02/  
17

Now ,,a new thread.

Last Visit:  
2011/11/  
16  
Posts:  
1202

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Toggle Extras: [Here](#) [All](#)

**User:**

Citizen

Jason

**Name:**

Jason

Guerrett

e

*Ordinary*

*Citizen*

Rank:

Professional

Joined:

2010/08/  
12

Last Visit:

2011/11/  
16

Posts:

866

Location:

Litchfield,  
NH



Posted: 2011/11/16 9:46am



Dont ya just LOVE it!!

I can spend money just like the rest of you!

Notice the vote totals.

Just about everything passed in the solid majority.

WHO had the balls to motion to ADD spending?

Dennis.....Mr. lack of any conviction or that needs to pretend to be a conservative.....brought only ONE item to increase the budget. It was to make our athletic trainer a full time position, IGNORING the warrant article to do NO SUCH THING.

Then when given the opportunity for political cover....did what he secretly wanted to do.

SPEND, SPEND, SPEND.....

we all know Mary wanted the very same thing but has absolutely NO COURAGE to actually make the motions.

She fell right in line also....giddy at times. I didn't even have to be in the room to see the smile on her face.

And John....well hell....hew too, so lacking in leadership to actually come to the table with add backs. He couldn't resist the opportunity to hide behind me and vote to spend away the taxpayers money.

4-1.....4-1.....4-1.....the only time I failed when it was counter to blanket cut the facilities and grounds budget.

Because ya know.....the three ring circus that is Dennis, John and Mary needed that one because Mr. Martins wished it to remain that way.

COWARDS....the entire lot of you!

The list of items could have had adds or cuts. NONE of them had the balls to do what they believe. They covered behind pennies of cuts.

Dennis....you are a patheltic.....(expletive)

and John.....Jesus himself couldn't get him to see the light.

John....so proud of his "cuts". Openly admitted he randomly picked a number out of his ass to get the budget to a place he thought he could sell to the public.

NOTHING had anything to do with if the money is actually NEEDED. it is about what he could sell to the public and subsequently make happy the administration.

John's head is so far up the superintendants ass....he has NO idea which way is up.

John proudly "cut" 20% from the proposed number.

Then capitulates that the "cut" is in the rate of growth.

That means he cut twenty percent from the GROWTH. NOT the actual budget.

That means he supported an 80% increase doesn't it?

OMG the logic.

Again...like the \$10000 for First at deliberative.....right out of his ASS.

then....Mr. big fat cut.....has no BALLS either. He dares not come back with any adds.....but quickly jumps on board my add backs thinking there is political cover.

John.....the fact you are more worried about public perception makes you a shitty politician. In my book, that makes you a corrupt (pick a word).

So while now I have Peter's butt puckering becasue he can't stand the anyone saying it how they feel....go ahead Pete.....Ban away from you special little club where the world is all pansies and unicorns.

My opinions as stated are my own and do not represent any official representation of any organization.

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**User:**

Dennis Miller

Rank: Professional

Joined: 2008/01/27

Last Visit: 2011/11/16

Posts: 680



Posted: 2011/11/16 11:03am



I went through the proposed budget and suggested add backs where I thought they were reasonable and suggested cuts to the proposed budget, again where I thought they were reasonable.

I didn't walk through the budget and propose adding back in nearly every cut the administration took in the proposed budget. Anyone could take that approach.

Contrast this year's motions and votes with last year's motions and votes...

Paraprofessionals..

**Quote:**

Mrs. Couture made a motion to add 3.5 paraprofessionals back to line item 1011120100-114, GMS Paraprofessionals/Monitors Salaries. There was no second. The motion failed. Mrs. Prindle made a motion to add 2 paraprofessionals back to line item 1011120100-114, GMS Paraprofessionals/Monitors Salaries. Mr. Guerrette seconded. Mr. York amended the motion to add 3 paraprofessionals back to line item 1011120100-114, GMS Paraprofessionals/Monitors Salaries. Mrs. Prindle seconded. The motion carried 3-2-0 with Mr. Guerrette and

Mr. Miller opposing.

Middle School Spanish teacher cut at the previous meeting...

**Quote:**

Mrs. Prindle amended the motion to fully restore \$88,658.19 to line item 1021110006-All. Mrs. Couture seconded. The motion carried 3-2-0, with Mr. Guerrette and Mr. York opposing.

Salaries...

**Quote:**

Mr. Guerrette made a motion to reduce all Non-LEA salaries by 5%. Mr. York seconded. The motion failed 1-4-0, with Mr. Guerrette supporting the motion.

One core 7th grade teacher...

**Quote:**

Mr. Guerrette made a motion to reduce line item 1021110000110, LMS 7th Grade Teacher Salaries, by \$52,965. Mr. York seconded. The motion failed 1-4-0, with Mr. Guerrette supporting the motion.

Middle School Computer Education

**Quote:**

Mr. Guerrette made a motion to reduce line item 1021110025-All, LMS Computer Education, by \$59,935.76. There was no second. The motion failed.

Things that make you go Hmmmmmm...

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Toggle Extras: [Here](#) [All](#)

**User:**  
Cooch41

Rank:  
Veteran  
Joined:  
2007/06/  
21  
Last Visit:  
2011/11/  
17  
Posts:  
1228



Posted: 2011/11/16 11:35am



Being accused of taking political cover behind Jason for spending????  
Priceless.



**Jason wrote:**

WHO had the balls to motion to ADD spending?

Is that what it is called this year???



Some one's playing politics alright..... 😏😏 Come on March!!! 🤔

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**User:**  
Citizen



Posted: 2011/11/16 11:46am



Jason  
**Name:**  
Jason  
Guerrrette

*Ordinary  
Citizen*  
Rank:  
Professional  
Joined:  
2010/08/  
12  
Last Visit:  
2011/11/  
16  
Posts:  
866  
Location:  
Litchfield,  
NH

Again...throw up as much BS in the air...comparing this to that....NEVER taking a hard stand on anything.

Confuse every issue so that NOTHING gets done.

be a man Dennis....Stand for something and take ownership of it instead of trying to make shades of grey about everything.

you obviously can look yourself in the mirror and not see it. So be it.

**Quote:**

I didn't walk through the budget and propose adding back in nearly every cut the administration took in the proposed budget. Anyone could take that approach.

Is that what I did?

If you looked closely you would see that is NOT the truth even though you wish it were that way.

Just because you say it, does not make it true Dennis.

Interesting that you would not include Mary in those comments though.....It could be argued she took the easiest of approaches that showed the least conviction and the path of least leadership in that she took the tack of doing NOTHING.

I doubt she took a minute to look at the budget. She just sat there and accepted what was presented before her as she usually does and broke out the rubber stamp.

I do not think however that even questioning her about it would do much for the high fives you guys give each other...

My opinions as stated are my own and do not represent any official representation of any organization.

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**User:**  
Citizen  
Jason  
**Name:**  
Jason  
Guerrrette

*Ordinary  
Citizen*  
Rank:  
Professional  
Joined:  
2010/08/  
12  
Last Visit:  
2011/11/  
16  
Posts:  
866  
Location:



Posted: 2011/11/16 11:50am



**Quote:**

Come on March!!!

yes...please...come on March.....however....as always Cindy....we could not be anxious for more different reasons.

You are the most out of touch person I have ever met on the planet.

I do not expect you to understand what I am doing because you have absolutely NO idea of right and wrong or anything beyond the end of your crooked nose that blocks the sun from most people within ten feet of you.

Go cover up your feet and crawl back under the rock you have been hiding under.

My opinions as stated are my own and do not represent any official representation of any

Litchfield,  
NH

organization.

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Toggle Extras: [Here](#) [All](#)

**User:**  
Chris



Posted: 2011/11/16 12:33pm



Rank:  
Get-a-  
Lifer  
Joined:  
2009/02/  
04  
Last Visit:  
2011/11/  
16  
Posts:  
2268

Dennis, I have to admit...that even I...am beginning to feel bad for you. Yes, I disagree with your "style" of politics. Yes, I disagree on many of the votes you cast. Yes, I disagree with your childish games, but I'm just feeling really sorry for you. I have a couple more things to say on this issue, then I will move on.

I said earlier,

**Quote:**

I can bring up a simple topic like the current state of the economy, and Dennis Miller, instead of responding to that at face value, will ask question after question, comparing to past behavior

I listed examples where all you do is compare and contrast, so as to (hopefully) justify YOUR case and make yourself look good. You then took offense at that, tried to turn it back on me, yet a couple hours after my comment you posted

**Quote:**

Contrast this year's motions and votes with last year's motions and votes...

You see Dennis, this is what is so pathetic about your actions. What in the HELL does last year have to do with this year????????? Why does some now voted out ex-school board members last years votes have to do with the subject on the table which is the CURRENT budget and the state of the economy? While your thinking about that, I'll tell you what I think it is.....I think you don't have any convictions. You refuse to believe in something and then hold your head up high and proudly proclaim and fight for your beliefs. Yet...its a lot easier to ridicule and beat the crap (using your keyboard) out of those that do stand for something. In my world that proves ZERO leadership qualities. Dennis, how about go back 5 or ten years and contrast something I say to something some BC member said back then? See how pathetic that behavior is?

Okay Dennis.....I made my point, and people know it.

Let me ask you something....something very current.

Last night you made a decision to take up your time and create a post titled "things that make you go Hmmmmmmm" Dennis, for what reason? What was/is your goal? What are you trying to tell us? What are we supposed to get from your post? Are we just supposed to prove how we are mindless sheeple and respond to your post with a "hmmmmmmm"?

Dennis, help me out. I obviously am not as smart as you 😞

What am I supposed to do with your post?

Please help?

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Toggle Extras: [Here](#) [All](#)

**User:**  
Dennis  
Miller

Rank:  
Professional  
Joined:  
2008/01/  
27  
Last Visit:  
2011/11/  
16  
Posts:  
680

Posted: 2011/11/16 1:25pm



**Quote:**

You see Dennis, this is what is so pathetic about your actions. What in the HELL does last year have to do with this year???????????

One member's completely different approach to the budget and their votes in the example in this topic. Cut, Cut, Cut one year leads to Add, Add, Add (and not support ANY reduction by any board member) this year. It made me go HmMMM - people who missed the meeting might be interested in seeing what happened.

**Quote:**

I think you don't have any convictions. You refuse to believe in something and then hold your head up high and proudly proclaim and fight for your beliefs. Yet...its a lot easier to ridicule and beat the crap (using your keyboard) out of those that do stand for something. In my world that proves ZERO leadership qualities. Dennis, how about go back 5 or ten years and contrast something I say to something some BC member said back then? See how pathetic that behavior is?

I was contrasting Jason's votes last year (motions to cut teachers and classes, and no support for paras, etc) with his motions and votes this year.

Chris, you are entitled to your opinions - but please show me where I ridiculed anyone in this topic or the millionaire topic. Did I call people names? I ask questions and point out inconsistencies - sorry if it makes people uncomfortable, but that's part of public office. I posted specific actions, documented in meeting minutes or the person's own writings or statements - that show a huge change in behavior. Is that ridiculing or bashing? I asked people's opinion in a poll. Is that bashing?

Now you haven't commented on some statements made by other posters... Ridiculing? Bashing? Some people might think so.

**Quote:**

Dennis....you are a patheltic.....(expletive)

and John.....Jesus himself couldn't get him to see the light.

That's OK if that's their style.

**Quote:**

Last night you made a decision to take up your time and create a post titled "things that make you go HmMMMMMM" Dennis, for what reason? What was/is your goal? What are you trying to tell us? What are we supposed to get from your post? Are we just supposed to prove how we are mindless sheeple and respond to your post with a "hmMMMMMM"?

Dennis, help me out. I obviously am not as smart as you

What am I supposed to do with your post?

Please help?

It took all of about 10 minutes to put the original post together - all the information is available to anyone who chose to look. If the post makes some people think about why the sudden change in voting positions, OK. If it makes someone ask a question or two, that fine too. If nothing happens, then OK. I thought it was information people would find interesting or intriguing - several people have commented on the pendulum swing in Jason's votes on the budget. If people can't draw a conclusion, that's fine; everyone is different. Maybe Fred C will even weigh in on this one, I just don't know.

You could make the same argument about any post someone makes here. Why did Keith create a new topic this morning? Why are there thousands of unique topics on this forum?

Because someone thought it was interesting? Maybe.

Isn't it about getting information (the people's information) out to them so they can be informed and make up their own minds?

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**User:**  
Dennis  
Miller

Rank:  
Professional  
Joined:  
2008/01/  
27  
Last Visit:  
2011/11/  
16  
Posts:  
680



Posted: 2011/11/16 1:33pm



**Quote:**

Dennis, I have to admit...that even I...am beginning to feel bad for you.

Thanks for pity, but I'm OK right now 😊



*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**December 7, 2011**  
**(approved as amended 12-21-11)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

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

**6:30 p.m.**

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

**2) Review & Revision of Agenda**

There were no revisions.

**3) Presentations to the Board**

a) Superintendent Search Update – NHSBA Representative

Dr. Leo Corriveau is the consultant who has been assigned to the Superintendent Search for Litchfield. He is the current superintendent of the Mascenic Regional School District. He discussed with the Board the characteristics the Board is seeking in a superintendent as well as the range in salary for the advertisements.

Mr. York queried if a candidate must have NH certification as a superintendent to be hired. Dr. Corriveau indicated that if a candidate does not have a NH superintendent certification, they must file for a statement of eligibility and plan to become certified within three years. He mentioned that advertisements will include wording regarding certification.

Mr. York queried if the Board must set a salary at this time. Dr. Corriveau indicated that a salary range would be helpful in eliminating candidates who would not be interested. He mentioned that relocation reimbursement may be a factor to out of state candidates as well. A suggested range of \$110,000 - \$125,000 was discussed.

Board members reviewed with Dr. Corriveau focus group studies from 2009. Dr. Corriveau discussed a timeline with the Board. He suggested a 30 day deadline for applicants to respond to the ad for the position. The NHSBA is using School Spring to advertise the position electronically. The following timeline was established by the Board:

- Deadline for applications: January 22, 2012
- Board selections for Committee: January 25, 2012
- Committee interviews begin: January 30, 2012
- Finalists to Board: February 3, 2012
- Board interviews: February 8, 2012
- Community Forum: February 13, 2012
- Board decision: February 15, 2012

Dr. Cutler mentioned that she will advertise membership in the Superintendent Selection Committee in the local newspaper.

b) Litchfield Wrestling

Jeff Douglas and Steve Callinan presented a request for funding for Wrestling at CHS.

Mr. Callinan commented that the Friends of Litchfield Wrestling (FOLW) have been funding the program for the past three years through fundraising and donations. The program is very successful and has grown exponentially since its beginning in 2008. Mr. Callinan mentioned that the program has been gaining much interest at CHS. He reported that:

- In 2010-2011, Dan Mak of CHS was Division III State Champion
- At the end of 2010-2011, 5 CHS wrestlers finished in the Top 4 of Division III
- In 2010-2011, 9 wrestlers finished in the Top 6 in Division III
- 2011-2012, 7 CHS wrestler are in the Division III Pre-Season Top 6.

Mr. Callinan indicated that due to the rapid growth of the program and interest in the same, the FOLW will have difficulty funding the program at CHS for the 2012-2013 season.

Mr. Douglas asked if the District could include the program costs in the 2012-2013 budget.

Mr. York indicated that the Board has already submitted the 2012-2013 budget to the Budget Committee. He suggested the request be placed on a warrant article.

Mr. Guerrette suggested that the article be worded to reflect that if it fails, the program's self-funded status would be safe.

Mr. Callinan indicated that he would like the FOLW (booster club) to continue if the warrant article is approved in order to assist other athletics programs in the District.

Mr. York commented that he supports including the funding request in a warrant article. Mr. Martin commented that the expenses for CHS are included in the self-funded budget.

Mr. Miller commented that this is a program we are offering to students. He indicated that if it is a valuable service to students and the Board supports it, then it should be included in the budget. Mr. Guerrette commented that this is an expansion of services and should be placed on the warrant. Mr. Miller indicated that it is a revenue issue and the expenditure are currently included in the budget.

*Mr. Guerrette made a motion to develop a warrant article for funding for Litchfield Wrestling and protect the self-funding status of program. Mrs. Prindle seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

**4) Summary of Non-Public Actions: From the November 16, 2011 Non-Public Session:**

*Mrs. Prindle made a motion to approve the non-public minutes of November 9, 2011 as written. Mr. Miller seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to unseal the non-public minutes of October 12, 2011. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

**5) Board Correspondence & Announcements**

Mrs. Prindle indicated that she received correspondence from Faye O'Brien regarding the District Math Specialist position.

**6) School Board Comments**

Mr. Guerrette read a prepared statement in which he expressed his disagreement with the way of work of the Board Chair. Mr. Guerrette mentioned that when he was the Board Representative to the Budget Committee, he brought the Board's decision to the Budget Committee and voted at the direction of the Board. He noted that he was admonished by the Board for expressing his own opinions when presenting the Board's position to the Budget Committee. Mr. Guerrette noted that when he was the NHSBA Delegate he brought the Board's position to the

Delegates' Assembly and voted as directed by the Board. He noted that he was criticized for expressing his own opinions at the assembly. Mr. Guerrette stated that he believes Mr. York is not meeting the responsibilities of the position. He commented that Mr. York has made decisions on matters without discussing at the Board level (specifically signing an agreement for the District to participate in the League of Innovative Schools). Mr. Guerrette mentioned that Mr. York made a decision at the recent Budget Committee meeting for which he said he would get Board approval. He stated that he has no confidence in Mr. York as Board Chair.

Mr. Miller commented that Mr. Guerrette raised issues about his service as Representative to the Budget Committee. He noted that the School Board Representative's responsibility is to present the Board's position and not his/her own. Mr. Miller noted that when a Board member sits at the Budget Committee table that Board member represents the Board, as with any other committee of the Board. Mr. Miller disclosed that he spoke to Mr. York regarding his actions at the Budget Committee meeting mentioned by Mr. Guerrette. He indicated that there was a motion by a Committee member to add an item to the budget. Mr. Miller commented that Mr. York voted in support, securing maximum Budget Committee support. Mr. Miller noted that Mr. York did not first speak against the Board's position and then vote in support.

Mr. Guerrette expressed that he disagreed with the actions of Mr. York.

Mr. Miller congratulated the CHS drama club for their production of Thoroughly Modern Millie. He complimented them on an excellent production.

#### 7) Community Forum

Faye O'Blenis, 15 Riverview Circle, thanked the Board for their dedication and hard work to support the schools. She queried about the proposed math specialist position. Mrs. O'Blenis indicated that the salary for the position comes with a cost of \$70,000, which will be paid by the taxpayers. She commented that she researched the District assessment summary and NWEA math test scores. Mrs. O'Blenis indicated that:

- GMS and LMS NECAP scores meet or exceed state requirements
- NWEA math scores are well above the national average by one grade level
- The District summary states GMS grew significantly in math and that LMS grew in math
- NWEA scores are strong
- SAT math scores for CHS are above the state and national average
- AP Calculus test scores are above the state and national average.

Mrs. O'Blenis commented that for some time it has been stated that the math curriculum is sub-standard and achievement is poor while assessment scores are good. She indicated that Dr. Heon stated the math specialist will not be working with students, but with teachers on professional development. Mrs. O'Blenis suggested hiring another math teacher at CHS for students who wish to pursue a math career or someone to work with struggling students. She asked the Board to reconsider hiring a math specialist. Mrs. O'Blenis asked Board members to explain the rationale to create a math specialist position and if assessment data was incorporated when making the decision.

Mr. Miller commented that there is a disturbing trend in NECAP that reflects a downward slope from GMS to CHS. He indicated that he is aware that GMS implemented a new program and the results will work their way through the grades. Mr. Miller commented that treading water and staying the same is not going to help. He noted that the way to help is for someone to look across all three schools and focus on math. He indicated that NECAP scores made progress at CHS, but something is lost from K-2 through to grade 11.

Mrs. O'Blenis indicated that the NECAP and NWEA have conflicting results. She commented that the government is dismantling AYP and are creating a waiver so states can find better ways to assess every individual child. Mrs. O'Blenis noted that NWEA results reflect our students are progressing well. She expressed concern that the District will be using one set of data that will soon be gone.

Dr. Cutler commented that the State Board of Education has math achievement as its primary goal this year because they are concerned about the entire State of New Hampshire. She indicated that Litchfield's may be above average, but not performing as expected.

Mr. York commented that the Board was concerned with the process from GMS to LMS to CHS and discussed having someone study and improve the process. He indicated that after discussing the Board's concern with the Superintendent, the Administrative Team suggested the math specialist solution.

Mrs. O'Brien commented that prior to making the decision to budget for a math specialist, all data should have been considered to justify that the position is warranted.

Dr. Cutler commented that we were looking at job embedded training for teachers. She indicated that there are reading specialists at all schools and test scores are excellent. Dr. Cutler noted that there are no math specialists and math scores can be better. She believes hiring a math specialist is a good way to raise the standard in teaching and provide new methods to teachers.

Janine Lepore, 17 Greenwich Road, expressed concern regarding a Board member's characterization of education in Litchfield at Board meetings and on the Litchfield community boards. She commented that she has observed a particular Board member and comments about the cost of education vs the quality of delivery. Mrs. Lepore indicated that negative criticism is not helpful. She commented that the education process continues to develop over time and new methods are discovered. Mrs. Lepore believes that School Board members' comments regarding education should not be posted on a blog. She commented that such behavior circumvents the public process of the meetings and demoralizes those involved.

Mrs. Lepore cited awards that staff in Litchfield have received that reflect on the excellence of education in Litchfield. She noted that a CHS AP Environmental Science class was highlighted in the HLN regarding testing water samples at Darrah Pond and the State expressed interest. Mrs. Lepore pointed out that there have been many graduates of the excellent education in Litchfield. She commented that she the same Board member that criticizes education in Litchfield added approximately \$140,000 to the FY13 budget with positive comments and rationale. She indicated that the Board member mentioned [on the Community boards] that he was making a point with his additions to the budget. Mrs. Lepore commented that it is inappropriate to "play games with taxpayer dollars" to make a point. She commented that these actions are contrary to each other.

Mrs. Lepore requested, with regard to the Right to Know law, that all discussion by Board members at a School Board meeting remain at the meetings and not discussed on blogs. She indicated that the RSA states that communications outside meetings shall not be used to circumvent the spirit of the chapter (full disclosure). Mrs. Lepore proposed that the Board amend the Bullying policy to include statements and/or actions by adults. She indicated that this proposal is in response to postings between November 16 and 30 by a certain School Board member that were disturbing, rude, insulting, and vulgar. Mrs. Lepore commented that the handbook states zero tolerance for bullying in any form. She indicated that students are prohibited from this type of communication as should adults.

Mrs. Lepore commented that the Board ethics policy and conduct policy state Board members must display courtesy and decorum toward fellow members at all public meetings and in all public statements, support the superintendent, render all decisions based on facts, refrain using their Board position for personal gain, respect confidentiality of information disclosed in non-public session, and support all board decisions. She indicated that the Board Conduct policy states Board members will not engage in personal attacks, as well as refrain from speaking outside of board meetings against any majority decision reached in good faith. Mrs. Lepore commented that a Board member rescinded his agreement to follow these policies. She expressed concern that the Board member was allowed to remain on the Board after taking back his pledge. Mrs. Lepore asked the Board to develop a due process for removal and replacement of members who refuse to follow the Board Ethics and Board Conduct policies.

Mr. Guerrette responded that the Board tried many times to have legal counsel come and explain these things. Mrs. Lepore commented that she believes Board members should not discuss matters that involve Board issues in public or on a community forum.

Nick D'Alleva, 15 Cutler Road, expressed concern with the FY13 draft default budget. He commented that there appears to be an increase of \$1M. He indicated that the Board submitted the proposed budget to the Budget Committee, but there seems to be additional spending in the default budget. Mr. D'Alleva asked Board members if

they believe they are giving voters a true choice in March. He commented that economic times are serious and a Board member is constantly posting regarding the economy on the community forum.

Mr. York responded that the default includes all items we are obligated to include. He commented that the Budget Committee is currently making decisions on the operating budget.

Mr. D'Alleva queried why the Technology Plan was included in the default budget. Mr. York indicated that the Technology Plan was submitted and approved by the State. He commented that the District is obligated to follow the plan.

Mr. D'Alleva queried why the LMS Voice Panel System and Adult Education are included in the default budget. Mr. York commented that the Board had not discussed the default budget, but that it is included on this agenda. He asked Mr. D'Alleva to wait until the Board has had a chance to discuss the draft default budget later in the meeting. Mr. Martin clarified that the money for Adult Education is offset by revenues.

Mr. York commented that the default budget does not include any special proposals from the Board. He explained that the Fire Chief came before the Budget Committee regarding the LMS Voice Panel and stated that the system needs to be fixed. Mr. York indicated that the Fire Chief and Simplex noted that parts for the existing system may not be available. Mr. Martin was instructed to get a quote from Simplex to fix the system, which needs to be updated. Mr. York commented that the Board is in the process of determining what will be included in the default.

Mr. D'Alleva indicated that the LMS Voice Panel System is in the proposed budget and queried again why it is included in the default budget.

Mr. Guerrette announced that he spoke with the Fire Chief after the Budget Committee meeting. He indicated that the Fire Chief said he was willing to support the upgrade of the system, but that the existing equipment is working.

Mr. D'Alleva indicated that he is not challenging what was stated, but that the Voice System is included in the default. He commented that there is a \$1M increase in the default budget and, historically, the Board always votes to approve the default.

Mr. York noted that there are other items in the default that have to be included (i.e. separation pay for retiring teachers, special education, technology plan).

Mr. D'Alleva commented that he would like the Board to consider keeping the default budget consistent with current spending levels and giving voters a true choice.

Mr. Miller commented that the default budget is not intended to provide a choice. He explained it is designed to give the District money if the operating budget fails.

Joan Fulton, 1 Underwood Drive, commented that she agreed with Mr. Miller's explanation of the default. She indicated that there are items in the budget that do not belong and the additional \$1M increase in the default is not legal.

Mr. York commented that there are legal obligations included in the default. Mrs. Fulton commented that the Board cannot add \$1M of new money in the default.

Cindy Couture, 41 Stark Lane, commented that there is a huge misunderstanding regarding the default budget. She indicated that the default is not the current level of spending, but the current level of service. She commented that costs increase over the years and those increases affect the default. Mrs. Couture noted that all the information is included in the RSA.

Marsha Finnegan, 147 Talent Road, spoke directly to Mr. York and indicated that he has a smirk on his face that suggests he is not taking this seriously. She queried who would pay for travel expenses for out of state candidates for the Superintendent search. Dr. Cutler indicated that for the initial interview, the candidate pays his/her own travel. She noted that if the candidate is chosen as a finalist, the District pays the travel.

Mrs. Finnegan commented that when she was employed with the District, she noticed that there were many students who did not take the NECAP seriously. She asked who paid for the TV monitors in the main lobby. Dr. Cuter indicated that Mr. Manseau used the funds he was awarded when he was selected as a finalist for National Principal of the Year. She noted that his contribution was for a student information system for CHS.

Steve Catman, 16 Cutler Road, commented that property taxes have increased in Litchfield over the years. He asked Board members to remember that taxpayers have to work extra hours to fund what the Board spends. Mr. Catman commented that the Board is dealing with people's lives and livelihoods.

Joanne Catman, 16 Cutler Road, asked Board members to take into consideration the economy nationwide and globally. She commented that the business she and her husband own is suffering from the economy. Mrs. Catman indicated that the number of people in town who have lost their jobs, are defaulted on their taxes or mortgages, are in foreclosure reflects on those residents who remain. Mrs. Catman commented that she and her husband taught their children they cannot always have what they want, which should apply to the school district. She queried if the District has to spend all the money in the budget. She queried if the money can be put in a savings account until it is needed. Mrs. Catman commented that many people have to live on a tight budget and work to pay taxes to support the District. She indicated that when reviewing the budget consider what is absolutely needed. Mrs. Catman commented that only what is necessary (reading, writing, math) should be considered.

James Mavrogeorge, 14 Cutler Road, commented that he supported Mr. York during his election campaign because he was representative of Mr. Mavrogeorge's beliefs. Mr. Mavrogeorge indicated that is no longer the case. He commented that he would not support Mr. York in a future campaign. Mr. Mavrogeorge stated that there are not many jobs available and those not working cannot pay their taxes. Mr. Mavrogeorge commented that the Board does not understand or care for the average taxpayer in Litchfield. He stated that the Board is out of control and that people are leaving the town because of high taxes.

David Cooke, 18 Cutler Road, asked Board members not to add money to the default budget. He commented that a higher budget is unfair.

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of November 16, 2011

Mrs. D'Alleva stated that she objects to the community forum thread transcript attachment to the minutes. She believes that the discussion did not take place in the Board room and, therefore, was not part of a Board discussion.

***Mrs. Prindle made a motion to approve the public minutes of November 16, 2011 as written. Mr. Miller seconded. The motion carried 3-1-1, with Mrs. D'Alleva opposing and Mr. Guerrette abstaining.***

2) FY13 Default Budget

Mr. Martin presented the FY13 Default budget for the Board to review. He explained that the default budget is defined as the amount necessary to maintain existing levels of service as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget.

Mr. Martin reported that:

- The FY13 Default General Fund Operating budget is \$19,879,073
- The FY13 Default Food Service budget is \$585,046
- The FY13 Default Grants Fund budget is \$575,000

The total FY13 Litchfield School District Default budget is \$21,039,119.

Mr. Martin highlighted items required to be included in the default budget, as follows:

- Special Education Tuition
- Special Education Transportation
- New Special Education positions required by IEP's

- Separation payments
- Salary step increases (legally required because of approved compensation plan)
- A Regulatory requirement (an actuary as required by GASB that should have been included in the budget)
- Purchase of kindergarten portable (offset with Impact fees approved by Selectmen)
- LMS Fire Panel Voice System
- ADA Ramp at CHS

Mr. Guerrette commented that we should be consistent with what is included in the default budget. He commented that the lease cost for the kindergarten portable should be included in the default. Dr. Cutler indicated that Selectmen have approved the use of impact fees to purchase the portable. There will be no tax impact to the taxpayers. Mr. Martin indicated that to maintain the same level of service, the District will need the portable (two classrooms).

Mr. Guerrette disagreed with the amount included in the default budget for the kindergarten portables.

Mr. York commented that the fire panel was approved to be added into the operating budget by the Budget Committee. He indicated that Committee members requested the School Board investigate the cost for the minimal amount of change on the panel. Mr. York commented that Committee members believe the minimal cost should be included in the default budget.

Mr. Guerrette disagreed commenting that there is a requirement for either the voice activated system or notification over the PA system. Mr. York indicated that the Fire Chief stated if the building lost power the PA microphone would not work.

Mr. Guerrette commented that the Fire Chief spoke to him subsequently and stated he would support the voice activated system, but would not mandate it. Dr. Cutler indicated that the Fire Chief's comments to the Budget Committee were not consistent with the conversation Mr. Guerrette had with the Fire Chief. Dr. Cutler noted that we have requested the additional information from the vendor.

Mr. Guerrette commented that the exterior ramp for the CHS cafeteria is not required. Mr. Martin indicated that the Board can choose to remove the ramp from the default.

Mr. Guerrette queried what would happen if someone challenged an item in the default budget. Dr. Cutler indicated that the default budget will be vetted through legal counsel. She noted that a challenge in the default is heard by the courts. Dr. Cutler commented that the Board can direct the SAU to bring more information on an item or remove an item.

Mr. Guerrette commented that the default needs to be consistent with the current level of service. He contended that the current level of service for the kindergarten portable is the lease. Mr. Martin disagreed and noted that the level of service is the classroom and not how the cost.

Mr. York indicated that a decision on the default budget is deferred until December 21.

Mr. Martin asked for Board direction regarding the ADA ramp, LMS Fire Panel, and the GMS kindergarten portable. Dr. Cutler suggested a legal opinion for the ramp, fire panel, and portable. She noted that other questions for Mr. Martin can be emailed to him later in the week as the Board had just received the Default budget.

Mr. York commented that the money for the GASB actuary be removed from the default budget. He indicated that he will ask the Budget Committee to consider placing the funding in the operating budget.

Mr. Guerrette commented that the Technology Plan should not be included in the default budget. Mr. Martin indicated that legal opinion states multi-year plans discussed in public and approved by the Board belong in the default budget.

Mr. Miller commented that the fire panel should be removed from the default budget. Mrs. Prindle agreed.

*Mr. Miller made a motion to remove the LMS Fire Panel from the FY13 Default budget. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to include \$118,000 for the purchase of the kindergarten portable (to be offset by elementary impact fees) in the FY13 Default budget. Mrs. Prindle seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.*

*Mr. Miller made a motion to remove the ADA ramp at CHS from the FY13 Default budget. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

3) 2011-2012 Tuition Rates

Mr. Martin presented the proposed tuition rates for 2011-2012. He reported that the proposed rates are as follows:

- Elementary: \$10,623.05
- Middle: \$10,289.37
- High: \$12,189.44.

Mr. Martin explained that the formula is based on 2011 Actual Expenditures, less Food Service revenue, transportation expenditures, and supplemental expenditures; and divided by the Average Daily Membership. He noted that the District continues to offer a 50% discount for students of employees.

Mr. Guerrette queried about the tuition discount for employees' children. He believes that the taxpayers in Litchfield should not subsidize the tuition for the student of an employee that does not live in the town.

Dr. Cutler suggested that the policy be re-addressed if it is the wish of the Board. She suggested that the Board can approve the tuition rates and defer the discounted tuition rates for employees' until the policy is researched.

**Action Item:** The SAU Office will research the tuition policy.

*Mr. Guerrette made a motion to approve the 2011-2012 Tuition rates, excluding the discounted tuition for employees. Mrs. Prindle seconded. The motion carried 5-0-0.*

4) FY13 Draft Warrant Articles

Draft warrant articles were presented to the Board for review and discussion. Warrant articles will be sent to legal counsel for review. Board members discussed the draft warrant articles and suggested revisions.

Article 1: Operating Budget

Board members asked about wording relative to the failure of the article.

**Action Item:** The SAU Office will confirm that the wording of Article 1 (operating budget) is required by the NH Department of Revenue Administration.

Article 2: Collective Bargaining Agreement

There were no questions or revisions to the article.

Article 3: Special Meeting if CBA Article Fails

Board members agreed the article be removed.

Article 4: 1% Salary Adjustment for Non-Union Employees

Board members requested the following wording be added to the article:

*"The allocation of the 1% adjustment shall be administered by the Board."*

Article 5: GMS Summer Program Positions

There were no questions or revisions to the article.

Article 6: CHS Part Time Reading Specialist

There were no questions or revisions to the article.



Article 7: CHS Athletic Trainer to Full Time  
Some wording was revised.

Dr. Cutler asked Board members if they had any suggestions for warrant articles.

Board members suggested that funding for the CHS Wrestling program be placed on a warrant article.

Board members suggested that an article be developed pertinent to the District Math Specialist in the event it is removed from the FY13 Operating budget by the Budget Committee.

Board members reordered the warrant articles.

Article 1: Operating Budget; Article 2: CBA; Article 3: GMS Summer Program Positions; Article 4: CHS Part Time Reading Specialist; Article 5: CHS Athletic Trainer; Article 6: 1% Salary Adjustment; Article 7: CHS Wrestling; Article 8: District Math Specialist.

5) Make Up Days

Dr. Cutler reported that she met with a representative of the LEA. They endorsed moving the March staff development day to June as the first choice, and working on Martin Luther King Day as a second choice. They do not support working on January 2 as they believe many students and teachers may be traveling. A change in the calendar requires a vote of the board. Dr. Cutler requested that a decision be made so that parents, students and staff can be provided with as much advanced notice as possible.

Mr. York suggested moving the March staff development day to June and keep Martin Luther King Day as a holiday.

*Mrs. Prindle made a motion to defer the March staff development day to June 2012 and open schools for session on March 13, 2012. Mr. Guerrette seconded. The motion carried 5-0-0.*

6) Possible Legislation: District Fund Balance

Dr. Cutler announced that as a result of last year's decrease in state adequacy funds, a bill is being drafted that would allow districts to maintain up to 2.5% of the unassigned general fund balance at the end of the fiscal year. Dr. Cutler indicated that when she was presenting testimony last year, she was asked numerous times why she did not plan better for the \$2.1 reduction since it was known by districts well in advance. She explained that currently we are not able to save/plan for such events, as we cannot carry over funds from one year to the next. This bill would begin to remedy that situation. Dr. Cutler commented that she has been asked to testify in support of this legislation, and has been asked if a Board member would also be willing to testify as well.

Dr. Cutler explained that the legislation will give districts the option of carrying over part of the end of year funds on a warrant article. She will inform the Board when the issue is discussed at the Legislative level.

7) Cancellation of Board Meeting – December 14, 2011

Mr. York commented that two Board members will not be available for the December 14, 2011 meeting and that LEA negotiations will be continuing on December 13.

8) Manifest

The manifest was circulated and signed by the Board.

9) **Policies:**

1) Amend:

a) District Travel Reimbursement (DKCA/R)

The policy was deferred to the next Board meeting.

10) **Community Forum**

There was no community input.

11) **Committee Reports**

1) **Budget Committee**

Mr. York reported that at the last Budget Committee meeting, Mr. Pascucci recommended an addition of \$8,500 to the FY13 LMS budget for resealing and recoating of the parking lot. He noted the vote was 4-2. Mr. York indicated that he voted in favor of the recommendation. He explained that he informed the Budget Committee that he would confirm the School Board's support for the recommendation. Mr. York commented that it is likely the same recommendation will be made for CHS.

Board members agreed that they would support recommendations made by the Budget Committee to maintain the District's assets.

*Mr. Guerrette made a motion to authorize Mr. York, School Board Representative to the Budget Committee, to support line item recommendations pertaining to the LMS and CHS parking lots. Mrs. Prindle seconded. The motion carried 5-0-0.*

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

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

*Mr. Miller made a motion to enter non-public session at 10:06 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

13) **Return to Public Session**

*Mr. York made a motion to return to public session at 10:27 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

14) **Adjourn**

*Mrs. Prindle made a motion to adjourn at 10:28 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

15) **Upcoming Meetings**

*>>Litchfield School Board: December 14, 21, 2011 – CHS Media Room - 6:30 PM*

**Action Items from December 7, 2011:**

1. The SAU Office will research the tuition policy.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

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Equal Opportunity Employer

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John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Jason Guerrette

December 7, 2011

Attachment to the December 7, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the December 7, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

## **Statement by Jason Guerrette, December 7, 2011**

A couple of years ago in my first year on the Board, I was fortunate enough to have been the Board rep to the BC. There were endless conversations and direction from the senior members of this Board, of which one remains, to ensure I would not take it upon myself to vote in any way other than the expressed position of this Board. Regardless of the logic and any additional information that may have been presented first hand on the night of presentation, the direction was CLEAR! The ONLY course of action regardless of common sense, I was to vote Exactly the position of the Board. God forbid I even spoke a word that passed through my head that even remotely eluded to a position that was not lockstep with the majority vote of the School Board. If in the opinion of these two members I even frowned when I should have smiled, I received a public beating in this Board room or in public forums. There were even discussion in this room about removing me as rep to the BC for expressing my opinion. Forget that I voted each and every time representing the majority opinion and for the Board position.

Fast forward one year to the NHSBA annual meeting. Again, much discussion about how I would represent the majority position of this Board. Again, without fail, I voted the majority position of this Board. While at the conference, I again at several points in the meeting, expressed my experience and opinion on matters being discussed by the general assembly. After all, why would every angle pr opinion not want to be vetted? When it came time to be on the record, I voted in the way this Board expressed itself. Again, lambasted in the public forum and in this Board room for having expressed an opinion . My ethics were called into question over and over for having an opinion, yet taking the correct position as I should have.

I would like to know where the admonition is from this Board for actions taken by the Chair of this Board that do not conform to this paradigm.

This Chair continues to take actions on behalf of this Board without the expressed consent of this Board or in direct conflict of this board. Just last night at the BC meeting, he took it upon himself in his own words. "to make a Command Decision". Instead of asking the BC to table the issue until he could get the Board to consider it, he proceeded without hesitation. He said he would come get or approval after the fact. How does he know he will have it? How is it he is sure what a majority of this board will support unless of course he already knows the positions of each member of this Board ahead of time. He certainly did not consult with me.

John also signed off on committing this district and this town to the "league of Innovative schools". An organization and discussion we will formally have at my request later in December when I found out John had personally signed off on it without ANY discussion at the Board table and without knowing what he has committed our children and this town's taxpayers to. You will soon hear how by joining this group, funded by those that are for the taking over of the education system by the federal government and forcing the implementation of policies requiring large numbers of taxpayer dollars to be spent purchasing programs and methodologies from the very same organizations.

I have lost confidence that John understands the role of Chairman and believe he has no intention on understanding that he is One of Five members of this Board and can not individually commit this Board or this town's resources on his own. He is no better than any of the five among us and his responsibilities are spelled out in State law. John must conform to that law and discontinue acting on behalf of this Board without its expressed consent on each individual subject.

To: John York; Mary Prindle; Dennis Miller; [pdaleva@litchfieldsd.org](mailto:pdaleva@litchfieldsd.org); Patricia D'Alleva;  
[jaguerrette@litchfieldsd.org](mailto:jaguerrette@litchfieldsd.org)  
Cc: [BudComm@litchfield-nh.gov](mailto:BudComm@litchfield-nh.gov); Elaine Cutler  
Subject: Math Specialist Position

Litchfield School Board

First, let me thank you all for your dedication and hard work to support our schools and our students. This is very important to both Ron and me.

I understand that the School Board may need to discuss the proposed district-wide Math Specialist position to be included in the warrant articles for the March 2012 vote. I apologize for missing the original School Board discussions regarding this position. When you discuss this newly-created position again, perhaps you could reiterate some of the original rationale for the residents who missed these discussions the first time. Specifically, I would like to know how you incorporated the district's assessment summary for 2010-2011. For example, I think it would be important if the residents could know how the following information from the assessment summary was incorporated into the original discussions and decisions:

The NWEA GMS math assessment data for grades 3 and 4 indicate that these students are well above the national mean by one grade level.

The NWEA LMS math assessment data for grades 5-8 indicate that these students are also well above the national mean by at least one grade level.

The NWEA CHS math assessment data for grades 9-10 indicate that these students are well above grade level by more than one grade level.

The NECAP whole school proficiency data for both GMS and LMS indicate that our students met or exceeded the State benchmarks.

SAT math scores for CHS juniors and seniors are well above not only the state mean score but also the national mean score.

This data seems to overwhelmingly indicate that the Litchfield School District is doing an excellent job educating our students in Math. You all should be very proud of these results. If indeed the School Board decides to go ahead with this position, might I suggest that the job description be written to work exclusively with the students who may need extra help in the area of Math.

Faye O'Blenis  
15 Riverview Circle

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**December 21, 2011**  
**(approved as written 1-4-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Ms. Leah Stagnone, Student Representative  
Mrs. Michele E. Flynn, Administrative Assistant

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

5:45 p.m.

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

*Upon a motion by Mr. Miller, the Board entered into non-public session at 6:00 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes.*

*Non-Public session ended at 6:31 p.m. on a motion by Mrs. Prindle. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mr. Guerrette, yes; Mrs. D'Alleva, yes.*

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

6:30 p.m.

Mr. York called the meeting to order at 6:38 p.m.

2) **Review & Revision of Agenda**

On behalf of the School Board, Mr. York presented Dr. Cutler with flowers in recognition for her award as Superintendent of the Year. Dr. Cutler expressed her gratitude to the Board and pride to serve with an excellent team of Administrators.

Revisions to the agenda included removal of LEA Negotiations under Business Affairs.

3) **Presentations to the Board**

~ League of Innovative Schools – Skip Hansen

At the request of Mr. Guerrette, a discussion of the parameters of the League of Innovative Schools has been scheduled. Mr. Hansen is the executive director of the organization in the northeast.

Mr. Hansen introduced David Ruff, Executive Director of Great Schools Partnership. Mr. Ruff explained that the goals and key strategies and about New England Secondary Schools Consortium League of Innovative Schools. He noted that the Consortium goals focus on:

- Increasing on-time graduation rates to 90% or higher
- Decreasing annual drop-out rates to less than one percent
- Increasing the percentage of students enrolling in college to 80% or higher
- Reducing the number of students required to take remedial courses during their first year of college to 5% or lower
- Engaging postsecondary institutions, organizations and colleagues in a collaborative effort to ensure that more students enroll in and complete postsecondary education.

Mr. Ruff explained that there are three key strategies: policy, practice and public understanding. He expressed that their belief is schools need to have both policy and practice to make forward progress. Public will and understanding of the movement is important. Mr. Ruff commented that community and school have to cooperate. He indicated that there are three key areas in the policy and practice arena:

- Graduation should be based on the students' demonstration of learning
- Multiple and flexible education pathways (to determine ways to fit the needs of all students' learning)
- Accountability (evaluate what students are able to do and what we are doing).

Mr. Ruff gave an overview of the League of Innovative Schools. He commented that they examined the large scaled educational systems around the world to determine what is working. Mr. Ruff indicated that 70-80 studies were performed and consistencies were analyzed. Mr. Ruff noted that schools involved in the League align with the goals and learn from each other. He indicated that the key piece is that schools that participate can learn from other schools. Advantages of participation in the League include networking, developing a deeper understanding with each other, leadership benefits, and continuing to provide a high quality education.

Mr. Hansen indicated that one of the things the League is doing in New Hampshire is collaborating with colleges and business communities. He announced that three summits have been developed and endorsed in New Hampshire. The purpose is to bring community, college and business people together to discuss how everyone can be involved. Mr. Hansen noted that in order to prepare students well for college that conversation is necessary. He announced that the Best Practices Conference offers excellent collaboration.

Mr. York queried how CHS has adapted to date. Mr. Manseau indicated that CHS is in the midst of completing the Global Best Practices. He noted that the League asked CHS for a self-assessment in three areas: teaching and learning, organizational design, and school leadership. Mr. Manseau commented that the faculty has embraced it as a tool. He indicated that accreditation standards have changed to 21<sup>st</sup> Century Learning. He noted when NEASC visits in 2017, CHS will have already begun embracing the 21<sup>st</sup> Century Learning upon which we will be judged by NEASC.

Mrs. Prindle queried how CHS will connect back when the self-assessment is completed. Mr. Manseau indicated that when the self-assessment is completed the League would like CHS to examine where we are headed. He noted that they want CHS to develop a strategic plan. Mr. Manseau commented that he has spoken with principals in Rhode Island and Vermont this week and that information was shared.

Mr. Guerrette acknowledged that the Nellie Mae Educational Foundation and Bill & Melinda Gates Foundation are supporters of the Consortium. He indicated that their beliefs and goals affect the Consortium's beliefs and goals. Mr. Guerrette stated that every organization sounds wonderful, but they are providing a service that is packaged to make it appealing. He indicated that he does not agree with the philosophy of these foundations. Mr. Guerrette commented he is concerned with the Foundations' affiliates and resources.

Mr. Hansen commented that Mr. Ruff does excellent work with the foundations because he does not allow them to put their beliefs on the Consortium. He indicated that Mr. Ruff keeps the Consortium's beliefs true.

Mr. Ruff commented that it is not his role to defend, challenge or question these foundations. He noted that his role is to be clear about where the Consortium stands and hold true to our beliefs. Mr. Ruff indicated that those



foundations have made a decision that our organization is a good fit. He suggested that Board members review the Consortium website and examine our beliefs. Mr. Ruff commented that the Great Schools Partnership believes that every child deserves a chance to succeed, equity, personalized learning, and acknowledging children's differences. He suggested Board members research key people involved with the organization on a daily basis.

Mr. Guerrette indicated that constructivism, which he believes is mentioned in the organization's beliefs, is a philosophy with which he disagrees. He commented that he does not believe it aligns well with Litchfield.

Mr. Ruff clarified that the belief is about personalizing learning and acknowledging that every student engages learning in a different way.

Mr. Miller queried if cultural differences across the nation (all states) was considered. Mr. Ruff indicated that when a large scale change that was working was found, it was examined from a cultural standpoint.

Dr. Cutler thanked Mr. Hansen and Mr. Ruff for their presentation.

Mr. Hansen congratulated Dr. Cutler and Mr. Manseau on their respective honors.

**4) Summary of Non-Public Actions: From the December 7, 2011 Non-Public Session:**

*Mr. Miller made a motion to approve the non-public minutes of November 16, 2011 as written. Mrs. Prindle seconded. The motion carried 4-0-1, with Mr. Guerrette abstaining.*

**5) Board Correspondence & Announcements**

There was no correspondence.

**6) School Board Comments**

Mr. Miller read a prepared statement regarding RSA 91. He indicated that a Board member may make comments this evening insinuating an illegal meeting was held last Tuesday evening in the SAU Office between three Board members. The allegations have already been made on a publicly available website. No questions were asked of the negotiating team prior to making the allegations. The Board is currently involved in contract negotiations with the Litchfield Education Association. The Board negotiating team has been meeting with the teachers' negotiating team over the past several months. The Board has an attorney present during negotiation sessions. During the negotiating session last Tuesday, a specific strategy/option was being discussed that was previously suggested by Mr. York (who is not on the negotiating team). Our attorney agreed that since Mr. York was in the building, we should confer with him. Mr. Miller stated that he asked Mr. York to step out of the Budget Committee meeting. A 10 or 15 minute discussion of the option commenced in the SAU Office and Mr. York returned to the meeting. Mr. York did not stay for the remainder of the LEA negotiating session.

Mr. Miller indicated that RSA 91 is very clear on meeting which must be public. RSA 91 states that a meeting is the convening of a quorum of the membership of a public body and a quorum is more than a majority of its members, whether in person, via telephone or electronic communication or in any other manner members are able to communicate with each other for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power.

RSA 91 is also very clear on exceptions to the aforementioned provision. RSA 91 states that a meeting shall not include (a) strategy or negotiations with respect to collective bargaining; (b) consultation with legal counsel. Mr. Miller indicated that since the District's attorney was present and it was a negotiating session, it clearly falls outside what the law defines as a meeting – on both of the exceptions to a defined meeting as noted. The fact that someone doesn't like that it happened, does not make it illegal.

Mr. Miller commented that other questions have been raised (i.e. why not invite all Board members and update them?). The claim was made that another member of the Board was in the Budget Committee audience and available. The negotiating session was not over and there was nothing to report to the remaining Board members. Mr. Miller noted that the Board member who was in the audience of the Budget Committee meeting had left long before he sought Mr. York. Mr. Miller indicated that a non-public meeting was held this evening before public session to update the Board regarding negotiations.

Mr. Miller recapped noting that three members of the Board met with the attorney during a negotiating session to discuss a specific option/strategy directly related to the ongoing negotiations. He indicated that this was clearly outside the definition of a public meeting in the current NH law.

*Mr. Miller's statement will be attached to the minutes.*

Mr. Guerrette requested that the issue of legal/illegal meetings of the Board be on the agenda.

Mr. Guerrette requested that the League of Innovative Schools discussion be placed on a future agenda. Mr. York indicated that the Board can discuss the agenda item at the next Curriculum meeting when the Principals are present.

**7) Community Forum**

There was no community input.

**8) Student Representatives' Comments**

Leah Stagnone, Student Council Historian, substituted for the student representatives. Ms. Stagnone reported:

- The Holly Ball was held on Saturday night and was a success
- Money raised from the Holly Ball (\$3,500) will be used for needy families during the holidays
- CHS was the winner in the Make a Difference food drive
- SADD held a movie night on Friday night
- An assembly was held on Monday to recognize Mr. O'Keefe
- The Student Council attended a regional meeting at Pembroke Academy two weeks ago
- The annual tree lighting ceremony is scheduled for Friday, December 23.

**9) Principals' Reports**

Mr. Schlichter reported:

- Grade 1 and 2 NWEA testing is scheduled for January
- Grade level team meetings and formative assessments in math are planned
- GMS is in its 2<sup>nd</sup> year of restructuring and progress is being made with the special education subgroup
- Positive behavior from recent field trips has been reported
- Holiday concerts were performed
- A Tigers Den Holiday Store was run by the GMS PTO
- Mr. Ross has been inspecting the playground on a regular basis. He noticed some bolts were continually loosening. He resolved the issue with LockTite after speaking with the installer.

Mr. Lecklider reported:

- Dr. Sharma visited our District today and walked through classrooms at LMS this morning
- Dough Wilhelm, author of The Revealers, will visit LMS in April
- LMS collected over 700 items for the District food drive
- LMS mailed over 500 cards to troops overseas
- The annual Giving Tree drive raised \$2,366 for gifts for needy families
- NWEA assessments begin January 3<sup>rd</sup>
- Project Safeguard has been scheduled for May 17
- LMS held a Geography Bee that resulted in three finalists. A final Bee will be held January 6
- An excellent holiday concert was held
- Ella Hogan was 2<sup>nd</sup> place winner in the Lion's Club poster contest
- Five students auditioned and qualified for the 2012 Middle Level Honors Band
- The Lego Robotics team advanced and competed in the State Championships on December 3
- This week is Spirit Week at LMS
- Girls Basketball is 7-0; Boys Basketball is 4-3
- The PTO Yankee Candle fundraiser raised \$5,000
- The Staff/Student Mentoring Program will begin in January.

Mr. Manseau reported:

- New dates for semester change and exams
- The faculty is being polled on their use of school-wide rubrics in preparation of writing our NEASC five year report due March 1, 2012
- CHS has developed five new courses proposed for next school year to address our conditional school approval, which will be presented to the Board in January
- The Key Club made two large donations to the Friends of Forgotten Children and the Gray Nun's Thrift Shop
- Laurie Rothhaus is the Finalist for Assistant Principal of the Year and CHS hosted the NHASP visiting team.

Mr. Manseau provided information regarding numbers for AP exams previously requested by the Board. He indicated that the report depicts how many students are in each course and how many students took the AP tests.

Mrs. Prindle queried about AP Calculus. Mr. Manseau indicated that there have been some changes to the course.

Mr. York queried if students have to take the test to receive credit for the course and if the courses are only offered to seniors. Mr. Manseau commented that students have to pay to take the tests. He noted that just taking the course increases their GPA. Mr. Manseau indicated that AP courses are primarily offered to seniors, but are open to underclassmen as well.

#### 10) Curriculum Report

##### a) Monthly Curriculum Report – December 2011

Dr. Heon reported Professor Sharma met with Administrative team to discuss his approach and visit math classes in each school to familiarize himself with our instructional practices. He began his work with our District today. Dr. Heon reported that Professor Sharma will focus on strengthening math in our schools. She indicated that our math scores are good in the lower grades, but decrease with movement through the higher grades. Dr. Heon reported that Professor Sharma will work with groups of teachers and entire departments. He has agreed to speak at two parent nights (GMS and LMS/CHS). Dr. Heon reported that Professor Sharma will return on January 30, February 1, April 2 and April 3 to provide demonstration lessons with our students and have discussion groups with our math teachers in each school. She indicated that Professor Sharma was well received by the students. Dr. Heon announced that Professor Sharma would like to meet with the Board.

Dr. Heon reported that she is the liaison to the New England Consortium of Secondary Schools with Mr. Manseau and the CHS team. She mentioned she is also the District liaison to the LMS School Improvement team. Dr. Heon reported that Title I funding has been reduced this year due to a reduction in federal funds. She explained there are two types of Title I funding: school wide or targeted assistance. Our schools receive targeted assistance. Dr. Heon noted that this type of assistance allows the District to use funds to supplement student instruction and requires a percentage (10%) of the funds to be spent on professional development. Dr. Heon indicated that Title I funds are also used for after school tutoring, math nights, reading nights, supplies, and part of the math tutor's salary. She noted that the math tutor is employing some of Professor Sharma's strategies already. Dr. Heon commented that the funding will also support Professor Sharma's time with the District.

Mr. York queried if the League of Innovative Schools Consortium program will filter into the middle school. Dr. Heon indicated that it is strictly for the high school. She clarified that they do not provide a program, mandates, or curriculum. She explained that the strength of the organization is so schools can communicate and learn from one another.

Mrs. D'Alleva queried the timeframe for commitment. Dr. Heon noted that it is annual (one year at a time).

Mr. Guerrette expressed concern that there is a mandate with this organization. Dr. Cutler clarified that the only mandate is if you wish to be part of the initiative you have to participate.

Mr. Guerrette commented that there is a large group of people that feel this is the correct path and there is a large group that disagree. Dr. Heon commented that the purpose of the initiative is the strengthen performance.

Mr. York commented that homework is being sent home with children in the elementary school with instruction that it is optional. He indicated that this creates conflict between parents and teachers. He asked that the Homework Task Force ensure that homework that is sent home is not optional.

Mr. Guerrette disagreed that any work should be optional, even if that work is considered enrichment. Mrs. Prindle disagreed and stated that it is acceptable for additional work to be optional. Mr. York disagreed with Mrs. Prindle. Dr. Heon indicated that she would discuss the issue with Mr. Schlichter and the GMS faculty.

**11) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of December 7, 2011

***Mrs. Prindle made a motion to approve the public minutes of December 7, 2011 as amended. Mr. Miller seconded. The motion carried 5-0-0.***

2) Business Administrator's Report – November 2011

Mr. Martin presented the November 2011 Financial report to the Board. He reported that the Budget Committee completed their work on the FY13 budget. He noted that the Committee made two additions to the FY13 budget: GASB actuarial services and sealing/stripping the LMS parking lot. Mr. Martin reported the reductions to the FY13 budget total \$544,116.41. He indicated that the Budget Committee will vote on the bottom line of the FY13 Operating budget next week (\$19,691,863).

Mr. Guerrette queried about the fire safety voice notification system reduction. Mr. Martin indicated that the voice notification system will be installed in three common area locations at LMS.

Mr. Guerrette commented that Chief Schofield stated he would not support anything less than the full notification system. Mr. York indicated that Chief Schofield stated to the Budget Committee that he would support the Budget Committee's decision. Mr. Martin noted that the Budget Committee made their decision based on Chief Schofield's recommendations.

Mr. Guerrette was struggling with understanding how the Budget Committee came to their decision. Mr. York explained that based on the Chief's recommendations, the Budget Committee agreed that the panel needs to be upgraded and decided to install the voice notification system in the common areas this year and complete the balance of the work the following year. Mr. York indicated that the Budget Committee would like voice notification in all three school as they are looking for consistency.

Mr. Guerrette maintained that all the schools are consistent at this point in time. He indicated that parts are available for the panel in the event it fails and it would be prudent to purchase the parts now and have them on hand.

Mr. Martin continued the financial report. He reported that the field work on our annual audit has been completed and a draft of the Management Discussion and Analysis report has been sent to the auditors for review.

3) LEA Negotiations – Collective Bargaining Agreement

The agenda item was removed from discussion.

4) FY13 Warrant Articles

Mr. Martin presented the revised FY13 Warrant Articles to the Board. He also included the Budget Committee changes to the FY13 operating budget for Board review.

Dr. Cutler commented that the Board needs to make a decision regarding the distribution of the proposed 1% salary adjustments included in the proposed warrant articles.

Mrs. Prindle indicated that the Board wanted a higher percentage paid to employees with lower salaries.

Mr. Miller suggested the Board have that discussion in January 2012 as a proposal from the Administrative Team. He indicated that the Chair can have the authority to present it at Deliberative Session in February 2012.

**Action Item:** Board members asked to have the Director of Human Resources prepare a distribution proposal.

Mr. York commented that he informed the Budget Committee that the Board would be reviewing warrant articles tonight. He asked Board members to approve/recommend articles so that he could deliver them to the Budget Committee the following week.

Mr. Miller indicated that the Board cannot vote on Articles 1 and 2 because the Budget Committee did not vote on the operating or default budgets and the Collective Bargaining article has not been finalized.

**Article 3:** GMS Summer Program for Grades 2-3 and 3-4

*Mrs. Prindle made a motion to approve Article 3 for the FY13 Warrant. Mr. Miller seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to recommend Article 3. Mr. Guerrette seconded. The motion carried 5-0-0.*

**Article 4:** CHS Part Time Reading Specialist

*Mrs. Prindle made a motion to approve Article 4 for the FY13 Warrant. Mr. Guerrette seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to recommend Article 4. Mrs. Prindle seconded. The motion carried 5-0-0.*

**Article 5:** District Math Coordinator

Mr. Guerrette commented that he is not convinced that we have not done everything we can do in the schools. He indicated that there are many resources in the District and that we should give faculty the opportunity to determine what is wrong in math.

Mr. York queried why the Administrative Team proposed a District Math Coordinator. Dr. Cutler indicated that the Administrative Team agreed it was a good idea and bring it forward in the warrant. She commented that resources were used in-house to improve on math. Dr. Cutler noted that a District Math Coordinator would be an aggregate value to the District. She indicated that while it is true that our math scores are above the state average, the state average is not good. Dr. Cutler commented that if the Board wants to focus on math, more assistance is necessary.

Mr. Miller commented that the job description can be crafted to have the Math Coordinator spend more time with students than with teachers, if that is a Board concern.

Dr. Cutler indicated that when the Math consultant visited with the teachers today, they were very receptive and welcomed him.

Mrs. D'Alleva stated that having a consultant come to the District is different than hiring a coordinator.

*Mr. Miller made a motion to approve Article 5 for the FY13 Warrant. Mrs. Prindle seconded. The motion carried -0-0.*

*Mr. Miller made a motion to recommend Article 5. Mr. Guerrette seconded. The motion failed 2-3-0, with Mr. Guerrette, Mrs. D'Alleva, and Mrs. Prindle opposing.*

**Article 6:** CHS Athletic Trainer

Mr. Guerrette disagreed with the District having an athletic trainer on staff. He indicated that small schools do not have a trainer on staff and many school districts use contracted services.

*Mrs. Prindle made a motion to approve Article 6 for the FY13 Warrant. Mr. Guerrette seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

*Mr. Miller made a motion to recommend Article 6. Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. Guerrette and Mrs. D'Alleva opposing.*

**Article 7:** 1% Salary Adjustment for Non-Union Employees

Mr. Guerrette commented that he doesn't know anyone that is getting any raises.

*Mrs. Prindle made a motion to approve Article 7 for the FY13 Warrant. Mr. Guerrette seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

*Mrs. Prindle made a motion to recommend Article 7. Mr. Guerrette seconded. The motion failed 2-2-1 due to a tie vote (Mr. Guerrette and Mrs. D'Alleva opposed; Mr. Miller abstained).*

**Article 8:** CHS Wrestling Program Funding

Jeff Douglas from Litchfield Wrestling asked why the total amount in Article 8 was lower than the amount requested by Litchfield Wrestling.

Mr. Martin indicated that is the total amount associated with Wrestling in the current budget. Mr. Miller clarified that the coach stipend is funded in the co-curricular salaries.

Mr. York queried what was actually budgeted for the CHS Wrestling program.

**Action Item:** Mr. Martin will check on the total for funding for the Wrestling program for the past two years as well as student activity fund.

Mr. Guerrette commented that funding this program could set a precedent. He believes this program does not impact education.

Mrs. Prindle commented that it is the practice that new athletics programs begin as self-funded programs to determine if there is enough interest and community support. Dr. Cutler added if the interest continues after three years and adds value it is brought to the Board for approval to include it in the budget.

Mr. Guerrette asked Board members to list the approval vote and recommendation on each article for the Budget Committee.

**Action Item:** Place approval vote and recommendation vote on the Warrant for the Budget Committee.

*Mrs. Prindle made a motion to approve Article 8 for the FY13 Warrant. Mr. Guerrette seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to recommend Article 8. Mr. Miller seconded. The motion carried 3-2-0, with Mr. Guerrette and Mrs. D'Alleva opposing.*

5) FY13 Default Budget

Mr. Martin presented the revised FY13 Default budget to the Board. He reported that the total FY13 Default budget is \$20,932,401. Mr. Martin indicated that salaries/benefits, special education, and the kindergarten portable items make up 96% of the increase over the operating budget. He noted that the Board has a copy of legal counsel's opinion on the default budget.

Mr. York disagreed with Mr. Martin's numbers. He indicated that the \$142,000 increase in technology would be part of the percentage as well.

Mr. Guerrette announced that he forwarded Board members a presentation on municipal financing from an LGC Workshop for newly elected officials. He indicated that the workshop materials specifically state:  
*“Essentially a budget freeze, except for legally enforceable obligations and one-time expenditures; amount of money from previous year, not the amount need for same items or services in the coming year (i.e.fuel).*

Mr. Guerrette commented that one of Litchfield’s State Representatives spoke with the Department of Revenue Administration (DRA) to get clarification. Mr. Guerrette indicated that the DRA specifically stated that energy and fuel are not included in the default budget. Mr. Martin disagreed.

Mr. Guerrette commented that the DRA is not going to review the default budget the District submits, but will trust that it is accurate. Dr. Cutler indicated that District’s legal counsel is taking a different position.

Mr. York commented that the DRA does not make the laws and the letter from legal counsel is in direct conflict with Mr. Guerrette’s information from the DRA. Mr. Guerrette expressed his preference to follow the information from the State Representative and the DRA. He stated that if the Board approves the default as presented, he may have to challenge it.

***Mrs. Prindle made a motion to move forward with the FY13 Default Budget as presented. Mr. Miller seconded. The motion carried 3-2-0, with Mr. Guerrette and Mrs. D’Alleva opposing.***

6) NHSBA Resolutions for Delegates Assembly

2012 NHSBA Resolutions were presented to the Board. Dr. Cutler indicated that the Board needs to give Mrs. Prindle authority to vote in representation of the Board at the Delegates Assembly.

**Action Item:** Register Mrs. Prindle for Delegates Assembly

Mr. York indicated that the Board needs to schedule a meeting on January 4, 2012. He recommended that the proposed resolutions be deferred to January 4, 2012. Mr. York suggested that Board members review the proposed resolutions prior to the January 4, 2012 meeting. He asked Mrs. Flynn to research the Board’s position on last year’s resolutions.

**Action Item:** Mrs. Flynn will research the Board’s position on the 2011 NHSBA Proposed Resolutions.

7) Manifest

The manifest was circulated and signed by the Board.

12) **Superintendent’s Report**

- 1) Superintendent’s Report – November 2011
- 2) Superintendent’s Report – December 2011

Dr. Cutler presented the November and December Superintendent’s reports to the Board.

3) November 2011 Enrollment Report

Dr. Cutler reported that as of November 18, 2011 there were 1,504 students in the District.

**Action Item:** Send the enrollment report to John Harte

13) **Community Forum**

There was no community input.

14) **Committee Reports**

- 1) Budget Committee

Mr. York reported that the Budget Hearing is scheduled for January 12, 2012 at 7:00 p.m. in the CHS Auditorium.

15) **Non-Public Minutes of December 7, 2011**

***Mr. Miller made a motion to approve the non-public minutes of December 7, 2011 as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

Date: December 21, 2011  
Campbell High School

Litchfield Board of Education  
Public Session - 6:30 pm  
Followed by Non-Public Session

**16) Adjourn**

*Mr. Miller made a motion to adjourn at 9:48 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

**17) Upcoming Meetings**

*>>Litchfield School Board: January 11, 25, 2012 – CHS Media Room - 6:30 PM*

**Action Items from December 21, 2011**

- Board members asked to have the Director of Human Resources prepare a distribution proposal.
- Register Mrs. Prindle for Delegates Assembly
- Mrs. Flynn will research the Board's position on the 2011 NHSBA Proposed Resolutions.
- Mr. Martin will check on the total for funding for the Wrestling program for the past two years as well as student activity fund.
- Place approval vote and recommendation vote on the Warrant for the Budget Committee.
- Send the enrollment report to Mr. Harte (Budget Committee).

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



## Statement by Dennis Miller

12/21/11

I'm expecting a school board member will tonight make comments insinuating an illegal meeting was held last Tuesday night in the SAU office between three school board members. The allegations have already been made on a publicly available website. These allegations have been made either without asking some basic questions of the negotiating team - none were asked of me personally, if they were asked of others, one can only assume any answers provided were ignored. I can share some details of last Tuesday night to demonstrate it was not an illegal meeting; greater details were provided via email to the entire board and rejected by the school board member who has made the posting.

As some of you may know, the school board is currently involved in contract negotiations with the Litchfield Education Association. I'll be as precise as I can without revealing details of the negotiations. The school board negotiating team has been meeting with the teacher's negotiating team over the past several months. The school board has one of our attorneys represent the board during negotiations, and therefore is present at each negotiating session. If you have ever been involved in a contract negotiation, you understand there is quite a bit of "waiting" while one side or the other considers the latest offer presented by the other negotiating team in private – in other words "caucusing".

During the negotiating session last Tuesday, a specific strategy/option was being discussed, one which was previously suggested by John York, who is not on the team. John was in the building and, in theory, available to discuss this option. Our attorney (present for the negotiations) agreed that since we had John in the building, we should confer with John. I personally went and got John from the budget committee meeting, near the end of the budget committee meeting. We had a 10 or 15 minute discussion on the option and then John left the SAU office. He did not stay for the remainder of the session. The attorney has subsequently followed up the discussion with an email to the negotiating team citing case law reference relating to the option discussed.

NH RSA 91 is very clear on meetings which must be public.

I. For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power.

NH RSA 91 is also very clear on exceptions to the provision I just read.

"Meeting" shall also not include:

- (a) Strategy or negotiations with respect to collective bargaining;
- (b) Consultation with legal counsel;

Since our attorney was present, and this was a negotiating session, it clearly falls outside what the law defines as a meeting – on both of the exceptions to a defined meeting just noted. The fact that someone doesn't like it happened, for whatever reason, does not make it illegal.

There have been other questions raised – why not invite all the board members and update them? The claim was made that another member was in the budget committee audience and available. Quite frankly, we were not done with the negotiating session yet so there was nothing to update the remaining board members on. As for the school board member who was in the budget committee audience - she had gone home long before the time I requested the budget committee representative leave the meeting and join us in the SAU office. The recording clearly shows empty seats behind Mr Martin at 9:25, more than an hour before I made the request for the representative to join us.

Why not call a “quick” non-public meeting and update the board? That is exactly what happened tonight before the public portion of this meeting. The session was not complete – why would we call a meeting to update the board at 10:45 at night while we were still negotiating?

One board member's email statement to the board – “Three Board members met. Plain and simple. The claim of a non meeting is a ruse and an attempt at covering this up. Non meetings absolutely need to involve every Board member or at least give each the opportunity to participate”. Certainly, if it was intended to be a scheduled time with the attorney, the board chair would attempt to schedule the session to ensure maximum participation of board members. This was an ad-hoc opportunity to discuss a suggested strategy for negotiations while negotiations were ongoing.

Simply put, three members of the board met with the attorney, during a negotiating session, to discuss a specific option/strategy directly related to the ongoing negotiations. Clearly, this is outside the definition of a public meeting in current NH law and legal. If other board members would like a legal opinion on the matter, I'm sure we can request one from legal counsel and then vote to make it public to satisfy any remaining curiosity from board members or the community.

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**January 4, 2012**  
**(approved as written 1-11-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D’Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

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

**6:30 p.m.**

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

**2) Review & Revision of Agenda**

No revisions. Add to agenda under Business Affairs: Default Budget

**3) Summary of Non-Public Actions: *From the December 21, 2011 meeting:***

*No motions were made during the December 21, 2011 Non-Public meeting.*

**4) Board Correspondence & Announcements**

There was no correspondence.

**5) School Board Comments**

Mr. Guerrette read a statement regarding the League of Innovative Schools information that was presented to the Board at the December 21, 2011 meeting. He indicated that the Board will be having a discussion about the League of Innovative Schools at the next curriculum meeting. He commented that the discussion should hinge on ideology. Mr. Guerrette commented that the Board should take its own position based on who the League of Innovative Schools is and the people or groups that fund their initiative. Mr. Guerrette relayed that he has researched those funding organizations and is philosophically opposed to their ideology. He indicated that the League has set mandates for the District. He commented that we need to understand who they are and what their focus is when it comes to our children and our own values. Mr. Guerrette indicated that funding is provided by the Nellie Mae Foundation and the Gates Foundation. He commented that he is concerned that their affiliations will impact the District’s education philosophy. Mr. Guerrette encouraged Board members to research affiliates of the organizations that fund the League of Innovative Schools.

Mr. Guerrette rebutted the December 21, 2011 statement by Mr. Miller regarding an illegal meeting of the Board. He commented that Mr. York was called out of the December 13, 2011 Budget Committee meeting to confer with two other Board members who were involved in LEA negotiations. Mr. Guerrette contended that all members of the Board should have been included. He asked the Chair to be mindful that a majority of the Board met and took actions without other Board members’ consideration or knowledge.

Mr. York stated that Mr. Guerrette’s statements were inaccurate. He clarified that there were no decision or actions taken during the meeting. He noted that the attorney asked Mr. York’s opinion regarding the discussion in negotiations. Mr. York indicated that he conveyed his thoughts and left the room. He commented that this has already been explained to Mr. Guerrette. Mr. York contended that this was not an illegal meeting and no decisions or actions were taken on behalf of the Board. He indicated that when a Board member makes statements that are known to be false, s/he sends misinformation into the community.

Mr. Guerrette commented that it is disrespectful to the Board when all members are not included in those discussions. He indicated that these types of meetings create perceptions and cause mistrust.

Mr. York commented that nothing has happened to cause mistrust.

A lengthy exchange ensued between Mr. York and Mr. Guerrette.

Mr. York announced that the Board will meet in non-public session on January 11, 2012 at 5:30 p.m. (or 5:45 p.m. if members prefer) to discuss the status of the LEA negotiations. He indicated one more opportunity has been scheduled for January 9, 2012. The Board will meet in non-public session for a brief discussion and, if necessary, vote in public session.

Mr. York asked if the January 25, 2012 Board meeting can be rescheduled as a non-public meeting to review Superintendent candidates' applications. He noted that the business that would have been scheduled for that meeting in public session be rescheduled to February 1, 2012.

Mr. Miller congratulated the CHS Boys and Girls Basketball teams for their annual Pink Out night.

**6) Community Forum**

There was no community input.

**7) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of December 21, 2011

***Mr. Guerrette made a motion to approve the public minutes of December 21, 2011 as written. Mrs. D'Alleva seconded. The motion carried***

2) HB 1306 – Proposed Legislation for NH Retirement Employers' Contributions

Dr. Cutler indicated that the Legislature is proposing a bill to require employers to make contributions to the NHRS based on the compensation paid to every NHRS retiree working on a part-time basis for an NHRS employer. If this bill is approved, it may have significant impact on municipal and school budgets. The House Special Committee on Public Employees Pensions Reforms will begin hearings on the bill on Friday, January 6, 2012. Dr. Cutler commented that the NHRS may be trying to find ways to make the retirement system more financially sound in a shorter amount of time.

Board members discussed how the bill would affect the District (i.e. hiring out of state retirees vs in-state retirees; hiring lesser talent for less pay).

Dr. Cutler asked Board members if there was any interest in testifying in Concord on Friday, January 6, 2012.

Board members agreed to send their position to legislators in writing.

**Action Item:** Dr. Cutler will draft a letter to the Legislature on behalf of the School Board.

*Board consensus is that they are not in agreement with HB1306, although they acknowledge that much work has been done on pension reform. The Board believes passage of the bill could diminish the quality of education by forcing districts to make decisions based on money vs qualifications of new hires.*

3) FY13 Warrant Articles

Mr. Martin presented the revised FY13 Warrant Articles to the Board for further revision and/or final recommendation. He indicated that this draft includes revisions in wording suggested by legal counsel.

Mr. York updated the Board on the Budget Committee's warrant article recommendations from their last meeting. He noted that the town budget increased by \$16,000, excluding warrant articles.

Mr. York reported that the Budget Committee discussed and voted on the School District Warrant, as follows:

- Voted to recommend Article 1
- Voted not to recommend Article 3
- Voted to hold voting on Articles 4 and 5, requesting additional information
- Voted not to recommend Article 6 and suggested it be removed from the warrant
- Voted not to recommend Article 7
- Voted not to recommend Article 8

Mr. Guerrette wanted to know why Article 6 should be removed from the Warrant. Mr. Miller indicated that both the Board and Budget Committee voted not to recommend the article. He explained that when presenting the article, they would have to speak in opposition.

Mr. Guerrette commented that although we do not support the article, there are people in town who want an article for a math coordinator. Mr. Martin clarified that the math coordinator position was not included in the Superintendent's budget and was not recommended by the Administrative Team.

Mr. York indicated that if there are people who want this as a warrant article, they can file a petition article or add money to the budget for the position. He explained that he relayed the Board's position to the Budget Committee. He noted that at the Budget Committee meeting, two community members commented that they did not feel the position was warranted. Mr. York believes that it is not in the Board's or District's best interest.

***Mr. York made a motion to remove Article 6 from the FY13 Warrant. Mrs. Prindle seconded.***

Mr. Miller commented that he does not believe the Board can ask the voters to approve the article if it does not have Board support.

Mr. Guerrette commented that even though the Board does not support it, the community can still give their direction.

***The motion carried 3-2-0, with Mr. Guerrette and Mrs. D'Alleva opposing.***

Board members discussed removing Article 3 from the Warrant because there was no support from the Board or Budget Committee.

Mr. Martin queried why the Board would not give an increase to non-union employees if the contract is included on the Warrant.

Dr. Cutler commented that if the Board removes Article 3, the Board is sending a message that they value one group more than the other. She explained that is how the employees perceive the action. Dr. Cutler asked Board members to reconsider the removal of Article 3 if they are considering leaving Article 2 on the Warrant. She cautioned the Board about dividing the work force.

Mr. Guerrette disagreed, stating that employees made their own choice to be in their positions.

Mr. York suggested to defer reconsideration of Article 3 until there is an agreement with the LEA.

Board members discussed the wording in Article 8 (CHS Wrestling). Mr. Martin indicated that there was a major revision to the wording to make it less confusing.

Mr. Guerrette commented that the article still suggests that the funds will be raised and appropriated to run the program. Mr. Martin clarified that the funds are already included in the operating budget.

Dr. Cutler suggested asking legal counsel to clearly state the purpose in the article.

Mr. Guerrette queried if the Board should consider making the program a taxpayer funded program. Mr. York suggested that the wording be revised to ask voters if they would be in favor of the program being included in the athletic budget.

**Action Item:**

Mr. Martin will revise wording suggested by the Board to Article 8 and review wording through legal counsel.

Board members completed discussion of the articles and voted on a recommendation for Article 1 (operating budget).

***Mr. Miller made a motion to recommend Article 1. Mrs. Prindle seconded. The motion failed 1-4-0, with Mr. York supporting the recommendation.***

4) Superintendent Search Committee Membership Selection

Dr. Cutler updated the Board on the Selection Committee membership. She indicated that 4 parents have volunteered to serve on the Committee. She noted that the two parents that responded first will serve. Dr. Cutler indicated that she will suggest the remaining parents serve on one of two other committees for Principal and Assistant Principal. Dr. Cutler indicated that no community members volunteered to serve on the Superintendent Selection Committee. She reported that she will contact the Lions Club, the Historical Society, and the Women's Club for any interested community members.

Dr. Cutler reported that to date there have been six applications. She explained that once all applications have been received, the Board will be given a code to go online to review the applications and decide which applicants the Committee will interview. Dr. Cutler noted that she was contacted by Terry Comstock (NHSBA) regarding essay questions for applicants to submit with their applications. She indicated she asked if they would include three essays.

5) Default Budget

Mr. Guerrette expressed concern regarding calculation of the default budget. He asked why the Board would have to take a vote to include an item in the default if the law specifies what is included. Mr. Guerrette commented that the Board did not seek clarification from the Department of Revenue Administration or the Local Government Center. He noted that the LGC provides training for elected officials and their interpretation regarding default budget calculation. Mr. Guerrette stated that, based on the LGC's interpretation of the default budget law, he believes the Board is not following the spirit of the law. He asked for Board consensus to garner clarification from the LGC and DRA on the default budget.

Mr. Miller indicated that the RSA states the governing body determines if items are included in the default. He noted that the Board is the governing body of the District and, therefore, must vote to add an item to or remove an item from the default budget.

Mr. Guerrette commented that there were several items on which we were specifically asked to vote. Mr. Martin clarified that the only items of note were the purchase of the kindergarten portable, the GASB actuarial, and the LMS fire safety voice notification system. He noted that there were questions regarding these items, which made it necessary for a Board vote. Mr. Martin indicated that in the past he has sent the DRA the default for review. He noted that the DRA asked him to stop sending the default to them. Mr. Martin commented that the Board needed to take a position on the kindergarten portable as there is nothing to address it in the RSA.

Mr. Guerrette commented that he is asking that we ask the DRA and LGC for clarification to ensure our due diligence and to ensure we are acting in good faith.

Mr. York commented that he is hesitant to ask the LGC for clarification since their information maintains that the default is a budget freeze and the RSA does not concur.

Mr. Miller read RSA 40:13, IX(b):

*"Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.*

Mr. Martin commented that if contracted services increase (i.e. insurance, utilities, transportation), the increase is included in the default budget.

Mr. Guerrette expressed concern that if some increases are assumed and included in the default budget, we would not be within the confines of the law. Mr. Martin responded that he is following legal opinion regarding preparation of the default budget. He commented that the Board ultimately can determine what is included and removed.

Mr. Guerrette indicated that there is no legal case for guidance because no one has challenged the default.  
***Mr. Guerrette made a motion for the Board to contact the NH Department of Revenue Administration and the NH Local Government Center to get clarification that the Board is in compliance with the Default Budget RSA. Mrs. D'Alleva seconded.***

Mr. Miller commented that Mr. Guerrette is more willing to trust the LGC attorney instead of the District's attorney. Mr. Guerrette commented that the District's attorney represents the Board's position very well because that is the purpose for which he is compensated.

Dr. Cutler indicated that legal counsel for the District stays current with the law. She noted that there have been numerous occasions when legal counsel has advised against taking specific actions that could be detrimental to the District or the School Board.

Mr. Guerrette commented that in the case of the default budget, there is no case law because it has never been challenged. He indicated that it will take an individual to challenge the default budget.

***The motion failed 2-3-0, with Mr. York, Mrs. Prindle, and Mr. Miller opposing.***

Mr. Guerrette queried if the Board is going to share the legal opinion regarding the default budget with the public.

***Mr. Miller made a motion to publish the legal opinion regarding the default budget. Mrs. Prindle seconded. The motion carried 5-0-0.***

**Action Item:** Post default budget legal opinion to the District website.

6) Manifest

The manifest was circulated and signed by the Board.

8) **Policy Re-Approval**

a) Investment Policy (DFA)

Mr. Martin asked Board members to re-approve the District Investment policy. He explained that, according to State law, the Investment policy is required to be re-approved each year by the Board. Mr. Martin noted that there have been no revisions to the policy.

***Mr. Miller made a motion to re-approve the District Investment policy. Mrs. Prindle seconded. The motion carried 5-0-0.***

9) **Policies – Amendment**

a) District Travel Reimbursements (DKCA/R)

Board members reviewed revisions and suggested additional minor revisions.

***Mrs. Prindle made a motion to amend the District Travel Reimbursements policy with suggested revisions. Mr. Miller seconded. The motion carried 5-0-0.***

10) **Committee Reports**

1) Budget Committee

Mr. York reported on the Budget Committee under a previous agenda item.

Mr. Guerrette queried if a new special education form has been developed. Dr. Cutler commented that a new form has been crafted and will address that topic in non-public session.

11) **Community Forum**

There was no community input.

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

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

*Upon a motion by Mrs. Prindle the Board entered into non-public session at 8:31 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. Guerrette seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

13) **Return to Public Session**

*Mr. Miller made a motion to return to public session at 9:13 p.m. Mr. Guerrette seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mr. Guerrette, yes; Mrs. D'Alleva, yes.*

14) **Adjourn**

*Mr. Miller made a motion to adjourn at 9:14 p.m. Mr. Guerrette seconded. The motion carried 5-0-0.*

15) **Upcoming Meetings**

*>>Litchfield School Board: January 11, 25, 2012 – CHS Media Room - 6:30 PM  
Budget Hearing: January 12, 2012 (Board meeting immediately following)*

**Action Items from January 4, 2012**

- Dr. Cutler will draft a letter to the Legislature on behalf of the School Board.
- Mr. Martin will revise wording suggested by the Board to Article 8 and review wording through legal counsel.
- Post default budget legal opinion to the District website.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**January 11, 2012**  
**(approved as written 1-25-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D’Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

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

**6:30 p.m.**

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

**2) Review & Revision of Agenda**

Revisions to the agenda included the addition of Resignation under Business Affairs.

**3) Summary of Non-Public Actions: *From the January 4, 2012 meeting:***

*Mrs. Prindle made a motion to approve the non-public minutes of December 21, 2011 as written. Mr. Miller seconded. The motion carried 5-0-0.*

**4) Board Correspondence & Announcements**

Mr. York mentioned an email regarding the New Hampshire Retirement System legislation that was sent to Board members from Dr. Cutler. Dr. Cutler noted that she sent a statement on behalf of the Board to Representative Lynne Ober regarding the Board’s position relative to HB 1306 – Proposed Legislation for NH Retirement Employers’ Contributions.

Mr. York received an email from Representative Ralph Boehm regarding proposed legislation to allow negotiators from each side to present arguments directly to the Board in a closed session. Mr. Boehm indicated that direct communication can help prevent an impasse and enable each party to reach agreement without mediation or fact-finding. He mentioned that it could jump-start a stalled process.

Mr. York noted that Mr. Guerrette has requested the total number of high school athletic related injuries over the last three years.

**Action Item:** Dr. Cutler will research the number of high school athletic injuries.

Mr. Guerrette also requested information on 2011 encumbrances. Mr. Martin addressed the inquiry and stated that he would send that information to the Board.

Mr. York received email from Michelle Kuegler of Wasabi Media Group regarding offering a \$500 scholarship (award) to one CHS senior graduating in the top 20% of the class. The requirements for the scholarship (award) will be submitted to the CHS Guidance Department.

**5) School Board Comments**

Mr. York commented that at the past Budget Committee meeting he inadvertently did not carry the will of the Board when voting for the Budget Committee's recommended FY13 operating budget. He explained that at the January 5, 2012 Budget Committee meeting he made a motion to reconsider the article. Mr. York conveyed that the sentiment of a Budget Committee member was to first reduce the budget by \$37,000 based on information he had regarding a District severance package. Mr. York expressed his belief that the Budget Committee's action in this case was inappropriate. He commented that the Budget Committee did a disservice by allowing one or two members to reduce the budget before reconsidering the article. Mr. York apologized to the school community.

Mr. Guerrette commented that it is their budget and they could have reduced it regardless of the situation. Mr. York indicated that he was just attempting to correct an error in voting.

Mr. Guerrette indicated that the Committee could have re-opened the vote if they so desired. Mr. Miller clarified that only the person who made the original motion can re-open the vote for reconsideration.

Mr. York mentioned that end of year funds will have to be used to fund the expense. Mr. Guerrette commented that the budget is managed to the bottom line, so a reduction would only reduce the bottom line of the budget.

Mr. York commented that his concern is that they are telling us the District cannot have that money so they will have to find it somewhere else. Mr. Miller agreed, stating that it is not appropriate to be told to budget accurately and then told to find the money elsewhere.

Mr. York indicated that there is a perception that there is extra money in the budget. He commented that the budgets are being tightened and there is not much flexibility.

Mr. York reported that there is no agreement with the LEA regarding the Collective Bargaining Agreement. There will be no article on the warrant for the CBA this year.

Mr. York reported that Board members will be receiving login information for SchoolSpring to review Superintendent candidates' applications. He reminded Board members that all information regarding applicants is non-public information and not to be shared outside of the Board room.

**6) Community Forum**

Derek Barka, 8 Simeon Lane, queried if the budget hearing will be postponed if school is cancelled tomorrow.

Mr. York indicated that the Chair of the Budget Committee will make that determination. The Board will make every effort to keep the community informed. Dr. Cutler mentioned that a message will be sent out through Blackboard (Alert Now) if the District receives word that the budget hearing has been postponed.

**7) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of January 4, 2012

Board members reviewed the public minutes of January 4, 2012.

***Mr. Guerrette made a motion to approve the public minutes of January 4, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) Business Administrator's Report

Mr. Martin presented the December 2011 Finance report to the Board. He reported that the auditors are finalizing the FY11 audit. He commented that he expects to have the final audit early next week. Mr. Martin reported that the review of the salaries/benefits accounts has been completed. He commented that it is expected to be able to cover most of the Special Education paraprofessional out-of-budget salary over spend with savings elsewhere in the salary budget. Mr. Martin reported that Special Education out-of-district tuition is a concern as an additional out-of-district placement may be made this month. He commented that some of the over spend can be covered with a special education tutor position that is not going to be filled due to a change in the IEP. Mr. Martin mentioned that we may have to use some of the Special Education Capital Reserve to cover the remaining over spend.

Mr. Guerrette queried why we would not want to have a reserve fund for Food Services. Mr. Martin indicated that the Food Services fund balance can be over spent, but appropriations cannot be over spent.

Mr. Miller commented that we could vote to establish a reserve fund in case of an emergency (i.e. equipment failure).

Mr. Martin indicated that the only way to create a Food Service Capital Reserve fund is if the voters raise and appropriate funds.

Mr. Guerrette commented that he would research the subject further.

Mr. Martin responded to Mr. Guerrette's previous query regarding 2011 encumbrances. He indicated that 2011 encumbrances include \$150,000 for the CHS track, as well as open invoices and purchases not received.

Mr. Guerrette commented that the year to date finance report shows \$228,000 in encumbrances. He queried if that is the amount remaining to be spent. Mr. Martin clarified that the only large encumbrance that has not been spent is \$150,000 for the CHS track. A few small encumbrances are also outstanding.

Mr. Guerrette requested a report of the actual encumbrance balance. Mr. Martin indicated that he would provide the information to the Board at the next meeting.

**Action Item:** Mr. Martin will provide an encumbrance report for the Board at the January 25, 2012 meeting.

Mr. York queried about the status of quotes for the CHS track. Mr. Martin indicated that Mr. Bennett is thoroughly researching what other district have done and the costs. Mr. Martin commented that he would recommend using an engineer, but that cost was not budgeted.

Mr. York indicated that if that is Mr. Martin's recommendation, he should bring it to the Board for discussion. Mr. York requested a detailed report on the status of the CHS track by February 1, 2012.

**Action Item:** Mr. Martin will provide a status report on the CHS track by February 1, 2012.

Mr. Guerrette suggested that when making similar requests, it should be a Board concensus.

### 3) FY13 Warrant Articles - Final Review & Recommendations

Dr. Cutler noted that a fiscal adjustment to the GMS summer school Article is needed. The wording on the Wrestling Article has been changed. The vote on the reading specialist Warrant from the Budget Committee has been added. The CBA Article has been removed.

#### Article 1

Mr. York indicated that the Budget Committee reduced the amount of the operating budget in Article 1. This requires a re-vote of the Board.

**Mr. Miller made a motion to recommend Article 1 as revised by the Budget Committee. Mrs. Prindle seconded.**

Mr. Guerrette queried about the "special meeting" wording in Article 1.

**The motion failed 2-3-0.**

#### Article 2

Mrs. D'Alleva queried why it is on the warrant if the CBA was removed. Dr. Cutler indicated that the LEA chose not to come to an agreement and the non-union employees did not have a choice.

Mr. York commented that one of the Board members has a spouse that is employed by the District. The vote resulted in a tie.

Mr. Guerrette commented that the Board discussed the issue at the January 4, 2012 Board meeting. He read the minutes of that discussion regarding removing the article from the warrant if the CBA was not included on the warrant.

***Mr. Guerrette made a motion to remove Article 2 from consideration. Mrs. D’Alleva seconded. The motion failed 2-2-1, with Mr. York and Mrs. Prindle opposing, and Mr. Miller abstaining.***

**Article 3**

Dr. Cutler indicated that an error was made when calculating the amount in the article.

***Mr. Miller made a motion to approve Article 3 as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

***Mrs. Prindle made a motion to remove Article 3 from the warrant on January 25, 2012 if the Budget Committee votes to leave the funds in the operating budget. Mr. Miller seconded. The motion carried 3-2-0, with Mr. Guerrette and Mrs. D’Alleva opposing.***

**Article 4**

Dr. Cutler indicated that the Budget Committee voted on this article. Mr. York commented that the Budget Committee voted Not to Recommend the Article on a 4-4-0 vote.

**Article 6**

Dr. Cutler indicated that the amount in the article was revised. It requires a re-vote of the Board.

***Mr. Miller made a motion to recommend Article 6. Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. Guerrette and Mrs. D’Alleva opposing.***

**Article 7: Petitioned Article**

Mr. York commented that a petitioned article was submitted on January 10, 2012. The article asks if Litchfield will vote to adopt the provisions of RSA 40:14-b to delegate the determination of the default budget to the budget committee.

***Mr. Guerrette made a motion to recommend Article 7. Mrs. D’Alleva seconded. The motion failed 2-3-0, with Mr. Guerrette and Mrs. D’Alleva in support.***

Mr. York suggested a brief public session be added to the January 25, 2012 Board meeting to approve the warrant.

Mr. Miller indicated that the Board is required by law to hold a public hearing for the petitioned article. The Board agreed to hold a public hearing on February 22, 2012.

**Action Item:** Post public hearing prior to Board meeting on February 22, 2012.

- 4) NHSBA Resolutions – Board Positions
  - a) 2011 Board Positions for Delegates Assembly

Dr. Cutler asked Board members to determine direction for Mrs. Prindle on proposed continuing resolutions and proposed (new) resolutions so that she may properly represent the Litchfield School Board at the NHSBA Delegates Assembly on January 14.

Board members reviewed and voted on the 2012 NHSBA Proposed Resolutions

**Proposed Resolution #10:**

*The Alton School Board proposes that the State of New Hampshire use Scholastic Aptitude Test, offered by the College Board, as the statewide assessment required under the No Child Left Behind Act for students at the high school level rather than the present New England Common Assessment Program.*

**Adoption Not Recommended by NHSBA Board of Directors**

***Mrs. Prindle made a motion to support the NHSBA recommendation for Resolution 10. Mr. Miller seconded. The motion carried 5-0-0.***

**Proposed Resolution #11:**

*The NHSBA supports the on-going investigation of LGC by the office of the NH Secretary of State, the NH Attorney General, the Bureau of Securities Regulation, and the NH House of Representatives to recover millions of dollars due to towns and school from the LGC because of restructuring irregularities, “shell companies” in Delaware, and excessive trust funds.*

**Adoption Not Recommended by NHSBA Board of Directors**

***Mr. Miller made a motion to support the NHSBA recommendation for Resolution 11. Mrs. Prindle seconded. The motion carried 5-0-0.***

**Proposed Resolution #12:**

*The Strafford School Board, on behalf of all school districts in New Hampshire, would like the NHSBA to petition to change the date of the NECAP state testing from an October testing date to a date in May.*

**Adoption Not Recommended by NHSBA Board of Directors**

***Mr. Miller made a motion to support the NHSBA recommendation for Resolution 12. Mrs. Prindle seconded. The motion carried 5-0-0.***

**Continuing Resolutions:**

**Resolution #1:**

*The NHSBA supports the full and traditional funding, by the NH Legislature and the Governor, of State Building Aid, a program that has effectively created local and state partnerships in financing school building improvements that benefit all students of New Hampshire, and which should be considered a significant part of fulfilling the State's Constitutional duty to provide an adequate education to all children. (2010)*

***Mr. Miller made a motion to support NHSBA Continuing Resolution 1. Mr. Guerrette seconded. The motion carried 5-0-0.***

**Resolution #2:**

*NHSBA opposes the recent change in statute that decreases the state share of local employer retirement costs. NHSBA calls for the immediate return of the state share of local employer retirement costs for teachers, police and fire to 35% for fiscal years 2010 and 2011, as well as maintaining this commitment in the future. (2010)*

***Mr. Guerrette made a motion not to support NHSBA Continuing Resolution 2. Mr. Miller seconded. The motion carried 5-0-0.***

**Resolution #3:**

*NHSBA opposes legislation that would directly or indirectly divert state costs or responsibilities to local school districts, including unfunded state aid programs (e.g. catastrophic aid and building aid), and the state share of retirement contributions. (2011)*

Board members directed Mrs. Prindle to inquire if the resolution can be amended by striking the latter part of the resolution. Board members agreed that if the resolution cannot be amended, Mrs. Prindle should vote not to support the resolution.

***Mr. Guerrette made a motion to amend NHSBA Continuing Resolution 3. If the resolution cannot be amended, the Board agrees not to support NHSBA Continuing Resolution 3. Mr. Miller seconded. The motion carried 5-0-0.***

**Resolution #4:**

*NHSBA supports amending New Hampshire's special education statute so that only the state legislature, not the state board of education via rulemaking or any other process, decides when it is appropriate for state law to exceed federal law. (2010)*

**Mr. Guerrette made a motion not to support NHSBA Continuing Resolution 4. Mrs. Prindle seconded. The motion carried 5-0-0.**

**Resolution #5:**

*NHSBA supports new legislation or administrative rules that impose penalties against school district employees who breach their employment contracts. (2011)*

**Mr. Guerrette made a motion not to support NHSBA Continuing Resolution 5. Mrs. Prindle seconded. The motion carried 5-0-0.**

**Resolution #6:**

*NHSBA opposes any branch of New Hampshire government adopting or supporting curriculum standards that usurp state's rights and de-emphasize and limit local control of curriculum and local school board oversight. (2011)*

**Mr. Guerrette made a motion to support NHSBA Continuing Resolution 6. Mr. Miller seconded. The motion carried 5-0-0.**

**Resolution #7:**

*The NHSBA supports legislation to allow local school districts to retain a percentage of their year-end unreserved fund balance in the same manner as local municipal governments. (2011)*

**Mrs. Prindle made a motion to support NHSBA Continuing Resolution 7. Mr. Miller seconded.**

Mr. Guerrette commented that he does not support having year-end funds carried over. He indicated that he supports using some year-end funds for emergency purposes.

Dr. Cutler commented that a question came up last year regarding why the District did not plan ahead for the shortfall in education adequacy funding. She explained that she responded to the inquiry noting that the District was not allowed to carry over funds to the next year. Dr. Cutler commented that legislation to carry over funds would be beneficial especially since school districts could be facing a similar situation in the next biennium.

Mrs. D'Alleva expressed concern that the resolution has no specific purpose for the year-end funds.

Mr. Miller commented that if proposed legislation to carry year-end funds over passes, districts can retain up to 2.5% of year-end funds if approved by the voters in a warrant article.

Mr. Guerrette commented that if the proposed legislation passes, the Board would not need a warrant article to expend the funds. Mr. Miller clarified that the voters would have to approve the expenditure(s).

**The motion carried 3-2-0, with Mr. Guerrette and Mrs. D'Alleva opposing.**

**Resolution #8:**

*NHSBA supports legislative action to remove the unfunded mandated provisions of RSA 193-F, Pupil Safety and Violence Prevention. The imposition of these new mandates and their related financial costs, without additional state funding, violates the New Hampshire Constitution, Part First, Article 28-a. (2011)*

**Mr. Miller made a motion to support NHSBA Continuing Resolution 8. Mrs. Prindle seconded. The motion carried 5-0-0.**

**Resolution #9:**

*NHSBA supports the continuing existence of the New Hampshire Retirement System (NHRS). The NHRS should be strong, secure, solvent, and fiscally sustainable. To achieve this goal, NHSBA supports legislation that will strengthen NHRS's solvency, including legislation to change how an employee's average final compensation is*

*determined. NHSBA supports a calculation using an average of the highest five years for all employees retiring after July 1, 2016. NHSBA further supports legislation requiring that all NHRS rate increases, above those attributable to the \$2.4 billion unfunded liability agreed to by public employers in 2007, be shared equally between employees and employers. (2011)*

Dr. Cutler indicated that there have been major changes in the retirement rate contributions. She indicated that more legislation is coming.

***Mrs. Prindle made a motion not to support NHSBA Continuing Resolution 9. Mr. Guerrette seconded. The motion carried 5-0-0.***

Mr. Miller commented that delegates are expected to vote for the NHSBA Board of Director Officers. He indicated that new delegates do not know anything about the officers because there is no information provided for delegates prior to the conference. He asked Board members to give Mrs. Prindle some direction when voting for the officers.

***Mr. Miller made a motion to authorize Mrs. Prindle to abstain from voting for NHSBA Board of Director Officers because there is no prior information provided to delegates regarding the officers. Mrs. Prindle seconded. The motion carried 5-0-0.***

Board members suggested that Dr. Cutler send a message to the NHSBA about providing advance information to delegates regarding the officers to be elected.

**Action Item:** Dr. Cutler will send a message to the NHSBA about providing advance information to delegates regarding the officers to be elected.

5) Enrollment Report – December 2011 (FYI)

Updated enrollment information was provided to the Board. There are 1500 students in the District as of December 2011. Kindergarten and 1<sup>st</sup> Grade registrations start this month.

6) Resignation

Dr. Cutler announced a staff resignation.

***Mr. Miller made a motion to accept the resignation of Michael O'Keefe, CHS Chemistry teacher, with appreciation for his years of service. Mrs. Prindle seconded. The motion carried 5-0-0.***

7) Manifest

The manifest was circulated and signed by the Board.

8) **Committee Reports**

1) Budget Committee

Mr. York reported that the Budget Committee met on January 5, 2012. He updated the Board earlier in the meeting.

9) **Community Forum**

There was no community forum.

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

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

***Upon a motion by Mr. Miller the Board entered into non-public session at 8:56 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.***

**11) Return to Public Session**

*Mr. Miller made a motion to return to public session at 9:27 p.m. Mr. Guerrette seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mr. Guerrette, yes; Mrs. D’Alleva, yes.*

Mr. Miller commented that the Board should plan to address the lack of a teachers’ contract at Deliberative Session.

**12) Adjourn**

*Mr. Guerrette made a motion to adjourn at 9:30 p.m. Mrs. D’Alleva seconded. The motion carried 5-0-0.*

**13) Upcoming Meetings**

*>>Litchfield School Board: January 25, 2012 – CHS Media Room - 6:30 PM  
Budget Hearing: January 12, 2012 (Board meeting immediately following)*

**Action Items from January 12, 2012**

- Dr. Cutler will research the number of high school athletic injuries.
- Mr. Martin will provide an encumbrance report for the Board at the January 25, 2012 meeting.
- Mr. Martin will provide a status report on the CHS track by February 1, 2012.
- Post public hearing prior to Board meeting on February 22, 2012.
- Dr. Cutler will send a message to the NHSBA about providing advance information to delegates regarding the officers to be elected.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**January 12, 2012**  
**(approved as written 1-25-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair (*excused*)  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

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

Mr. York called the meeting to order at 8:40 p.m.

**2) Discussion of Budget Hearing and Budget Committee Actions**

Board members briefly discussed Article 3 (GMS Summer Reading Program) and the Budget Committee's decision to reduce the FY13 Operating budget by \$5,215, which is the cost of the salaries and benefits for Grades 2-3 and 3-4 that was budgeted for the GMS Summer Reading Program. The correct amount [of salaries/benefits and supplies] is contained in Article 3.

**3) Adjourn**

*Mr. Miller made a motion to adjourn at 8:45 p.m. Mr. Guerrette seconded. The motion carried 4-0-0.*

**4) Upcoming Meetings**

> *Litchfield School Board: January 25, 2012 - CHS Media Room – 6:30 PM*

> *School District Deliberative Session: February 4, 2012 – CHS Auditorium - 2:00 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**January 25, 2012**  
**(approved as written 2-1-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member (*excused*)  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, Administrative Assistant

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

6:30 p.m.

Mr. York called the meeting to order at 6:35 p.m.

2) **Review & Revision of Agenda**

There were no revisions to the agenda.

3) **Recommended Action:**

- a) Business Affairs
  - 1) Draft School Board Minutes:
    - a) Public Minutes of January 11, 2012

*Mrs. Prindle made a motion to approve the public minutes of January 11, 2012 as written. Mr. York seconded. The motion carried 4-0-0.*

- b) Public Minutes of January 12, 2012

*Mr. Guerrette made a motion to approve the public minutes of January 12, 2012 as written. Mrs. D'Alleva seconded. The motion carried 3-0-1, with Mrs. Prindle abstaining.*

- 2) FY13 Warrant Articles – Signature

Mr. Martin indicated that the warrant articles have been reviewed by both legal counsel and the DRA. Because the Budget Committee reduced the operating budget by \$5,215 after the January 12 Budget Hearing, Article 1 requires a new vote of the Board. Board members are required to sign the FY13 Warrant.

*Mr. Guerrette made a motion to recommend Article 1 as revised by the Budget Committee on January 12, 2012. Mrs. Prindle seconded. The motion failed 2-2-0, with Mr. Guerrette and Mrs. D'Alleva in support.*

- 3) FY13 Default Budget – Signature

Mr. Martin asked Board members to sign the FY13 Default Budget. Mr. Guerrette stated that he did not agree that the default budget was accurate and, therefore, did not sign. Mrs. D'Alleva mirrored Mr. Guerrette's disagreement.

- 4) Student Co-Curricular Policy

Mr. York indicated that specific policy language has created a problem at the high school level. He noted Mr. Miller called attention to the policy language, specifically the section that requires students pass at least 3.0 academic credits (eff. January 2012) in the quarter prior to participation in co-curricular activities. Eligibility status is determined on the day quarterly grades are distributed. Mr. York stated that Mr. Miller suggested the policy be amended as it impacts current seniors who may not need to take a full class load in order to graduate.

Dr. Cutler explained that seniors may have had a higher number of credits toward graduation entering their senior year and opted to take less courses. She indicated that some seniors take less courses because they are working or have dual enrollments. Dr. Cutler commented that some of these students would still be eligible for participation in athletics according to NHIAA guidelines and are making adequate progress toward graduation.

Mrs. D'Alleva queried the number of seniors that would be impacted by the policy language. Dr. Cutler indicated that there could be as many as 48 students impacted. She noted that accurate data would not be collected until after grades have been posted.

Mr. York suggested that the Board defer the topic to the February 1, 2012 School Board Meeting. Dr. Cutler cautioned that grades from mid-term exams will be posted soon, which creates a tight timeline. Dr. Cutler asked Board members to make an exception for seniors this year in order for them to still be eligible to participate in athletic and co-curricular activities.

Mrs. Prindle commented that students must still take and pass enough courses to graduate.

Mr. Guerrette commented that seniors who put in the time and work early should not be punished this year because of the change in policy language.

Dr. Cutler commented that, if acceptable to the Board, an exception for this year can be made until the Board changes the policy language. She offered to provide to the Board accurate data regarding the number of students that would be impacted by the policy's eligibility requirements.

**Action Item:** Dr. Cutler will provide accurate data regarding the number of students affected by the Students Co-Curricular Activities policy once grades are posted.

Mr. Guerrette commented that he would like to see the data for seniors who did not make eligibility (academic vs athletic).

**Action Item:** Dr. Cutler will provide data regarding students who did not make eligibility to participate in athletics or co-curricular activities.

*Board consensus: to allow seniors to retain eligibility for athletics and co-curriculars for the remainder of the 2011-2012 academic year according to NHIAA standards. Seniors must meet all course requirements and attain passing grades in order to graduate with their class in June.*

5) Manifest

The manifest was circulated and signed by the Board.

Mr. Guerrette requested that the Exemption from Instruction policy be added to the next agenda. Dr. Cutler indicated that the policy will be added to a future agenda. She explained that the District is looking for more guidance regarding the policy language according to the change in the law.

**Action Item:** Add Exemption from Instruction policy to the Items for Future Agendas list.

Mr. Guerrette requested the data from the 1<sup>st</sup> session of Adult Education.

**Action Item:** Dr. Cutler will provide data from the 1<sup>st</sup> session of Adult Education at CHS.

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

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

*Upon a motion by Mr. York the Board entered into non-public session at 6:53 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.*

*Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

5) **Return to Public Session**

*Mr. Guerrette made a motion to return to public session at 9:13 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Guerrette, yes; Mrs. D'Alleva, yes.*

6) **Adjourn**

*Mrs. Prindle made a motion to adjourn at 9:14 p.m. Mr. Guerrette seconded. The motion carried 4-0-0.*

7) **Upcoming Meetings**

>Litchfield School Board: February 1, 8, 22, 2012 - CHS Media Room - 6:30 PM

> School District Deliberative Session: February 4, 2012 - CHS Auditorium - 2:00 PM

**Action Items**

- Dr. Cutler will provide accurate data regarding the number of students affected by the Students Co-Curricular Activities policy once grades are posted.
- Dr. Cutler will provide data regarding students who did not make eligibility to participate in athletics or co-curricular activities.
- Add Exemption from Instruction policy to the Items for Future Agendas list.
- Dr. Cutler will provide data from the 1<sup>st</sup> session of Adult Education at CHS.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**February 1, 2012**  
**(approved as amended 2-22-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member (*excused*)  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mr. Robert Manseau, Principal, CHS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Bo Schlichter, Principal, GMS  
Ms. Leah Stagnone, Student Representative  
Mrs. Michele E. Flynn, Administrative Assistant

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

**6:30 p.m.**

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

**2) Review & Revision of Agenda**

Revision: Budget Presentation after Committee Reports.

**3) Summary of Non-Public Actions: From the January 11& January 25, 2012 Non-Public Sessions:**

***January 11, 2012:***

*Mr. Miller made a motion to approve the non-public minutes of January 4, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to deny the petition for waiver of tuition. Mrs. Prindle seconded. The motion carried 5-0-0.*

***January 25, 2012:***

*Mrs. Prindle made a motion to approve the non-public minutes of January 11, 2012 as written. Mr. Guerrette seconded. The motion carried 4-0-0.*

*Mr. Guerrette made a motion to unseal the non-public minutes of September 7, 2005. Mrs. Prindle seconded. The motion carried 4-0-0.*

*Mr. Guerrette made a motion to unseal the non-public minutes of December 6, 2006. Mrs. Prindle seconded. The motion carried 4-0-0.*

*Mr. Guerrette made a motion to unseal the non-public minutes of September 8, 2010. Mrs. Prindle seconded. The motion carried 4-0-0.*

**4) Board Correspondence & Announcements**

There was no correspondence or announcements.

**5) School Board Comments**

There were no Board comments.

**6) Community Forum**

Jason Guerrette, 11 Perry Court, Guerrette addressed the board as a private citizen regarding a statement that his child heard about him in school that was upsetting. He commented that his son heard a comment by adults at GMS that Mr. Guerrette was taking away students' hearing aids. He acknowledged that as a Board member he often takes positions with which others may not agree. Mr. Guerrette urged people to discuss their concerns with him.

**7) LEA President**

Carolyn Leite, President of the LEA, read a statement indicating that the LEA disagrees with a portion of the January 11, 2012 public minutes regarding a statement made by the Superintendent regarding the outcome of LEA/District negotiations. She indicated that the LEA believes the wording is vague and is open to misinterpretation. The LEA requested that the minutes be amended to reflect a clarification.

*The LEA statement of January 26, 2012 is attached to the minutes.*

Dr. Cutler commented that a discussion regarding LEA negotiations took place in non-public session. She indicated that the Board would take the LEA statement under consideration and discuss it further in non-public session.

**8) Student Representatives' Comments**

Leah Stagnone reported that:

- CHS students have started the new semester
- CHS students recently completed final exams
- Students are starting to receive college acceptance letters
- 50% of seniors sent out college applications
- Boys Basketball team won their game against Bow
- Girls Basketball team won their home game
- Indoor track team competed in an invitational meet at the University of Southern Maine: Boys placed 2<sup>nd</sup> and Girls placed 3<sup>rd</sup>
- Several CHS students received NH Scholastic Art Awards – their work is on display at CHS
- The Music Department took a field trip to Boston to the Boston Symphony Orchestra and the Tanglewood Festival Chorus.

**9) Principals' Reports**

a) Students Co-Curricular Activities Policy

Dr. Cutler indicated that a Board member suggested a revision to the policy. She noted that at the January 25 Board meeting, Board members agreed by consensus to amend the policy with wording suggested by Mr. Miller. Board members reviewed and discussed changes. Dr. Cutler commented that the policy language impacts seniors as written.

Mr. York queried how many students are impacted with the policy as written. Dr. Cutler indicated that 71 students are ineligible for co-curricular activities according to the current policy language.

Mr. Guerrette queried what percentage of the 71 students actually participate in co-curricular activities. Mr. Manseau indicated that up to 60% typically participate.

Board members asked for a breakdown of the number of students that would not be eligible for co-curricular activities as compared to athletics. Mr. Manseau indicated that those numbers are not yet available.

Mrs. Rothhaus expressed concern that students may take less rigorous classes to make sure they will pass their courses under the new policy.

***Mrs. Prindle made a motion to approve the amended Students Co-Curricular Activities policy. Mr. Guerrette seconded.***

Mr. Guerrette commented that there is language in the revision that states a student shall make adequate progress. He queried about adequate progress at the high school level.

Mr. Manseau indicated there is an established policy on promotion with strict guidelines to advance to the next grade. He noted that a freshman must have 5.5 credits to progress to the next grade; a Sophomore must have 11 credits to progress to the next grade; and a junior must have 16.5 credits to advance to their senior year.

Mr. York queried how a senior will be able to total 7.5 credits in order to graduate. Mrs. Rothhaus indicated there are several methods to acquire the credits in the senior year through night school and summer coursework.

Mr. Guerrette suggested that the graduation requirements be revised. Mr. York queried the impact level for each grade level. Mr. Manseau indicated that this is a non-issue with the vast majority of students at CHS. He noted that to study the subject would take some time.

**Action Item:** Mr. York requested information regarding the impact of the current graduation requirements on students at each grade level in the Spring.

*The motion carried 4-0-0.*

- b) CHS
  - 1) League of Innovative Schools

Mr. Guerrette commented that he has a philosophical difference with the organizations that fund the League of Innovative Schools. He indicated that he does not agree with the core beliefs of the Nellie Mae Foundation and the Gates Foundation. He commented that he is concerned with the affiliations and core beliefs of these organizations.

Dr. Hansen commented that the foundations contribute to the NE Consortium of Secondary Schools and it is the Consortium that funds the League of Innovative Schools. He noted that the Consortium sets the agenda, not the funders. Dr. Hansen commented that participation in the League of Innovative Schools is voluntary and schools can opt out at any time. He indicated that parents that attended the meeting earlier in the evening saw value in talking with other schools about best practices. Dr. Hansen commented that he would not work with organizations that contribute funds and dictate procedures or agendas. He indicated that the funders are not setting the agenda, but are evaluating the organization.

Mr. Guerrette commented that he represents people that have a difficult time with this type of affiliation.

Mrs. D'Alleva commented that the organizations that provide funding are objectionable and sometimes the end doesn't justify the means.

Mr. Guerrette commented that he has difficulty believing that collaboration does not currently exist between schools. He believes that schools can collaborate without this organization and without being influenced by money from people that do not have our best interests at heart.

Dr. Hansen commented that his organization is providing an opportunity for CHS. He indicated that they are not putting money into CHS. He noted that the purpose is to assist the staff in collaborating with other schools across the states. Dr. Hansen commented that they host collegiate summits and provide collaboration to help schools ready students for college. He indicated that they have had much success in New Hampshire, Rhode Island, and Maine. He noted that they are not trying to sell anyone a bill of goods and their funders are not telling them how to operate.

Mr. Guerrette commented that those organizations agree to fund the Consortium because they align with the funders ideology.

Dr. Hansen commented that the ideology and agenda is to increase graduation rates, prepare students for college, reduce the drop out rate, and standardize policy.

Mr. Guerrette indicated that all educational organizations want the same things, but there are other organizations that align with this town that are not funded by Nellie Mae and the Gates Foundation.

Dr. Hansen commented that the League of Innovative Schools is not driven by funders, but by the Consortium. He indicated that he would not be here tonight if he thought that Nellie Mae or the Gates Foundation was not in the best interest of the children.

Mrs. Prindle commented that she does not share Mr. Guerrette's concerns. She indicated that the League of Innovative Schools is a worthy organization with a good purpose and she hopes the District will continue its affiliation.

***Mr. Guerrette made a motion to end the District's affiliation with the League of Innovative Schools. Mrs. D'Alleva seconded.***

Mr. Guerrette asked Board members to help him understand why we should align ourselves with this organization.

Mr. York commented that he believes that the foundations are truly making an effort to improve students. He indicated that our school system has been well recognized for its achievements. Mr. York commented that the Consortium can help pave the way for best practices in other schools. He noted that if there comes a time when policies are brought forth to change what is reflected in our community we can discuss ending our affiliation. Mr. York commented that the funding from the Nellie Mae Foundation and the Gates Foundation are not impacting our community.

Mrs. D'Alleva commented that she read through the materials provided by the League of Innovative Schools. She indicated that she is concerned about the organizations that provide the funding.

Mrs. Prindle commented that she spoke with Mr. Manseau and read through the documents. She is confident that there is value in this affiliation. She indicated that she is not concerned that we are being forced to accept an agenda.

Dr. Heon commented that, from our perspective, the Board should rely on the judgment of the administrators to scrutinize all activities in which we participate. She explained that administrators get embedded in everyday workings and find they haven't the time to collaborate. She indicated if that opportunity can be created and organized for us, there is no reason not to take advantage. Dr. Heon commented that we can gain much with this initiative. She explained that we can ensure our communities understand what our schools are about. Dr. Heon conveyed that when she attended the meeting, there was no propagandizing or talk about an agenda. She indicated that there are times we need to be careful from whom we are accepting money. Dr. Heon mentioned that other districts and states, such as Maine, accepted money from one of these organizations and there were no ill effects to the district or community.

Mr. Guerrette acknowledged that Dr. Heon provided a good explanation. He agreed that structure and collaboration are healthy ideals. He noted that his concern is making an agreement with organization with which he does not agree.

***The motion failed 2-2-0, with Mr. Guerrette and Mrs. D'Alleva in support of the motion.***

2) CHS Principal's Report

Mr. Manseau reported:

- Course registrations for next year hinge on approval of the changes to the Program of Studies
- CHS students will visit LMS on February 21, 2012
- Presentation for parents of 8<sup>th</sup> graders is scheduled for February 21, 2012
- CHS will be presenting core competencies in March at the League of Innovative Schools conference
- Mr. Manseau testified before the NH State Senate on Common Core Standards
- Andrea Ange, CHS Librarian, was awarded the Excellence in Education Award as Librarian of the Year
- Amanda Simoneau was named the Wayland Parker Scholar of the Month
- Jacqui Santos was selected as Cougar Musician of the Month
- Shelby Chacos was selected as the Music Student of the Month
- Lucas Dube was selected as Student of the Month



- Dennis Perreault, CHS Social Studies teacher, has been nominated for 2012 National High School Teacher of the Year
- A parent forum was held February 1, 2012 at 5:30 p.m.
- A Valentine Dance will be held at CHS on February 4, 2012
- A Vocational Course presentation will be given to students next week
- CHS is hosting Coffee with the Administration
- The Class of 2014 Ring Date is coming up
- Course Selection assemblies will take place on February 23, 2012.

Mr. Manseau acknowledged:

- Phil Martin, CHS Band teacher, for coming to CHS on January 12, 2012 (the day school was cancelled because of inclement weather) to set up the audio in the auditorium for the Budget Hearings
- The Guidance Department is sending mid-year reports to colleges
- The Guidance Department will conduct seminars with sophomores and juniors to enroll them in Naviance (college application software program)
- A presentation of Naviance will be given to the School Board in the Spring
- The Recycling Advocacy Project was awarded a \$2,500 grant to purchase equipment to expand the recycling program to all three schools
- Boys and Girls Basketball teams combined record is 23 wins and 2 losses.

3) Proposed Changes to 2012-2013 Program of Studies

Mr. Manseau shared changes to the 2012-2013 CHS Program of Studies with the Board. He indicated that courses will be added in the content areas to meet the state minimum requirements. He noted that CHS is proposing a Freshmen Seminar as a pilot course to determine if it meets CHS' expectations.

Mr. Guerrette commented that he noticed CHS is using Solid Works in Visual Arts. He indicated that an acquaintance in that business told him that Solid Works is having financial issues. He suggested that CHS be aware if issues arise.

Mr. Guerrette requested that before the Freshmen Seminar becomes a standard practice, he would like the Board to have an update on the course. Mr. Manseau commented that the course is planning to be run as a pilot. He noted that parents and students like the Strategies for Success course that is offered at CHS.

***Mr. Guerrette made a motion to approve the proposed changes to the 2012-2013 CHS Program of Studies. Mrs. Prindle seconded. The motion carried 4-0-0.***

c) LMS

Mr. Lecklider reported:

- The Class Acts Breakfast was held today; 25 students were recognized
- Anthony Sturzo won the Geography Bee; Trevor Gomes was runner-up
- Deb Briggs donated 10 Dell laptops to LMS

Mr. Lecklider asked Board members to accept the donation of laptops.

***Mr. Guerrette made a motion to accept a donation of 10 Dell laptops for LMS from Deb Briggs with gratitude. Mrs. Prindle seconded. The motion carried 4-0-0.***

Mr. Lecklider reported:

- Dr. Sharma visited LMS today and provided teachers with training and practical strategies for teaching math
- NWEA testing continues and is going well
- Project Safeguard is scheduled for May 17, 2012
- The Math Department is finalizing plans for the second annual Family Math Night on February 16, 2012.

Mr. Guerrette congratulated Dr. Heon for inviting Dr. Sharma to the District.

d) GMS

Mr. Schlichter reported:

- Dr. Sharma visited GMS
- There was good participation with Blizzard Bags when school was cancelled.

Mrs. D'Alleva queried how long students spent working on their Blizzard Bag assignments. Dr. Cutler indicated that would be a good question to include on the Blizzard Bag survey. She commented that time spent on Blizzard Bag assignments would depend on the assignment.

Mr. Schlichter reported:

- To date there are 47 children registered for Kindergarten and 71 children registered for 1<sup>st</sup> Grade
- NWEA testing was suspended due to technological problems (issues uploading at the company level).

Dr. Heon explained that there is a compatibility issue with the NWEA testing at GMS. She indicated that there were no issues at the other buildings. Dr. Heon noted that she is working to have someone from NWEA come to the District to work on the problem.

Mr. Schlichter acknowledged:

- NECAP results are promising
- Student Council did a lot of activities this year
- The President of the PTO and the PTO members for purchasing the new PA system with their fundraising
- The faculty as a whole for their participation in the Wellness activity
- Kids Voting will be held during the March election.

**10) Curriculum Report**

a) Monthly Curriculum Report – January 2012

Dr. Heon reported Dr. Sharma will be back in April and two parents nights will be held as well. She indicated that Dr. Sharma will work to ensure that the strategies he passes along to teachers in the District continue to be used.

Dr. Cutler indicated that Dr. Sharma is planning to do a presentation for the Board. Dr. Heon mentioned that she is looking to purchase some of Dr. Sharma's manuals and videos for professional development.

Mr. Guerrette commented that it would be beneficial for Dr. Sharma to come to the District on an annual basis. Dr. Heon noted that there will be a night presentation by Dr. Sharma in April so he can talk about the philosophy behind his strategies. She indicated that teachers reported the students were very engaged with Dr. Sharma.

b) Preliminary NECAP Results

Dr. Heon provided preliminary NECAP results for the Board. She reported that there were positive results in different grade levels. Dr. Heon indicated that the Education Commissioner released her statement after Dr. Heon released the results to the Board. She explained that the Commissioner noted there was a decrease in reading for grade 5 throughout the state. Dr. Heon reported that all reading scores in the District exceeded state averages. She noted that 79% of all students tested proficient in reading and 67% tested proficient in math. Dr. Heon indicated that all but one grade level exceeded the state averages. She noted that we will use this information to begin drilling down to groups that are weaker than others and then drill down deeper to the individual students.

Mrs. Prindle expressed concern for the high school score in math. Dr. Heon commented that although the score exceeded the state average, the state average was not good. She indicated that Dr. Sharma will be working with the high school in April. Dr. Heon noted that if the first question on the test is a difficult math question or consists of material the student is unfamiliar with, that could be enough to stress the student.

Mr. Manseau commented that he believes this is an anomaly. He noted that we have to determine if the materials or if the test items are the problem.

Mrs. D'Alleva commented that students should be knowledgeable in all areas so that they are familiar with the materials when testing. Dr. Cutler indicated that we have to order the curriculum because some students may not have been exposed to all subjects by grade 11.

Mr. Guerrette commented that enough time be scheduled on the agenda for a discussion regarding math curriculum. Dr. Cutler suggested that a summit be scheduled for administrators, Board members and math teachers. Mr. Manseau suggested it should be a workshop.

Mr. York commented that students are coming out of GMS with much knowledge. He expressed concern regarding the rigors at LMS. Mr. York indicated that it appears that students are not getting the information they require prior to the test.

Mr. Guerrette expressed concern that the state standards may not be rigorous enough to get students to that point.

Dr. Heon commented that is the reason we are reassessing our adopted curriculum. She noted that even Dr. Sharma indicated we are teaching too much content and not enough depth. He suggested that students understand the concepts before advancing. Dr. Heon mentioned that Dr. Sharma noted we should be teaching students procedures to give them foundations to learn the next level. She indicated that we are going to work on culture, instructional skills and giving students a deeper appreciation of math.

Mr. Lecklider suggested using NWEA testing in conjunction with NECAP. Mr. Manseau commented that our NWEA scores are better than our NECAP scores.

**11) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of January 25, 2012

*Mrs. D'Alleva made a motion to approve the public minutes of January 25, 2012 as written. Mrs. Prindle seconded. The motion carried 3-0-0. (Mr. Guerrette was not in the Board room when the motion was made.)*

2) Manifest

The manifest was circulated and signed by the Board.

**12) Superintendent's Report**

1) Superintendent's Report – January 2012

Dr. Cutler provided the January 2012 Superintendent's report for the Board to review.

**13) Community Forum**

There was no community input.

**14) Committee Reports**

There were no committee reports.

**15) Deliberative Session**

Mr. York informed the Board that the draft budget presentation was emailed to all Board members. He noted that he made revisions to the presentation and asked Board members to review the presentation and email any changes to Mr. Martin by Friday morning.

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

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

*Upon a motion by Mrs. Prindle the Board entered into non-public session at 8:55 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. Guerrette seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

**16) Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 9:25 p.m. Mr. Guerrette seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

**17) Adjourn**

*Mrs. Prindle made a motion to adjourn at 9:26 p.m. Mr. Guerrette seconded. The motion carried 4-0-0.*

**18) Upcoming Meetings**

- >Litchfield School Board: February 8, 22, 2012 - CHS Media Room – 6:30 PM
- > School District Deliberative Session: February 4, 2012 – CHS Auditorium - 2:00 PM

**Action Items**

- Mr. York requested information regarding the impact of the current graduation requirements on students at each grade level in the Spring.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**February 8, 2012**  
**(approved as amended 2-22-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mrs. Michele E. Flynn, Administrative Assistant

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

**4:30 p.m.**

Mr. York called the meeting to order at 4:33 p.m.

a) Default Budget

Dr. Cutler presented the revised 2012-2013 Default Budget to the Board. She indicated that she sent Board members an email regarding the revised default budget. Dr. Cutler explained that after Deliberative Session, the District's attorney expressed concern about how we calculated parts of the default budget. She indicated that the attorney provided guidance in his letter, but did not review the actual default budget. He listened very carefully to the discussion at Deliberative Session regarding the default budget. After Deliberative Session, he contacted the SAU and advised that we needed to revise the default budget. She indicated that she and Mr. Martin met with Attorney Graham over the telephone.

Dr. Cutler referred to RSA 40:13-XI (b), which permits the default budget to be amended by the school board "acting on relevant new information" at any time before the ballots are printed. She indicated that the following adjustments were recommended by Attorney Graham:

- Kindergarten Portable (lease one more year) reduction of \$48,970
- Technology Plan: reduction of \$142,810.08 (level funded)
- Curriculum Plan: reduction of \$4,249.56 (level funded)
- Multi-year hardware lease: increase by \$11,352
- SAU Recommendation: Adult Education reduction of \$9408.54

The new Default number should be: \$20,738,315.

Dr. Cutler apologized to the Board and the community for the confusion. She indicated that the right course of action was to make changes to the default budget that would conservatively interpret the vague provisions of the law. Dr. Cutler indicated that the revised default budget number requires a vote of the Board.

Mrs. Prindle expressed concern regarding the information the Board received when presented with the default budget. She indicated that if additional feedback had been provided this would not have been an issue.

Mrs. D'Alleva stated she was disappointed that the Board had not supported Mr. Guerrette when he motioned to have outside agencies review and clarify the law regarding the default budget. She indicated that it should be acknowledged that Mr. Guerrette suggested the correct course of action.

Mr. Guerrette commented that his point is not to diminish what the Board does, but there are points of concern. He indicated that although reductions were applied to the default budget, he does not believe it to be accurate. He commented that he is struggling with the wording in the RSA regarding "new information" brought forth.

Dr. Cutler indicated that the new information is that you had an attorney listening to the information first hand. He heard the discussion on both sides and had concerns, which he brought forward.

Mrs. D'Alleva commented that she needs to have assurance that the default budget is accurate.

Dr. Cutler indicated that the ballot needs to go the print so that we can be assured that absentee ballots are available for voters.

**Mr. Miller made a motion to approve the revised 2012-13 Default Budget total of \$20,738,315. Mrs. Prindle seconded.**

Mr. Guerrette commented that he has questions regarding the fuel calculation. He was concerned that the reductions may not be accurate.

Mrs. D'Alleva asked about the Technology Plan. Dr. Cutler explained that the Technology Plan was approved by the Board in June, but was not implemented this year. If the Technology Plan had been implemented and included in the operating budget this year, it could have been included in the default. She indicated that it was removed when Litchfield was facing the \$2M loss and not added back at the Special Meeting.

**The motion carried 3-2-0, with Mr. Guerrette and Mrs. D'Alleva opposing.**

Dr. Cutler indicated that the Board needed to re-approve Article 1, since it was amended at Deliberative Session.

**Mrs. Prindle made a motion to approve Article 1 with an amended Operating Budget total of \$20,842,694 Operating budget and a revised Default Budget total of \$20,738,315. Mr. Miller seconded. The motion carried 3-2-0, with Mr. Guerrette and Mrs. D'Alleva opposing.**

**Mr. Miller made a motion to recommend Article 1. Mrs. Prindle seconded. The motion failed 0-3-2, with Mr. York, Mrs. Prindle, and Mr. Miller opposing; Mr. Guerrette and Mrs. D'Alleva abstaining.**

b) Manifest

The manifest was circulated and signed by the Board.

2) **Non-Public Session – RSA 91-A:3II (b-c)**

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

**Upon a motion by Mr. Miller the Board entered into non-public session at 5:04 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.**

3) **Return to Public Session**

**Mr. Miller made a motion to return to public session at 8:59 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.**

4) **Adjourn**

**Mr. Miller made a motion to adjourn the meeting at 9:00 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.**

5) **Upcoming Meetings**

>Litchfield School Board: February 15, 22, 2012 - CHS Media Room – 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**February 15, 2012**  
**(approved as written 2-22-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair (*teleconferenced*)  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Elaine Cutler, Superintendent  
Mrs. Michele E. Flynn, Administrative Assistant

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

6:30 p.m.

Mr. York called the meeting to order at 6:32 p.m.

a) Manifest

The manifest was circulated and signed by the Board.

2) **Non-Public Session – RSA 91-A:3II (b-c)**

*Upon a motion from Mr. Guerrette, the Board entered into non-public session at 6:35 p.m. under RSA 91-A:3II (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. D'Alleva seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

3) **Return to Public Session**

*Mr. Miller made a motion to return to public session at 8:09 p.m. Mr. Guerrette seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

4) **Adjourn**

*Mr. Miller made a motion to adjourn at 8:10 p.m. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

5) **Upcoming Meetings**

*>Litchfield School Board: February 22, 2012 - CHS Media Room – 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**February 22, 2012**  
**(approved as written 3-7-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Dr. Brian Cochrane, Superintendent Elect  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Administrative Assistant

- 1) **Non-Public Session: RSA 91-A: 3II (a-c)** **4:30 p.m.**  
*[Minutes of Non-Public Session are written under separate cover.]*

*The Board entered into non-public session at 4:35 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.*

*Non-Public Session ended at 6:50 p.m.*

- 2) **Public Hearing** **7:00 p.m.**  
A public hearing was held regarding a petition article on the 2012-2013 School District ballot. The hearing was held at CHS in the Auditorium.

- 3) **Public Session – Call to Order - Pledge of Allegiance** **Immediately following hearing**  
Mr. York called the meeting to order at 8:30 p.m.

- 7) **School Board Comments** (this item was moved before Item 4)  
Mr. Guerrette commented on his Right to Know request. He stated Dr. Cutler said that Mr. Guerrette made the request as a citizen. Mr. Guerrette referred to the Photocopying Procedures (section D) approved by the Board. He indicated that School Board members are exempted from being charged fees for photocopying. He commented that he can make his request as a School Board member. Mr. Guerrette indicated that the position of the SAU office is that he pay for copies he requested.

Mr. York indicated that the approved public minutes of the October 19, 2011 School Board meeting state that Mr. Guerrette made a personal request, which was treated as that of a private citizen. Mr. York commented that the question is whether or not the Board will consider waiving the policy parameters for the cost of the information.

Mr. Guerrette commented that he can't ask to waive the cost because the policy does not designate on how information is requested. Mr. Guerrette indicated that the process has been fraught with obstacles. He mentioned that another Board member made a Right to Know request and was not presented with any obstacles. Mr. Guerrette stated that he can make the Right to Know request as a Board member under RSA 91A.

Mr. Miller commented that it is not ethical to make a request as a citizen and then revise the request. Mr. Guerrette indicated he will make a new request as much paper has already been used. He commented the SAU office has delayed his acquisition of the materials requested and that Mrs. Flynn has had to print and copy all of the requested information.



Mr. Martin commented that Mrs. Flynn and the SAU are following Board policy with regard to the Right to Know request.

Mr. Guerrette commented that he should not have to make a 91A request to get that information.

Mr. York indicated that Dr. Cutler informed him of two additional Right to Know requests: one from a citizen for all emails from Jason Guerrette to Dr. Cutler, and another from a citizen for the total cost to date to fulfill Mr. Guerrette's request.

Mr. Miller indicated that he made the request for emails from Mr. Guerrette to Dr. Cutler. Mr. York indicated that Dr. Cutler noted he will have that information in two weeks. He commented that the citizen who requested the cost of Mr. Guerrette's request will receive the information in a prompt manner.

Mr. Guerrette stated that he is entitled to all of the information he requested. He commented that every time he makes a request it is reviewed by legal counsel. Mr. York indicated that Dr. Cutler informed him that every request she receives is reviewed by legal counsel.

Mrs. Prindle commented that section D of the Photocopying procedures does not say that School Board members are exempt. The policy states:

*Persons and/or parties exempted from these guidelines shall include, but not be limited to Litchfield School District officials, employees or other school sponsored groups using the copy machine with permission for school related purposes. Unless waived, the Business Administrator shall establish fees sufficient to cover incremental costs to the District for all school sponsored group use of District copy machines.*

Mrs. Prindle indicated that Mr. Guerrette is not requesting to use the copier for school related purposes.

Mr. Guerrette indicated that he suggested to the SAU that the information be supplied in electronic format using a portable hard drive that Mr. Guerrette offered to provide.

Mr. York indicated that Mr. Guerrette can work it out with the Superintendent.

**4) Review & Revision of Agenda**

There were no revisions to the agenda.

**5) Summary of Non-Public Actions:**

*February 1, 2012: Mrs. Prindle made a motion to approve the non-public minutes of January 25, 2012 as written. Mr. Guerrette seconded. The motion carried 4-0-0.*

*February 15, 2012: Mr. York made a motion to offer Brian Cochrane the position of Superintendent in Litchfield. Mr. Guerrette seconded. The motion carried 5-0-0.*

**6) Board Correspondence & Announcements**

Letter from Chris Pascucci, 12 Colonial Drive, expressing his disagreement with the CHS track encumbrance without allowing community input. Mr. Pascucci's letter will be attached to the approved minutes.

Mr. York announced that District enrollment at the end of January 2012 was 1,503 students, with 45 kindergarten registrations and 71 1<sup>st</sup> grade registrations.

Mr. York announced that the NHSBA is offering its annual Scholarship Program to children, grandchildren, or step-children of school board members.

**8) Community Forum**

Community input on the track will be taken during track discussion.

Nick D’Alleva, 15 Cutler Road, commented that he observed a copy of the email from Mr. Miller to Dr. Cutler on the community message boards requesting a mailing list of children in school system. He asked how he would acquire the same list.

Mr. York indicated that he could send an email request to Dr. Cutler and the list should be provided. He mentioned that there are organizations that request that information on a regular basis.

Mr. D’Alleva questioned if the information was provided electronically or on a usb device. Mr. Miller indicated that the information was emailed in the form of a spreadsheet.

**9) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of February 1, 2012

A revision was made to the minutes.

***Mrs. Prindle made a motion to approve the public minutes of February 1, 2012 as amended. Mr. Guerrette seconded. The motion carried 4-0-1, with Mr. Miller abstaining.***

b) Public Minutes of February 8, 2012

A revision was made to the minutes.

***Mrs. Prindle made a motion to approve the public minutes of February 8, 2012 as written. Mrs. D’Alleva seconded. The motion carried 4-1-0, with Mr. Guerrette opposing.***

c) Public Minutes of February 15, 2012

***Mr. Guerrette made a motion to approve the public minutes of February 15, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) CHS Track Report & Recommendations

Mr. Martin and Mr. Bennett, Building & Grounds Coordinator, presented the CHS Track Report and Recommendations to the Board as previously requested. Mr. Martin provided a brief explanation of the condition of the track. He explained that the current track surface is failing. Two primary reasons for the failure is that when the track was originally built, the specifications were cut due to budget issues. The vendor (Maine Tennis & Track) was told to install a polyresin 3/8 inch black surface and use a less costly adhesive. The vendor advised against it noting that the surface should be 1/2 inch and the appropriate adhesive should be used, but installed the track per the general contractor’s instructions. Mr. Martin explained the second contributing factor was that the district failed to perform the manufacturer’s recommended resurfacing within the 5 to 7 year period.

Mr. Martin commented that Maine Tennis & Track’s assessment of the CHS track was confirmed by Cape & Island Tennis & Track. He noted that they confirmed that the asphalt and sub base are functioning properly and were built/installed well. Mr. Martin indicated there does not appear to be cracks, frost heaves or deflections in the existing pavement. He indicated that the surface has failed. He explained that the bond between the asphalt and surface is deteriorated and delamination bubbles and delamination spots are widespread.

Mr. Bennett noted that the current track was built in 2000 and was not resurfaced and/or areas repaired until 2008. He indicated that the track was closed down in 2010 because of bubbling and cracking in some sections, which were cut out and replaced. Mr. Bennett indicated that several installed tracks were surveyed in order to compile information to help with the recommendations. He commented that he surveyed Alvirne, Bedford, Bow, ConVal, Goffstown, Hollis-Brookline, Nashua, Londonderry, Merrimack, Milford, Portsmouth, Salem, Windham, and Winnacunnet. Additionally, information was provided by Bellow Free Academy of St. Albans, VT and Hanover County High School in Ashland, VA. Mr. Bennett noted that he inspected several of these track installations to look at the condition of the track and get additional feedback from district staff.

Mr. Martin commented that two surfaces have been used on our geographic area: polyresin and polyurethane. He indicated that lighter colors are being used as they are heat deflective. He noted that the red surface has been recommended.

Mr. Guerrette concurred that the red surface would be best.

Mr. Bennett provided data from the track surveys, feedback, and vendor information.

Mr. Martin commented that the data reflects a polyurethane surface would be best. He indicated that Mr. Curro, Business Administrator in Londonderry, strongly recommended a red polyurethane surface after the painstaking process undertaken for the Londonderry track project.

Mr. York asked about resurface maintenance on a polyresin track. Mr. Bennett indicated that a 5 year maintenance would be to scrape down one layer and bind the next layer on top. He commented that he is unsure of the cost of maintenance for a polyurethane surface.

Mr. Guerrette suggested that the information be accessible to the voters so that they can make the decision. He indicated that a maintenance plan should be developed along with a capital account for such items.

Mr. York commented that the Board needs more maintenance information. He asked if the cost included scraping and removal of the materials. Mr. Martin commented that DLB Paving provided a quote on the cost to scrape, remove, and supply paving. DLB recommended a larger paving company for such a project.

Mr. Bennett commented that the track withholds moisture because of the shade from the trees. He indicated that a larger paver will be able to lay asphalt layers in one piece instead of sections.

Mr. Guerrette commented that a plan be developed to mitigate the impact of the trees on the track. He indicated that access to the track be more controlled.

Mr. Miller asked why we would be installing new asphalt. Mr. Bennett indicated that the asphalt is deteriorating as the adhesive has worn away and the moisture remains. He commented that this will worsen over time.

Mr. York asked about the steps after the asphalt is applied. Mr. Bennett commented that after the asphalt has cured, another company applies the track surface. Once that is cured and dry, the lines are painted and the surface is sprayed.

Mr. York asked if the project would be completed when school is not in session. Mr. Bennett indicated that the track will have to be patched in order for use during track season as some of the lanes are not usable.

Kevin Hodge, 192 Charles Bancroft Highway, commented that Lane 3 is unable to be used. Mr. Hodge commented that the track is not unsafe to run meets.

Mr. Bennett commented that the track is more difficult to maintain now that the middle school track team is using the track as well.

Mr. Guerrette commented that we should insure a thorough document with the asphalt and binding contractors. He noted if the track surface separates we can hold them accountable.

Mr. Martin commented that the specifications for the asphalt are fairly straightforward.

Mrs. D'Alleva asked if the cost includes the asphalt. Mr. Martin commented that the quote is the cost of the materials at this time. He indicated that asphalt is a petroleum-based material. Mr. Martin noted if the track is installed in June, the cost will be unknown because of the price of petroleum and petroleum-based products.

Mr. York asked about the yearly maintenance cost of the track. Mr. Bennett commented the maintenance cost is approximately \$1,500 - \$2,000.

Mr. York asked for the total cost of yearly maintenance of the track and a general idea of costs for the next resurfacing.

**Action Item:** Mr. York asked for the total cost of yearly maintenance of the track and a general idea of costs for the next resurfacing.

Mrs. Prindle commented that Continental Paving is a generous company and perhaps, if asked, would consider donating the asphalt for the track.

Chris Pascucci, 12 Colonial Drive, commented that there should be a policy for policing the track before working on the track. He added that the annual maintenance costs and non-annual services costs should be determined. Restrictions for use need to be discussed. Mr. Pascucci commented that there are problems with the track, but it is better than most towns' tracks. He indicated when you have an asset you have to maintain that asset. Mr. Pascucci referred to Mr. Martin's statement that if an asset is installed/built there has to be a commitment of maintenance by the town. Mr. Pascucci agreed that assets should be maintained, but the voters or townspeople were not asked about this asset. He indicated that the proper process should be followed, which includes feedback from the community. He suggested we include and respect the voters. Mr. Pascucci commented that it would be worth it to bus athletes to another track to practice to do this right.

Marsha Finnegan, 147 Talent Road, asked at what point would the money encumbered for the track be given back to voters. Mr. Martin commented that if the funds are not spent or re-encumbered it would become part of the year-end funds.

Mrs. Finnegan asked if the track would be completed over the summer. Mr. Martin commented that a contract would be signed prior to July 1.

Mrs. Finnegan asked when the repairs would be completed. Mr. Bennett indicated repairs would be completed as soon as possible.

Tim Finnegan, 147 Talent Road, commented that he is impressed by the level of questions by School Board. He asked if there is any way to protect track when not in use. He suggested using a cover or tarp as it seems exposure to the elements is damaging.

Mr. Guerrette commented that the sun is the dominant issue for the track. The sun keeps the track dry. Unfortunately, with the cold weather moisture seeps into crevices and causes damage to the track.

Mr. Bennett commented that a student suggested covering the track, but there is no greater method to protect the track than policing.

Derek Barka, 8 Simeon Lane, commended Mr. Martin and Mr. Bennett for the information provided. He commented that it was interesting to learn that other high schools have had their tracks for many years and why they lasted as long. Mr. Barka indicated that the process is to get all the information before he can make such a tough decision.

Mr. Bennett commented that the worst area of the track is far away from the tree line. He noted once moisture gets under the track there is no way to eradicate it.

Mr. York commented that Mr. Martin mentioned the track repair for 2005/2006 was not passed. He asked Mr. Martin to elaborate on the reason. Mr. Martin commented that it was included in the Superintendent's budget. He indicated that the Budget Committee removed it from the budget, but he is not sure if the School Board removed it from the budget as well. Mr. Martin will research the information. He asked if the Board wanted to keep the black polyresin as an option.

Mr. York asked Mr. Martin to include all information for all surfaces and colors.

**Action Item:** Mr. Martin will research information regarding School Board reductions for the 2005-2006 budget, specifically the CHS track repair.

**Action Item:** Mr. Martin will include all information for all surface and color options for the track in the next report.

3) Business Administrator's Report – January 2012

Mr. Martin presented the January 2012 financial report to the Board.

Mr. York announced that the Board dispense with verbal comment and if there are any questions Board members can either email Mr. Martin or present questions at the March 7 Board meeting.

Mr. York asked Mr. Martin if he has projected the fund-balance. Mr. Martin indicated that his target is always around \$200,000, but there is no forecast at this time.

4) 2011 Audit

Mr. Martin presented the 2011 Audit to the Board.

Mr. Guerrette commented that there was a big expenditure this year on technology. He asked about the issue at GMS and if it was addressed.

Mr. Martin indicated the problem was caused by the NWEA vendor. He explained that a module was installed on the GMS server that had to do with uploads. Mr. Hancock and Dr. Heon had several conversations with the vendor, who did not appear to take responsibility for the issue. Mr. Martin commented that within a week, we received a patch and the program worked fine. He indicated that the issue has been resolved with the new software.

Mr. Martin highlighted changes in the audit format:

- Page 2: The MD & A is required under GASB 34
- Page 19: Exhibit C1(trust fund) is now part of the general budget according to the implementation of GASB 54 (the trust fund was listed as a separate fund prior to GASB implementation)
- Page 23: The last number in the right hand column is the year end unassigned fund balance (a breakdown of the \$772,115 that was returned to taxpayers last year has been provided separately)
- Page 45: Federal Single Audit is an added expense when you receive over \$500,000 in funds.

Mr. Martin indicated that there were no findings in the audit.

Mr. York noted that Board members can email questions regarding the audit to Mr. Martin.

5) Adult Education Update

The Board reviewed an update of Adult Education participation. Mr. York indicated that the information reflects participation in the program is decreasing. He commented that they will have to find another to resurrect the program.

6) 2012-2013 School Calendar

The Board reviewed the 2012-2013 draft school calendar. The Administrative Team has approved the calendar. The LEA has reviewed and consented to the calendar.

**Mr. Guerrette made a motion to approve the 2012-2013 School District Calendar as presented. Mrs. Prindle seconded. The motion carried 5-0-0.**

7) Resignation

A staff resignation was presented to the Board.

**Mr. Miller made a motion to accept the resignation of Carol Mace, GMS Assistant Principal, effective on June 30, 2012. Mrs. Prindle seconded. The motion carried 5-0-0.**

8) **Manifest**

The manifest was circulated and signed by the Board.

10) **Committee Reports**

Mr. Barka shared information from a Homework Task Force meeting held today. He indicated that the task force will post an online survey to gather feedback about homework.

11) **Community Forum**

There was no community input.

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

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

*Upon a motion by Mr. Guerrette to enter non-public session at 10:06 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

13) **Return to Public Session**

*Mr. Miller made a motion to return to public session at 10:49 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: John York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

14) **Adjourn**

*Mrs. Prindle made a motion to adjourn at 10:50 p.m. Mr. Miller seconded. The motion carried 5-0-0.*

15) **Upcoming Meetings**

*>>Litchfield School Board: March 7, 21, 2012 – CHS Media Room - 6:30 PM*

**Action Items:**

- Mr. York asked for the total cost of yearly maintenance of the track and a general idea of costs for the next resurfacing.
- Mr. Martin will research information regarding School Board reductions for the 2005-2006 budget, specifically the CHS track repair.
- Mr. Martin will include all information for all surface and color options for the track in the next report.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

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Equal Opportunity Employer

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John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Jason Guerrette

February 22, 2011

Attachment to the February 22, 2011 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the February 22, 2011 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

John,

It is with regret and sorrow that I have to write this e-mail. However, given the actions and vote of this school board last June to encumber \$150,000 for the track without fair notice to the community via the agenda, and without even allowing community input, or even an acceptable amount of school board member input, people in this community have been taught by this school board that we **must** be proactive and get **in front** of these important issues, because we never know, and sometimes cannot trust our school board to be completely open, honest and transparent with some of the more controversial issues. Never mind the "process" you employed with this encumbrance and the "reasoning" you stated for the urgent need to secure those funds in such a rushed fashion, it is now, the last school board meeting before 2 school board members are up for re-election, that you chose to have a discussion about this issue. If this were any other school board, at any other time, the community could rest comfortably feeling confident that **no** vote would take place tomorrow night that would authorize spending that \$150,000. However, that confidence is not there, and has not been earned, especially as it pertains to this issue.

We are all well aware of your legal "right" to vote to spend that money, but as usual, we are not talking about the legal minimums, we are talking about the high ethical standards we expect and deserve. Further, with Dr Cutler retiring, it is a shame that she has to leave under such controversy, and even more of a shame that our new Superintendent has to walk into a controversy that makes the past football debacle seem like a tiny mistake.

I am asking that this school board tomorrow night listen to Mr Martin and his recommendations, as well as his past comments when he clearly stated "if you want to do this **right**, it will cost more than \$150,000", discuss those recommendations, then **stop**. Lets get thru this election, lets bring our new Superintendent up to speed, lets include the community and ask for input and opinions, and lets not only do this right, but lets do this with the highest ethical standards.

I fully understand that track season is right around the corner, and to me, its not necessary to debate whether or not this could even get done **before** track season begins. Anyway, we do currently have a track, although not perfect, it is a track. We can take the high, ethical road, and vet this issue, then get the track built this summer **after** track season ends, and **after** you did your job properly...by not rushing, not only making the same mistakes made in the past due to the "must get



it done now" mentality, but you can take the high ethical road and include the community, instead of shutting out the community.

I'm looking forward to this meeting and discussion tomorrow night, and I would hope to see the entire budget committee tune into this discussion also. Remember, this will have serious and important fiscal impact on future budgets. Not saying that is a bad thing, but the actions of this school board, at least their actions so far by **not** allowing any input from the community or the budget committee, will be in fact....dictating an annual cost to the bottom line of many thousands of dollars in additional maintenance costs.

See you all tomorrow night,  
Chris Pascucci

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**March 7, 2012**  
**(approved as written 3-21-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Jason Guerrette, Board Member  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mrs. Deb Mahoney, Director of Human Resources  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mrs. Laura Rothhaus, Principal Elect, CHS  
Nicole Cordingly, Student Representative  
Mrs. Michele E. Flynn, Administrative Assistant

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

**6:00 p.m.**

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

***The Board entered into non-public session at 6:00 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.***

***Non-Public Session ended at 6:27 p.m.***

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

**6:30 p.m.**

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

2) **Review & Revision of Agenda**

Revisions to the agenda included deferment of the following items: under Business Affairs, Public Hearing Draft Minutes; Superintendent's Report; under Non-Public Session (2), Job Share Proposal and Salary Request.

3) **Summary of Non-Public Actions: From the February 22, 2012 meeting:**

*Mrs. Prindle made a motion for the Superintendent to make an offer of employment to Scott Thompson for the GMS Principal position. Mr. Miller seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to approve the non-public minutes of February 1, 2012 as written. Mrs. D'Alleva seconded. The motion carried 3-0-1, with Mr. Miller abstaining.*

*Mrs. Prindle made a motion to approve the non-public minutes of February 4, 2012 as written. Mr. York seconded. The motion carried 3-0-1, with Mrs. D'Alleva abstaining.*

*Mrs. Prindle made a motion to approve the non-public minutes of February 8, 2012 as written. Mr. York seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to approve the non-public minutes of February 15, 2012 as written. Mr. York seconded. The motion carried 5-0-0.*

**4) Board Correspondence & Announcements**

There were no correspondence or announcements.

**5) Presentations to the Board**

Phil Martin and Jill Deleault presented a proposal for a music department trip to New Orleans to the Board. Mrs. Deleault commented that the music department has had successful trips to Disney, New York, Toronto, Philadelphia and Europe. She noted that the staff is familiar with School Board policy and there is excellent chaperone involvement. Mr. Martin indicated that they would be using Suburban Tours to coordinate all aspects of trip. The trip will cost \$1,550. Mrs. Deleault commented that the Friends of Music is helping to raise money for the trip. Mr. Martin and Mrs. Deleault indicated that during the trip there will be performances and clinics, educational and historical outings, and a unique volunteer opportunity with Habitat for Humanity. Mr. Martin noted that the music department staff has been very clear and up front with students regarding their expectations. A parent meeting is scheduled where they will review student expectations and consequences for inappropriate behaviors. Mr. Martin commented that there have been very few issues on any of the music department trips.

Mr. Guerrette was concerned that New Orleans is not a place for young adults at night. Mrs. Deleault indicated that the staff is cognizant of the dangers there and the students will be closely supervised. She noted that a deterrent to delinquent behavior is the consequence that a student will be sent home. Mrs. Deleault indicated that both parents and student sign a contract that clearly spells out the expectations.

Mrs. Prindle commented that she was a chaperone on the Toronto trip and was impressed at the strictness and organization of the staff.

Mrs. D'Alleva was concerned that parents may object to the location.

*Mr. Miller made a motion to approve the CHS Music Department's New Orleans trip. Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.*

**6) School Board Comments**

Mr. York reminded voters to come out and vote on March 13, 2012.

Mr. Guerrette commented that he has enjoyed his time on the Board. He indicated that whether elected to the Board or not, he will continue his pursuit to help improve education.

**7) Community Forum**

There was no community input.

**8) Student Representatives' Comments**

Ms. Cordingly reported that many student athletes were recognized at CHS in February. Lucas Dube was named February Student of the Month. Ms. Cordingly is the March Student of the Month and Rebecca Arnone will be the April Student of the Month. She reported that:

- Next week is Pi Week at CHS
- A scholarship has been formed in Mr. O'Keefe's name
- There will be a Fashion Show next Saturday night.

**9) Principals' Reports**

CHS: Mrs. Rothhaus reported:

- Teachers attended workshops focusing on making every student an active learner on Professional Development Day.
- Leah Stagnone won a state level "Certificate of Excellence" for the 2012 Prudential Spirit of Community Awards program for her outstanding community service.
- 8 student athletes were selected to attend the NHIAA Leadership Conference in Concord on March 15-16.
- The Girls Basketball team is the 2012 State Runner's Up
- The Boys Basketball team lost in the Quarter Finals
- The Hockey team lost in the 1<sup>st</sup> Team of Tournament, but had a successful season

- 6 wrestlers qualified for the States and Connor Douglas won State Champion Wrestler in Div III
- The FIRST Robotics team made it to the Semi-Final round on March 3, placing 17<sup>th</sup>
- Youth in Government will be going to the State House on March 30
- Nick Dube, a former CHS graduate, has been accepted to Harvard Law School
- Diane Angelini was nominated for Teacher of the Year 2013
- Chuck Neild and John Houston were accepted to West Point and the Naval Academy
- Incoming freshmen night was successful.

Zach Waggoner, a CHS student and member of the FIRST Robotics team, commented that the competition was fun with a great atmosphere. He noted that the collaboration was successful and the events were fantastic.

GMS: Mr. Schlichter reported:

- NWEA problems have been resolved – a software problem occurred in the manufacturer’s interfacing with our network.
- NECAP results will be analyzed closely – excluding the special education subgroup, approximately 97% of the students scored proficient with distinction in reading.
- Two smart boards for kindergarten classes were purchased with unused kindergarten money
- Met principal candidates
- This is Read Across America Week at GMS, during which each day has a fun theme
- Kids Voting is next week and the students will vote on a design for a banner for the gym.

LMS: Mr. Lecklider reported:

- Parents are on their way to pick up 1200 dozen Krispy Kreme donuts sold for the DC trip fundraiser
- Anthony Sturzo advanced to the State Championship Geography Bee
- The Girls Basketball team won the Tri-County Championship
- LMS held a large dodgeball tournament which brought much spirit to our school
- The Band and Chorus Program sponsored a Music & Macaroni Night that was very successful
- NWEA and NECAP scores were mailed home to parents
- Project Safeguard is scheduled for May 17
- The 2<sup>nd</sup> Annual Family Math Night was held last month and was very successful
- CHS counselors presented the Program of Studies to the 8<sup>th</sup> graders and their parents on February 21
- The Cross Country team is sponsoring the 6<sup>th</sup> Annual Raiders Run on April 15thanked UA team who coordinated it
- The Band and Chorus program held a Music & Macaroni Night which was very successful
- NWEA & NECAP scores were mailed home to parents
- Project Safeguard is scheduled for May 17
- LMS Raider Run is upcoming
- 141 students are attending the Washington DC trip this year.

Mr. Lecklider thanked Mr. York for providing breakfast bags for the students participating in the Washington DC trip. He noted that Mr. York prepares and donates the breakfast bags annually.

## 10) Curriculum Report

### a) Monthly Curriculum Report – February 2012

Dr. Heon reported that

- Connie Faro provided workshop sessions on reading instruction for LMS special education teachers and paraprofessionals
- Three active committees will work on updates to curriculum for Math, Language Arts, and Social Studies (a checklist will be formatted for staff to use effectively with their planning)
- As work on the curriculum is finalized, it will be brought to the Board for review and adoption
- The Homework Task Force will send home a survey about homework – feedback will be used in drafting a policy
- NWEA testing was completed in January and February and spring testing is scheduled for CHS.

Dr. Heon commented that she was privileged to work on the GMS Principal Committee.

**11) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Hearing Minutes of February 22, 2012

The Public Hearing draft minutes of February 22, 2012 were deferred until March 21.

b) Public Minutes of February 22, 2012

***Mr. Miller made a motion to approve the public minutes of February 22, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

2) Exemption from Instruction Policy Discussion

Mrs. Flynn informed the Board that a legislative change occurred, which requires an amendment to the Exemption from Instruction policy. The new legislation signifies that parents may opt their children out of specific course material they deem objectionable. The policy has some draft revisions and a sample policy from Londonderry was provided as well.

Board members discussed parameters of the policy regarding delivery of an alternative assignment. They discussed if teachers would be responsible for delivery of the materials to the student(s), grading of homework and assignments, and testing.

Mr. York commented that the legislation passed is vague regarding its purpose.

Mr. Guerrette commented that the purpose is clear if you understand what the legislators were thinking and saying when developing the law.

Mr. Miller indicated that the law is vague regarding parental expense.

Mrs. Prindle commented that the law is unclear on operation and procedural parameters.

Mrs. Flynn commented that the vagueness of the law leaves it open to much interpretation and can create a paradox for teachers, students, and parents alike.

Kathy Follis, speaking from the floor, queried about the instructional piece. She wanted to know how teachers are going to teach two different curriculum materials in the classroom.

Some wording was suggested and more information is needed to craft the policy.

3) CHS Track Policy Discussion

Mr. York commented that the purpose for the agenda item was to make sure that all action items have been started. He indicated that work should begin on a use policy.

Mr. Martin commented that use policies have been researched and there are no districts in NH that have an official use policy. He indicated that he is comfortable that our staff have the right procedures in place now. Mr. Martin noted that community use will be difficult to enforce.

Mr. York commented that the staff have a practice and procedures in place and can craft a policy for use of the track. He indicated that the policy should include restriction of use of the field in the middle of the track for events that are not appropriate. Mr. York commented that the track should be restricted from bikes, chairs, tents, etc. that will damage the surface.

Mr. Miller commented that he noticed a sign on a gate at a high school in Manchester that restricted use of the field by permission of the athletic department only.

Mr. Guerrette commented that the cause of the damage should be known before posting any signs.

Mr. Martin noted that a second track vendor indicated that the adhesive is to blame.

4) **Manifest**

The manifest was circulated and signed by the Board.

12) **Superintendent's Report**

1) Superintendent's Report – February 2012

The Superintendent's Report was deferred.

13) **Community Forum**

Susan Seabrook, 18 Bear Run Drive, noted that there were always tents in the field in the center of the track at CHS. She commented that this track was used in abundance because there are no other tracks in the surrounding areas. Mrs. Seabrook indicated that there are no tents allowed at Memorial High School in Manchester. She noted that our coaches are too busy preparing athletes for events to police the track or fields. She suggested that someone be designated to perform this task as it is important to protect our assets.

Carolyn Leite announced that March is Music & Arts month. She noted on March 20 at 6:30 p.m. the Art & Chorus program from each school will participate in the District Music & Arts Festival. She commented that she was reminding the community to attend,.

14) **Committee Reports**

There were no committee reports.

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

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

*Upon a motion by Mr. Miller, the Board entered into non-public session at 8:09 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

18) **Return to Public Session**

*Mr. Miller made a motion to return to public session at 8:30 p.m. Mr. Guerrette seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Guerrette, yes.*

17) **Adjourn**

*Mrs. Prindle made a motion to adjourn at 8:31 p.m. Mr. York seconded. The motion carried 5-0-0.*

18) **Upcoming Meetings**

*>Litchfield School Board: March 21, 2012 - CHS Media Room – 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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)*

**SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

February 22, 2010

**Approved Public Hearing Minutes**

**(approved as written 3-21-12)**

**PUBLIC HEARING**

**PETITIONED WARRANT ARTICLE**

**Public Hearing, RSA 40:14-b, II(b) and 40:14, IV – Call to Order 7:00 p.m.**

***RSA 40:14-b, II(b) and 40:14, IV – Petitioned warrant article.***

Mr. York opened the public hearing at 7:00 p.m.

Mr. York indicated that the public hearing is to hear comments or questions from the community on Warrant Article 7 of the School District Warrant, which is a petitioned warrant article as follows:

*“Shall Litchfield, NH adopt the provisions of RSA 40:14-b to delegate the determination of the default budget to the municipal budget committee which has been adopted under RSA 32:14?”*

A three-fifths majority vote is required for the article to pass. He turned the meeting over the Mr. Guerrette.

Mr. Guerrette commented that he was presenting the petition article as a citizen. He commented that the law provides that the default budget is a “fall back” position. He explained that the Board and Administration work together to prepare a budget to present to the Budget Committee. The Superintendent works with the Budget Committee to bring forth a recommended budget that is good for the schools and the community.

Mr. Guerrette commented that the pertinent language in the law regarding the default budget is “*an amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced or increased as need be by debt services, contracts, and other obligations previously incurred or mandated by law, and reduced by one time expenditures contained in the operating budget*”. He commented that one time expenditures are defined as not likely to occur in succeeding budget. Mr. Guerrette commented that he disagrees that the default budget is to maintain an existing level of services. He indicated that he believes it is maintaining the level of appropriations.

Mr. Guerrette indicated that included in an LGC Training guide is information on the default budget, where it references that the default is called a budget freeze. He commented that in speaking with an attorney, he agrees that it is not essentially a freeze for specific items under the law, but for all others it is a freeze. Mr. Guerrette indicated if the operating budget fails, the governing body has an option to call a special meeting to consider revising the operating budget. If the governing body does not call a special meeting, the default budget takes effect.

Mr. Guerrette referred, in his presentation, to a Board meeting during which the draft default budget was reviewed and discussed.

Mr. Guerrette commented that he made a motion at that meeting to contact the LGC and NHSBA to clarify what should be included in the default budget and the motion failed. He indicated that additions to the default were discussed and he asked for a legal opinion because he felt strongly that certain items should not be included in the default. Mr. Guerrette commented that there were strong debates at Deliberative Session regarding his presentation and the default budget. He indicated that a few days following Deliberative Session the District's legal counsel asked to review the default budget and suggested the removal of certain items. The amended default budget was brought back to the Board for approval.

Mr. Guerrette indicated that a vote was taken and the default was approved, 3-2. He stated that he could not sign the default because he did not believe it to be accurate. He commented that there is no review of the default budget by any authorities and no statutory authority except for superior court. Mr. Guerrette commented that the Budget Committee is already trusted to prepare the operating budget and have all the necessary data, except changes discussed during normal budget preparations. He indicated that any changes can be communicated to the Budget Committee by a weekly written report.

Mr. Guerrette commented that at some point this town decided they wanted another set of eyes on the preparation of the budget. He stated there is no legal incentive to make sure the default is 100% accurate. Mr. Guerrette indicated that both the School Board and Budget Committee are elected bodies and the same standards apply to both. He commented that the School Board can make mistakes and the mistake on the default budget was acknowledged. Mr. Guerrette indicated that more people should be involved.

### **Board Comments**

Mr. York commented that the Board does not support Warrant Article 7. He indicated that Mr. Guerrette spoke of the Budget Committee being trusted to prepare the default. Mr. York indicated that this past fall, Mr. Guerrette spoke against the Budget Committee, stating that they cannot make tough decisions and are not able to review the operating budget. Mr. York noted that Mr. Guerrette has signed two default budgets with no issues. He commented that the Budget Committee Chair does not support the warrant. Mr. York indicated that a small group of citizens want the Budget Committee to prepare both budgets.

Mr. York commented that the Budget Committee could also make mistakes on what to include and what not to include in the default budget. He indicated that it is a matter of opinion. Mr. York commented that the School Board knows what is needed to properly fund education in its schools. He cited an example: i.e. If the Budget Committee prepares the default budget and does not cut any money from operating budget, then the operating budget appears to be inflated and fails. It comes to the School Board's attention while discussing the default budget that there is a mistake. The only remedy the School Board has in this scenario is to sue the town over a mistake.

Mr. York commented that the Budget Committee has no resources or funding to handle the preparation of the default budget. He indicated the solution is to work with the School Board and have a discussion. He commented that the Budget Committee assumes no responsibility for the default budget. Mr. York indicated that the Budget Committee does not ask to review the default budget because they do not have control over the default budget. Mr. York believes that the Budget Committee is not properly equipped for the task of default budget preparation.



### **Community Comments**

Chris Pascucci, 12 Colonial Drive, commented that Mr. York's use of a conspiracy theory example is disgraceful. He indicated that the process should be taken seriously. He commented that he was grateful that Mr. York admitted the default budget was wrong because wrong means illegal.

Jason Guerrette, 11 Perry Court, commented that he presented factual information in his presentation and Mr. York presented a worst case scenario. He believes that it is a tactic being used to scare voters into believing that if put into their hands, the Budget Committee would nefariously choose to hide behind the default budget. Mr. Guerrette admitted that he did sign two prior default budgets, but that was because he did not know any better. He indicated that he followed his fellow Board members. Mr. Guerrette commented that the Budget Committee takes their job seriously.

Mr. York commented that Mr. Guerrette does not believe the Budget Committee takes their job seriously.

Mr. Guerrette commented that at one of the Budget Committee's meetings he was angry about what they were doing. He indicated that he conveyed they were not doing the process justice. Mr. Guerrette commented that they corrected their actions after his comments were made. He indicated that when he tells the Board they are not doing the right thing, the Board does not listen. Mr. Guerrette commented that the default was not intended to make sure we get everything we want. It is a "treading water" budget. He indicated that it cannot be said that the Board has never had this problem before because it has never been challenged.

Mr. York commented that a member of the Budget Committee has stated that we are doing something illegal. He indicated the decision should be made by the voters. Mr. York commented that the problem could be resolved if we work together.

Kevin Waggoner, 11 Broadview Drive, commented that Mr. Guerrette's statement that appropriations means dollars is not accurate. He mentioned that he works with tax law and unless there is legal precedent, appropriations means dollars is an incorrect statement. Mr. Waggoner commented that giving control over both budgets to one board means that the School Board will lose control over spending their budget.

Mr. Guerrette responded that the default budget is not the opportunity for the School Board to define how to fund the schools. He indicated that the only way to challenge it is in court.

Chris Pascucci, 12 Colonial Drive, commented that the School Board knows they need money to fund their schools. He indicated that citizens hearing this would assume that School Board would use the default budget as their play money pool. Mr. Pascucci commented that the default is a mechanical creation of a fallback budget. He indicated that Mr. York is stating wild scenarios.

Frank Byron, 8 Mallard Court, stated he was speaking against the article as it eliminates choice as a voter. He indicated that it eliminates having people elected for School Board to present ideas each year. Mr. Byron commented that the article disenfranchises him as a citizen to have one group put together both budgets and can have serious consequences for the schools. Mr. Byron cited examples of Budget Committees in some surrounding towns that were in control of preparing the operating budget and the default budget. He noted that it is possible for a Budget Committee to cut the default so low that schools suffer. Mr. Byron indicated that there are articles online regarding Budget Committees that have not behaved responsibly (Candia, Goffstown, Conway). He commented that is not the problem in Litchfield, but noted that it can happen.

Mr. Bryon noted that if the article passes, the Budget Committee, according to the law, is not required to confer with the School Board. He mentioned that legislation is being drafted to eliminate School Board and Selectmen votes on Budget Committees. Mr. Byron commented that when he votes for members on a School Board he would like to see two budgets: operating and default, with one also prepared by the Budget Committee. He noted that each March the budget article contains the same wording regarding a “special meeting” as is required by law. Mr. Byron commented RSA 32:16 states that the School Board can request a special meeting from the Budget Committee, but the Budget Committee does not have to approve the request. The only recourse the School Board would have would be to go to court for remedy. Mr. Byron indicated that he has heard different explanations of the default budget preparation from the DRA, Legislature, and Town Counsel. He commented that if the preparation of the default is black and white, there should be no confusion between agencies. Mr. Byron asked voters not to support the petition article.

Janine Lepore, 17 Greenwich Road, expressed her opposition to the article. She commented that from personal observations, the primary goal behind this article is to keep taxes as low as possible. She indicated that it seems to be the same people constantly complaining about the budget and taxes. Mrs. Lepore commented that the School Board knows best what is needed for the schools and why. She indicated that it does not make sense to assume the Budget Committee can do a better job. Mrs. Lepore commented that someone said it is good to have another set of eyes on the budget and she agreed, noting that is currently the situation. She indicated that the Budget Committee can review the default after it is prepared. She commented that a similar article is brought before the voters often and is often not approved by the voters. Mrs. Lepore made reference to Mr. Guerrette’s comment about trust. She commented that many people are aware that he rescinded his ethical oath. She indicated that if she rescinded the ethical oath required by her job, she would not expect to keep her job. Mrs. Lepore mentioned that Mr. Guerrette comments to cut spending at Board meetings. She commented that in November, she watched Board budget meetings during which Mr. Guerrette requested additional funding to the budget and then later read his statement where he mocked the fact. She questioned that he takes the budget seriously. Mrs. Lepore commented that she is strongly against the petition article.

Mr. Guerrette indicated that he was responding as a Board member. He disagreed with Mrs. Lepore’s statement that he mocked his additions to the budget. He commented that he motioned to add money to the budget because only 25% of the budget has to do with the education of our children. Mr. Guerrette indicated that he stated on the message boards that other members came to the table with reductions and one member made no reductions or additions to the budget. He commented that he did, in fact, rescind his signature from the ethics policy because it is an arbitrarily and selectively applied policy. Mr. Guerrette stated that he will not lower himself to that standard.

Tim Finnegan, 147 Talent Road, commented that the default budget is the previous year’s budget and the Budget Committee only has control to set the operating budget. He indicated that the negative stories about the Budget Committee that were mentioned at this meeting refer to the operating budget. He commented that these stories do not apply to this warrant article.

Janine Lepore, 17 Greenwich Road, commented that if the Budget Committee controls the preparation of both the operating and default budgets, there are less people reviewing the data and its preparation. She noted that Mr. Guerrette stated he holds himself at a higher standard than the ethics policy. Mrs. Lepore indicated that making negative and insulting comments on the message boards is not the behavior of someone holding themselves to a higher standard.

Frank Byron, 8 Mallard Court, commented that the default budget is subject to interpretation. Legislature, DRA, towns and legal counsel give different interpretations. He noted that type of situation allows the Budget Committee to remove any item they choose. Mr. Byron indicated that there is nothing

in the law that says they cannot cut additional monies out of that budget. He commented that it is possible for them to manipulate a lower default budget.

Mr. Guerrette disagreed with Mr. Byron's statement commenting that the law delineates what is required to be included in the default budget.

Mr. Pascucci commented that these are horror stories and scare tactics and that it has been inferred that it is acceptable if a board or committee is unethical or corrupt. He stated to the public when you find an elected official is doing something wrong or illegal, vote them out of office.

**Board Action**

There were no Board actions.

**Public Hearing closed at 8:20 p.m.**

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**March 21, 2012**  
**(approved as amended 4-4-12)**

Present:

Mr. John York  
Mrs. Mary Prindle  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Derek Barka, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, Administrative Assistant

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

**6:30 p.m.**

Dr. Cutler called the meeting to order at 6:30 p.m.

**2) Review & Revision of Agenda**

Revisions to the agenda included: Administrative Contracts in Non-Public Session; Right to Know Requests under Business Affairs.

**3) Summary of Non-Public Actions**

***From the March 7, 2012 Non-Public Session:***

*Mrs. Prindle made a motion to accept the nomination of Scott Thompson as Principal of GMS at a salary of \$88,360 for the 2012-2013 academic year. Mr. Miller seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the nomination of Constance Faro as part time Assistant Principal of GMS for a salary of \$29,311 for the 2012-2013 academic year. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to authorize the Superintendent to offer the CHS Assistant Principal position to Christopher Corkery at a salary of \$80,913 for the 2012-2013 academic year. Mr. Miller seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to approve the non-public minutes of February 22, 2012 as written. Mr. Miller seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the nomination of Christopher Corkery as CHS Assistant Principal at a salary of \$80,913 for the 2012-2013 academic year. Mrs. Prindle seconded. The motion carried 4-0-1, with Mr. Guerrette abstaining.*

**4) Community Forum**

Zach Waggoner, 11 Riverview, informed Board members that the CHS Robotics Team is extending an invitation to the Board and members of the community to attend the CHS Robotics Team Flapjack Fundraiser this Sunday at Applebee's in Derry. Tickets are \$8 each.

Hope Guerrette, 11 Perry Court, commented about the repercussions of Mr. Miller's actions before the March 13 election. She indicated that distribution of a flyer containing damaging information about her husband impacted her at work and at home. Mrs. Guerrette stated that word of this information had spread to her place of employment as many employees there live in NH. She stated that she had to explain to co-workers and people in town that she is not being abused by her husband and that she is safe at home. She commented that many community members in

town do not look at her the same way. Mrs. Guerrette indicated that she and her husband withheld information from Mr. Guerrette's sons regarding their biological mother. She commented that because of Mr. Miller's actions they had to discuss the information with them. She indicated that they have had to deal with the oldest son's memories of that time in his life. Mrs. Guerrette commented that she does not understand how someone could disregard the consequences of his or her actions. She stated that these actions have done considerable harm to her and her family.

Nick D'Alleva, 15 Cutler Road, spoke directly to Mr. Miller regarding the distribution of an election flyer. He commented that Mr. Miller did not take the time to investigate any of the information contained in the flyer. He indicated that Mr. Guerrette investigated all information that he released to the public and requested his information legally. Mr. D'Alleva challenged supporters of Mr. Miller to demonstrate how Mr. Guerrette's information or actions have impacted any Board member or community member. He commented that distributing negative information about Mr. Guerrette was the only way Mr. Miller could win the election. Mr. D'Alleva indicated that Mr. Miller implied Mr. Guerrette's guilt in an unfortunate matter, but failed to disclose that the court awarded him custody of his sons. He indicated that Mr. Miller failed to disclose that Mr. Guerrette served his country for many years in the military and retired honorably. Mr. D'Alleva stated that Mr. Miller committed this act to counter the damage that his behavior has had on the perception of his character and role as Board member. He commented if Mr. Miller's conduct was honorable and ethical then he would not fear anything written on Mr. Guerrette's blog. Mr. D'Alleva commented that he is sure that Mr. Miller will have a "slick" response for this reprisal. He stated that Mr. Miller's words are empty and meaningless.

Mr. D'Alleva spoke directly to Mr. Barka regarding his association with Mr. Miller. He commented that Mr. Barka stated he was an independent thinker. Mr. D'Alleva stated that he was dismayed that Mr. Barka knew Mr. Miller would distribute the flyer, but did not stop him. He indicated that Mr. Barka stood with Mr. Miller on Election Day holding signs. Mr. D'Alleva commented that he was concerned about the judgment Mr. Barka brings to the Board. He asked Mr. Barka to rebuke Mr. Miller's actions at tonight's meeting.

James Mavrogeorge, 16 Cutler Road, commented that Mr. Miller knows his background is in investigations. Mr. Mavrogeorge indicated his knowledge of the Fair Credit Reporting Act laws and background investigation laws. He commented that in the State of NH a background check can only go back seven years. Mr. Mavrogeorge stated that Mr. Miller violated the law when he used Mr. Guerrette's background information in a political flyer. He commented that he encouraged Mr. Guerrette and his family to take civil action against Mr. Miller. He stated that Mr. Miller's behavior was unethical.

Jason Guerrette, 11 Perry Court, asked to enter the flyer in question into the record. He claimed that initially he was cautioned strongly about running for elected office. Mr. Guerrette expressed displeasure that his background information was used by Mr. Miller to create the perception that Mr. Guerrette is an abuser. Mr. Guerrette explained that the night he was arrested in Ohio he was sleeping after working an overnight shift. He woke up as police officers were handcuffing his wrists. Mr. Guerrette claimed that his ex-wife tried to frame him. He indicated that the case did not go to court, but he stated that the charges were reduced and he paid a fine. Mr. Guerrette commented that while he and Mr. Miller have different styles, he never thought anyone would go to that depth. He expressed disappointment that teachers supported Mr. Miller with knowledge of his egregious behavior prior to the election. Mr. Guerrette commented that many parents in the community are afraid to speak out because of such behavior. He expressed concern that one (or both) of his sons may inadvertently see a copy of the flyer in the community.

Robin Corbeil, Nesmith Court, expressed hope that the Board can move forward in a positive way.

Dr. Cutler thanked community members for their participation this evening.

5) **School Board Reorganization**

1) School Board Welcome

Dr. Cutler welcomed returning Board member Dennis Miller and newly elected member Derek Barka to the Litchfield School Board meeting.

2) School Board Nominations

Dr. Cutler asked for nominations for Chair and Vice Chair.

***Mrs. Prindle made a motion to nominate John York as Board Chair. Mr. Miller seconded. The motion carried 5-0-0.***

***Mr. Miller made a motion to nominate Mrs. Prindle as Board Vice Chair. Mr. York seconded. The motion carried 5-0-0.***

3) School Board Code of Ethics & School Board Conduct Policy  
Board members were asked to review and sign the Code of Ethics and Board Conduct policy, which were read aloud by Mr. York.

4) School Board Assignments  
Board members reviewed committee descriptions. Board members volunteered to serve on the following committees:

- Budget Committee: Derek Barka
- Safety Committee: John York
- Grants Committee: Mary Prindle and Trish D'Alleva
- Technology Committee: Dennis Miller
- Negotiations Committee: Dennis Miller and Trish D'Alleva
- SERESC Board Member: John York
- NHSBA Delegate: Mary Prindle
- Wellness Committee: Dennis Miller
- PERC Committee: Trish D'Alleva
- Homework Task Force: Derek Barka and Trish D'Alleva

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

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

***Upon a motion by Mr. Miller, the Board entered into non-public session at 7:10 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.***

**7) Return to Public Session**

***Mr. Miller made a motion to return to public session at 9:09 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.***

**8) Board Correspondence & Announcements**

Mr. York commented that he received an email from Bill Spencer regarding the athletic trainer position. Mr. Spencer suggested that the Board make the current athletic trainer a part time employee, consisting of 1200 hours @ \$25 per hour. Mr. Spencer suggested the District research other locations for more conservative contracts.

Dr. Cutler indicated that the SAU will examine all suggested options.

**9) School Board Comments**

Mr. Barka thanked the community for electing him to this position. He thanked the Board for the warm welcome. Mr. Barka asked about suspending the approved practice of all questions from Board members being communicated through the Chair.

Dr. Cutler explained that new Board members are free to forward questions to the SAU staff. Mr. York asked if the Chair can be copied on the communication.

Mr. Miller thanked the community for his re-election to office. He mentioned that he reflected upon the comments from community forum this evening. He noted that the flyer did not make any mention of Mr. Guerrette's wife, but upon reflecting he apologized if she was impacted by the law of unintended consequences.

**10) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Hearing Draft Minutes of February 22, 2012

*Mr. Miller made a motion to approve the public hearing minutes of February 22, 2012 as written. Mrs. D'Alleva seconded. The motion carried 3-0-2, with Mrs. Prindle and Mr. Barka abstaining.*

b) Public Minutes of March 7, 2012

*Mrs. Prindle made a motion to approve the public minutes of March 7, 2012 as written. Mr. Miller seconded. The motion carried 4-0-1, with Mr. Barka abstaining.*

2) March 2012 Election Results

The Board reviewed the March 2012 Election results. Mr. York read the results for the public. Election results are available on the District website.

3) Business Administrator's Report – February 2012

Mr. Martin provided the February 2012 Financial report for the Board. He reported that the District has begun moving to a paperless process in purchasing and accounts payables. He noted that we are working our vendor to make changes to our purchase orders, checks, and check registers to add bar coding for automatic filing and retrieval in our document management system. Mr. Martin indicated that the goal is to provide the Board with paper manifests to sign and electronic backup.

Mr. Martin reported that he is forecasting \$103,000 for the year end fund balance general fund. He indicated that the District's actual health insurance rates from LGC are the same as the Guaranteed Maximum Rates used in the budget process.

Mr. York suggested discussing end of the year encumbrances in May this year.

**Action Item:** Year End Encumbrances will be placed on the May agenda.

Mrs. Prindle asked when the next discussion on the track will take place. Mr. York suggested that the two vendors provide information to the Board at a meeting and answer Board member questions.

Mr. York suggested that the track vendors attend the April Board meeting(s). Dr. Cutler suggested a 6:00 pm start.

**Action Item:** Track vendors invited to attend the April 4 and/or April 18 Board meeting(s).

Mr. York asked about the status of a care and use guide for the track. Mr. Martin indicated that Mr. Bennett is working on a list for the draft guide. He suggested Mrs. Flynn and Mr. Bennett draft the guide.

**Action Item:** Draft Care/Use Guide for the CHS Track using a list from Mr. Bennett.

4) Discussion/Approval FY13 Operating Budget

Mr. Martin first reviewed Budget Committee changes with the Board. He indicated that the Budget Committee reduced some additional salary line items that we did not add back into the default budget. Mr. Martin highlighted some items that were reduced to the budget by the Budget Committee:

- Sealing/Striping the LMS Parking Lot – \$8,375
- Special Education Services - \$33,000
- Special Education Tuition - \$120,000
- Special Education Transportation - \$45,000.08
- Health Insurance - \$60,000.32

Total Budget Committee approved operating budget: \$19,654,863.

Mr. Martin presented to the Board the FY13 Operating Budget for review, discussion and approval. He noted that, with the assistance of the Administrative Team, a list of recommended reductions has been prepared to meet the budget that was approved by the voters. Mr. Martin indicated that the budget must be filed with the State within 20 days of the meeting. He explained that the default budget total is \$20,738,315. After subtracting Food Service and Grants funds, and adding Warrant Article 3 (GMS Summer Reading Program), the total approved general fund budget is \$19,584,684.

Mr. Martin indicated that in preparing the FY13 Recommended Default Budget Summary, he began with the Budget Committee's MS-27 Budget of \$19,649,648. He added the following items:

- Special Education Services - \$33,000 (reduced in the operating budget by the Budget Committee)
- Special Education Tuition - \$120,000 (reduced in the operating budget by the Budget Committee)
- Special Education Transportation - \$45,000.08 (reduced in the operating budget by the Budget Committee)
- Health Insurance - \$60,000.32 (reduced in the operating budget by the Budget Committee)
- General Fund Non-LEA Step and Range Increases - \$49,530.06
- GMS Summer Reading Program (Article 3) - \$6,415.

Mr. Martin indicated that the Administrative Team recommended a total of \$372,000 in budget reductions, which included reductions to the daily substitutes account, GMS furniture replacement, new furniture and equipment items, technology plan reductions, increases to two positions, one time buildings & grounds projects, a scanner for Human Resources, and the salaries & benefits account.

Dr. Cutler requested to keep the full time speech pathologist position in the budget as there is no success at hiring a part time person to fill that position. She indicated that a consultant would result in higher costs in that area.

Mr. York suggested reducing the special education tuition account to accommodate the full time speech pathologist salary. Dr. Cutler indicated the total reduction would be \$42,254.48.

***Mr. York made a motion to leave the expansion of the DW part time speech pathologist to full time (total \$42,254.48) in the FY13 Operating Budget. Mrs. Prindle seconded. The motion carried 5-0-0.***

Mr. York indicated that the Board can discuss some of the reductions in May and June if there are end of year funds available.

#### 5) Right to Know Requests

Dr. Cutler reported that there have been ten Right to Know requests in March. She conveyed to the Board that that Mr. Hancock, Director of IT, expressed concern with the storage capacity of the email server. Dr. Cutler explained that email cannot be deleted until a Right to Know request is closed and the citizen who made the request is satisfied. She reported that the email server is 20% past capacity. She noted there is still an outstanding Right to Know request which was very large and the citizen has not yet finished reviewing the documents. She commented that because we cannot delete any email, the District has been purchasing back up tapes on a continuous basis. Dr. Cutler indicated that with the new requests, more back up tapes will be needed.

Dr. Cutler requested the purchase of an email archival system that would allow the District to store all emails in one location. This system will also be beneficial for the task of searching email for a Right to Know request as this task can be done by one person, thus reducing cost. Dr. Cutler indicated that the email archival system cost is approximately \$15,000.



Mr. Martin commented that since our email server is 20% over capacity there is a risk that it could break down. He noted that it is a significant operational concern.

Mr. Miller asked what the archival system will do for capacity. Mr. Martin indicated that the capacity will remain at the recommended level; however, employees will be able to delete emails because they will be stored in an exchange message database.

Mr. Barka asked about implementation of the archive. Mr. Martin indicated that it is a combination of hardware and software. He explained that the software will be installed and put on the network where parameters, etc. can be set.

Mr. Miller wanted to know what would happen if the District cannot find the funds to purchase the system. Dr. Cutler indicated that no funds will be taken from the education of students.

Mr. York asked if the archival system will enable the District to provide electronic copies of emails to a person who makes a Right to Know request. Mr. Martin indicated that it will allow one person to search email, read, and redact. He noted that the District would still need to keep copies of what is requested and what is taken by the requester.

***Mr. Miller made a motion to authorize the District to purchase an email archival system for an approximate cost of \$15,000. Mrs. Prindle seconded. The motion carried 5-0-0.***

**6) Enrollment**

Dr. Cutler reported that at the end of February enrollment in the District was 1,501 students. She indicated that there are 50 students registered for Kindergarten and 76 students registered for grade 1 at this time.

**7) Resignation**

Dr. Cutler presented staff resignations to the Board.

***Mrs. Prindle made a motion to accept the resignation of Carolyn Ortiz, CHS guidance counselor, effective June 2012. Mr. Miller seconded. The motion carried 5-0-0.***

***Mr. Miller made a motion to accept the resignation of Penelope Shupe, GMS Kindergarten teacher, effective June 30, 2012, with many thanks for her years of service. Mrs. Prindle seconded. The motion carried 5-0-0.***

**8) Manifest**

The manifest was circulated and signed by the Board.

**11) Community Forum**

Jason Guerrette, 11 Perry Court, commented that there should be no discussion for the default budget as no authorization is necessary to move money in the line items. He commented that the RSA 91A conversation was interesting. Mr. Guerrette commented on the District's request to purchase an email archival system because of their concerns regarding the deletion of older email. Mr. Guerrette indicated that he had spoken to the Attorney General and a suggestion was made that a Right to Know request for electronic communication can be sent in an electronic file. Mr. Guerrette disagreed with the District's decision to print his Right to Know request and commented that the District Photocopying policy does not specify that copies must be in print.

Mr. Miller informed Mr. Guerrette that during public session, after consideration of the comments that were made in an earlier community forum, he apologized to Mr. Guerrette's wife. Mr. Miller indicated that he apologized for the impact from unintended consequences.

**12) Adjourn**

***Mr. Miller made a motion to adjourn at 10:23 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.***

**13) Upcoming Meetings**

***>>Litchfield School Board: April 4, 18, 2012 – CHS Media Room - 6:30 PM***

Date: March 21, 2012  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Non-Public immediately following

**Action Items:**

- Draft Care/Use Guide for the CHS Track using a list from Mr. Bennett.
- Track vendors invited to attend the April 4 and/or April 18 Board meeting(s).
- Year End Encumbrances will be placed on the May agenda.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assitant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

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John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Derek Barka

March 21, 2012

Attachment to the March 21, 2012 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the March 21, 2012 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

# School Board Candidate Information Jason Guerrette

## What does Litchfield want from our school board members?

Case Number: CRA 0300284  
Plaintiff(s):  
Defendant(s): Guerrette, Jason N

### Do you want board members with a criminal record – a weapons offense?

- A felony arrest and a subsequent misdemeanor criminal conviction for carrying a concealed weapon?
- An arrest for domestic violence?

02/18/2003  
◦ CASE WAS FILED WITH COURT  
◦ CASE SET FOR A ARRAIGNMENT ON 02/18/2003 AT 8:30 AM  
◦ CASE SET FOR A PRELIMINARY ON 02/27/2003 AT 11:30 AM

02/19/2003  
◦ BOND - RECEIPT NO. 151298 IN THE AMOUNT OF \$ 41.00

02/27/2003  
◦ CASE SET FOR A PRE-TRIAL ON 04/10/2003 AT 1:15 PM

04/10/2003  
◦ DEF. PLED GUILTY, FOUND G, FINE 250.00, SUSP .00  
◦ COSTS 46.00, SUSP .00  
◦ JAIL 90, SUSP 90  
◦ SPECIAL CONDITIONS:  
◦ 2 YRS PROBATION

You can view these criminal records online; enter "Guerrette" at this web site:

04/11/2003  
◦ CASE AMENDED FROM FELONY CCW TO M1 CCW BY STIPULATION  
◦ FINE AMOUNT \$250.00  
◦ CRIMINAL COSTS \$45.00  
◦ LOCAL COURT COSTS \$1.00  
◦ BOND WAS PAID OUT AMOUNT \$ 41.00

<http://onlinedocket.circlevillecourt.com/Search/index.shtml>

07/18/2003  
◦ PAYMENT - RECEIPT NO. 158194 IN THE AMOUNT OF \$ 255.00

### Do you want board members who divulge non-public information of the district?

- Writing details of school board non-public discussions relating to employees on the internet
- Reading confidential attorney-client communications in a public meeting without a vote of the school board to release it

### Do you want board members who walk out of meetings and don't return?

- <http://www.youtube.com/user/LitchfieldElection?feature=watch>

### Do you want board members who are NOT advocating for the students?

Email from Mr Guerrette from May 2011: Can you please pass the word that we must immediately contact our representatives and demand that there be NO special election if **education funding** is restored? This has passed the house (Lynne Ober's bill) but has stalled in the Senate because the language is muddy. **However, it is imperative that we not allow a special election. The end goal is to steal the taxpayer's money and refund items that we cut from the budget as excessive.** If we succeed, the monies will be returned and offset the coming tax rate giving relief to all of the hurting families. If we hold a special election, the special interests will railroad special projects into the budget over the summer when most are away and/or may not even hear of the special election.

A partial list of "excessive positions" which were restored by voters in September 2011

GMS - 2 Program Paraprofessionals  
LMS - 1 Special Education Teacher

CHS - 3 Program Paraprofessionals  
Additional Hours for Dir of Curriculum

CHS - 1 English Teacher

### Do you want board members who refuse to honor the district's conduct/ethics policy?

- Mr. Guerrette stated that he was rescinding his signature on the School Board Ethics policy and School Board Conduct policy.

### Do you want board members who can't complete their budget homework?

- Mr. Guerrette indicated that he was unable to submit his recommended changes to Mr. Martin on time

**Please vote March 13<sup>th</sup> – the students of Litchfield are counting on you!**

# School Board Candidate Information Jason Guerrette

What does Litchfield want from our school board members?

**Do you want board members who don't believe in attending district events (including CHS graduation) and celebrating the accomplishments of students and staff?**

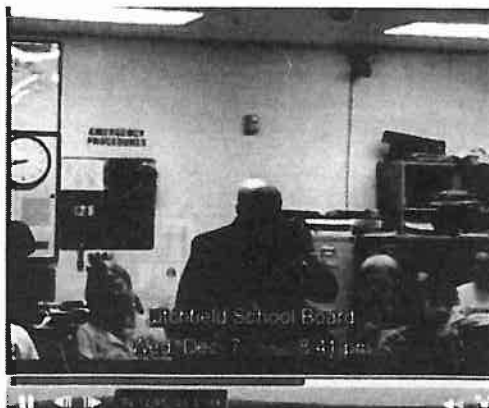
- While I can say that it is a very satisfying (sic) and pleasureable (sic) to know that we indeed recognize thees (sic) fine students, I can say without a shadow of a doubt, the only reason for a School Board member to attend other than personal relationship, is a political one.
- That narcissistic need for public adoration is not one that I need in my life

**Do you want board members who favor removing computer & Spanish classes at LMS?**

- Mr. Guerrette made a motion to reduce line item 1021110025-All, LMS Computer Education, by \$59,935.76. There was no second. The motion failed.
- Mrs. Prindle amended the motion to fully restore \$88,658.19 to line item 1021110006-All (middle school Spanish teacher). Mrs. Couture seconded. The motion carried 3-2-0, with Mr. Guerrette and Mr. York opposing.

**Jason Guerrette has endorsed James Mavrogeorge for school board**

Litchfield School Board 8/24/11



**Do you want board members who appear to have an axe to grind with current board members?**

**James Mavrogeorge**

View the complete videos online: <http://www.youtube.com/user/LitchfieldElection>

**Do you want school board members who are against current sports at LMS and CHS?**

- J Mavrogeorge : I'm against spending on things that should not be the responsibility of the taxpayer such as adult education and funding sports. While sports are nice to have and can be argued play a role in the educational process, it falls outside the role of the taxpayer's responsibility in my opinion.
- J Mavrogeorge: The costs of the football team alone is one of those areas that the soaking is taking place.

**Do you want school board members who haven't done research prior to running for office?**

- J Mavrogeorge : "Can I share what I think have been areas of waste and what I would get rid of? Not right now, not because I don't think there aren't any, because in any organization there are. But because I have not been in a position to identify them."

**Do you want three more years of this? Please vote March 13th!**

*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**

**APPROVED MINUTES**

**PUBLIC SESSION**

**April 4, 2012**

**(approved as written 4-18-12)**

Present:

Mr. John York  
Mrs. Mary Prindle  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Derek Barka, Board Member  
Dr. Elaine Cutler, Superintendent  
Dr. Brian Cochrane, Superintendent Elect  
Mr. Steve Martin, Business Administrator  
Mrs. Deb Mahoney, Director of Human Resources (second non-public)  
Mrs. Laura Rothhaus, CHS Principal Elect (first non-public)  
Mrs. Michele E. Flynn, Administrative Assistant

1) **Non-Public Session: RSA 91-A: 3II (c)** **6:00 p.m.**

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

*The Board entered non-public session at 6:00 p.m. under RSA 91-A:3II (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.*

*Non-public session ended at 6:30 p.m.*

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

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

3) **Review & Revision of Agenda**

Mr. Jim Crane from the New Hampshire Association of School Business Officials presented an award to Steve Martin for New Hampshire Business Administrator of the Year. He will be recognized at the Eddies Award in June.

4) **Summary of Non-Public Actions** ***From the March 21, 2012 Non-Public Session:***

*Mr. Miller made a motion to approve the non-public minutes of March 7, 2012 as written. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mr. Barka abstaining.*

*Mrs. Prindle made a motion to accept the staff nominations recommended by the Principals and Superintendent. Mr. Miller seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the administrative nominations recommended by the Superintendent. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to approve an unpaid leave of absence for Shaleen Cassily, a CHS English teacher, for the 2012-2013 academic year. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to approve the Superintendent's contract as presented. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to approve the GMS Principal contract for 2012-2013. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to approve the CHS Assistant Principal contract for 2012-2013. Mr. Miller seconded. The motion carried 5-0-0.*

**5) Board Correspondence & Announcements**

There was no correspondence.

**6) School Board Comments**

There were no Board comments.

**7) Presentations to the Board**

Plus Program –Mr. Charles. Mower

Mr. Mower asked Board members to consider a proposal to allow the PLUS Program of Nashua, a program for handicapped adults, to use our facilities for a Woodworking class when there are no high school classes scheduled for tech ed. This would consist of one class per week during which the clientele served by the PLUS Program would benefit from the opportunity to expand their skills. Mr. Mower noted that he would teach the class and the support staff would be provided by the PLUS Program. There would be no cost to the District. The PLUS Program will provide all liability coverage. CHS Administration is in support of the program, which will increase awareness and sensitivity for our students to disabled individuals.

Ms. Lennie Hodgins, Adult Education Director for the PLUS Company, indicated that the PLUS Company serves approximately 300 people with disabilities. There are 60 programs offered. Ms. Hodgins commented that they would like to expand their small woodworking program as there is a large interest and a long waiting list. She indicated that many former students from the Litchfield area come to PLUS to take advantage of the programs they offer to expand their skills.

Mr. York asked if the PLUS Program is an after school program.

Mr. Mower indicated that the PLUS Program would utilize the shop area at CHS when there are no classes scheduled. He noted that the shop is currently under-utilized. He commented that this endeavor would meet the common ends of Adult Education and benefit both the District and the PLUS Company. Mr. Mower indicated that there would be no cost to the District.

Dr. Cutler reported that the PLUS Company will provide liability insurance, transportation, aides, materials and supplies. She indicated that the District would be donating the electricity. Dr. Cutler commented that there would be no funds taken from the budget to support this program. She indicated that the District and the PLUS Company would enter into a Memorandum of Understanding. She noted that if CHS needed the space, the PLUS Company would no longer have access to the shop. She added that if the program does not function effectively, it would cease. Dr. Cutler acknowledged that Mr. Mower will teach the class.

Mr. Martin reported that the proposal for the program was forwarded to Primex. He indicated that Primex will review the liability clause and certificate of insurance once a Memorandum of Understanding is signed by both parties.

Mr. York asked if there would be any liability if a district employee is working in a district building while volunteering for another organization. Dr. Cutler indicated that Mr. Mower would be covered by the PLUS Company's insurance.

Mr. York asked if Mr. Mower's position with the PLUS Company program would be volunteer or as an employee. Mr. Mower commented that he has not contracted for any services from the PLUS Company and will continue to volunteer his time for now. He indicated that this proposal is an honest attempt at doing something to bring people together and to network on an inter-community basis.

Dr. Cutler noted if the Board is supportive of the proposal, the District and the PLUS Company will draft a Memorandum of Understanding, which will be sent to legal counsel for review. Primex will review the liability clause and certificate of insurance. Dr. Cutler commented this program is a need for the community.

Mr. Miller asked if the program would be a full year or school year program. Dr. Cutler indicated that has not yet been determined.

**Action Item:** Dr. Cutler will bring a Memorandum of Understanding between the District and PLUS Company to the Board for review and/or approval.

*Mr. Miller made a motion for the District to move forward with a Memorandum of Understanding between the Litchfield School District and the PLUS Company pending resolution of the determination on the program running for the school year or the full year. Mrs. Prindle seconded. The motion carried 5-0-0.*

**8) Community Forum**

Mr. York announced that the second community forum period was being replaced with an ethics discussion agenda item requested by a Board member. He explained that there is an unusually long non-public session this evening.

Jason Guerrette, 11 Perry Court, commented on the policy discussion that is on the agenda. He expressed that he would like to hear the Board discuss the costs associated with this policy. Mr. Guerrette indicated that he has spoken with House representatives and they believe that the costs mentioned in the law refer to the materials only.

Mr. Guerrette asked if the MS-22 is the official default budget and if the Board is signing off on the default budget. Mr. Martin indicated that it is a bottom line budget. Mr. Guerrette expressed his disagreement with the MS-22 budget.

Chris Pascucci, 12 Colonial Drive, commented on the CHS track replacement. He stated that he has no doubt the Board may vote to buy a new track as they have encumbered taxpayer money for that purpose. He commented that the same three Board members are on the Board who voted to encumber that money. Mr. Pascucci asked the Board:

- if buying a new track is right or is wise;
- if the Board acted ethically when they encumbered the money for the track;
- if buying a new track is prudent in regard to the lack of public trust in the Board;
- if a new track will improve the education program;
- if a new track will improve the deteriorating parking lot at GMS or sealcoating our schools;
- if a new track will help the weatherization of our older schools.

Mr. Pascucci commented that if the Board earned the trust of the people they would not have encumbered the money for the track. He indicated that the Board spent time comparing CHS' track to tracks in other towns, comparing surface colors, discussed use, and supervision. He commented that the Board is about to interview two track installers who will tell us which track they want to sell the District. Mr. Pascucci stated that the Board never answered the question if a track is really necessary. He asked Board members to declare their confidence that due diligence has been done. He commented that the District has many problems, but questioned if buying a new track is the right thing to do. Mr. Pascucci commented that the insurance company deemed the track safe and the track coach stated it was safe. He asked Board members if they believe beyond a doubt a new track is necessary. He asked if it is needed this year. He asked if the Board is satisfied with the way the money was encumbered. He asked Board members if they held themselves to high ethical standards during that process.

**9) Recommended Action**

a) Business Affairs

- 1) Draft School Board Minutes:
  - a) Public Minutes of March 21, 2012

Minor revisions were made to the minutes.

*Mrs. Prindle made a motion to approve the public minutes of March 21, 2012 as amended. Mr. Miller seconded. The motion carried 5-0-0.*

2) CHS Graduation Date

Dr. Cutler recommended to the Board that CHS graduation be held on June 8, 2012. She indicated that seniors would be in attendance for the required 175 days.



**Mr. Miller made a motion to set CHS Graduation on June 8, 2012. Mrs. Prindle seconded. The motion carried 5-0-0.**

3) 2012-2013 School Board Meeting Calendar

Dr. Cutler presented the proposed Board meeting calendar to the Board for the 2012-2013 academic year. She indicated that she sent the calendar to Dr. Cochrane, Superintendent Elect, for review as well. Board members requested a meeting be scheduled for August 1, 2012.

4) MS-22

Mr. Martin presented the completed FY13 MS-22 for Board signature. The MS-22 was circulated and signed by three Board members.

5) Exemption from Instruction (IHAM) Policy Discussion

Dr. Cutler reported that since there has been a legislative change, this policy has been challenging for districts to complete. She presented the original policy with Board suggested revisions and a draft policy that incorporates the law with current policy.

Mr. York commented that students who are opted out of specific course materials can take a VLACS course in its place.

Mr. Miller pointed out that the law does not include any reference for the district to provide instruction for materials that are chosen by the parent/guardian if they exempt their child(ren) from specific course materials.

Mrs. D'Alleva commented that there would have to be accountability by the teachers to grade assignments. Mr. York indicated that the student would have to turn his/her work in to the teacher to be graded or reviewed for proof that the work has been done.

Dr. Cutler indicated that there is no cost for the grading of work. She commented that there would be a cost for someone other than the classroom teacher to instruct the student in the alternative lesson.

Mr. Barka asked if supplemental materials would be covered under the policy. He commented that these are the materials that would be provided if a student finishes his/her work early or does not feel challenged. Dr. Cutler commented that is determined as enrichment, which is a current practice in the District.

Mrs. D'Alleva commented that this law provides great opportunity for parents to further their child's education.

Board members suggested revisions to the policy drafted by the SAU. The policy will be revisited by the Board.

6) Manifest

The manifest was circulated and signed by the Board.

**10) Ethics & Code of Conduct Discussion**

Mr. York indicated that Mrs. D'Alleva requested the agenda topic for discussion.

Mrs. D'Alleva acknowledged that Mr. Miller apologized for the impact of his flyer on Mr. Guerrette's family. She commented that the Board should take a stand on the issue and put it to rest. Mrs. D'Alleva indicated that last fall, the Board voted to attach to the minutes online comments Mr. Guerrette made on the Litchfield community message boards. She asked that the flyer Mr. Miller sent out during his campaign be attached to the minutes from March 21, 2012.

Mrs. Prindle pointed out that Mr. Guerrette made that request at the March 21, 2012 meeting. Mrs. D'Alleva asked the Board to take official action to attach the flyer to the minutes.

Mr. Barka commented that earlier in the meeting the Board voted to approve the minutes with the flyer attached. Mrs. D'Alleva indicated that she wanted to be sure that Board took a stand on the issue.

*Mrs. D'Alleva made a motion to accept Mr. Miller's flyer regarding Mr. Guerrette into minutes of March 22, 2012. Mr. Barka seconded. The motion carried 5-0-0.*

**11) 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 enter into non-public session at 7:48 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**12) Return to Public Session**

*Mr. Miller made a motion to return to public session at 9:32 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

Mr. Miller suggested that the Superintendent ask for LEA input regarding the Exemption from Instructional Materials policy the Board discussed tonight. He indicated that teachers should submit suggestions for the policy before the next Board meeting on April 18, 2012.

**13) Adjourn**

*Mrs. Prindle made a motion to adjourn at 9:35 p.m. Mr. Miller seconded. The motion carried 5-0-0.*

**14) Upcoming Meetings**

*>>Litchfield School Board: April 18, 2012 – CHS Media Room - 6:30 PM*

**Action Items:**

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**April 18, 2012**  
**(approved as amended 5-9-12)**

Present:

Mr. John York, Board Chair  
Mrs. Mary Prindle, Board Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Derek Barka, Board Member  
Dr. Elaine Cutler, Superintendent  
Dr. Brian Cochrane, Superintendent Elect  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mrs. Deb Mahoney, Director of Human Resources (non-public)  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Ms. Nicole Cordingly, Student Representative  
Mrs. Michele E. Flynn, Administrative Assistant

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

**6:00 p.m.**

Mr. York called the meeting to order at 6:02 p.m.

**2) Review and Revision of Agenda**

There were no revisions to the agenda.

**3) CHS Track Vendor Discussion**

a) Track Vendor: Maine Tennis & Track, Brian Cornish

Mr. Bennett introduced Brian Cornish from Maine Tennis & Track to the Board. Mr. York thanked Mr. Cornish for attending the meeting regarding the Board's discussion of the CHS track. He mentioned that four members of the Board toured the track earlier to view its condition. Mr. York noted that the Board received the preliminary report on the CHS track from Mr. Martin and Mr. Bennett. He asked Mr. Cornish for his opinion on the condition of the track.

Mr. Cornish commented that he was aware of the history of construction of the track. He indicated that the construction outfit that installed the track chose a generic latex track instead of polyresin or polyurethane products. He indicated that latex track products are not a good choice. Mr. Cornish explained that the materials used to bind the rubber layer to the asphalt are not designed to endure the weather in New Hampshire. He noted that he has seen similar results in other tracks like the one at CHS. Mr. Cornish commented that the existing track system is allowing water in, but not out. This is causing it to bubble and/or lift in areas. He indicated that repairing the sections will not solve the problem. Mr. Cornish noted that in 2008 Maine Tennis & Track removed a section and put in a plexitrack type system (California Products).

Mr. Barka asked how much longer can the track be patched. Mr. Bennett commented that the track can be patched, but it is the level of competitive safety that is the concern. Mr. Cornish concurred, stating there is a difference between people walking/jogging on the track and sprinting in competition. Mr. Bennett indicated that he spoke with a California Products representative regarding patching the track and was advised against doing so.

Mr. York asked about stripping the track. Mr. Cornish indicated that the manufacturer's suggested maintenance cycle is 5-7 years. He noted that the track is assessed by the vendor and recommends maintenance necessary at that time.

Mr. York asked if respraying the track would have helped the existing track in 2008. Mr. Cornish commented that respraying would not have saved the track at that time. He explained that once the track is delaminated (fails) the asphalt will not re-adhere. He suggested that if the track was resurfaced in the original five year window, it may have prevented the existing result.

Mrs. Prindle asked about the different surfaces. Mr. Cornish indicated that there are two surfaces: polyresin and polyurethane. He explained that a poly resin system is adequate for a competitive high school. He noted that a polyurethane system is installed differently.

Mr. Barka asked about the lifespan of the polyresin system if maintained properly. Mr. Cornish indicated if the track is installed correctly, with proper preventive maintenance, the track should last 20 years. He noted that preventive maintenance includes not allowing grass to encroach upon the edge of the track, cleaning the track twice a year, and monitoring its use (keeping the following off the surface: vehicles, bikes, skates/boards, tents, chairs, spiked shoes). Mr. Cornish recommended using a protective mat when placing an item on the surface or walking across the track.

Mr. York asked about the cost to respray the track in the 5-7 year maintenance cycle. Mr. Cornish indicated that to respray and reline the track would cost approximately \$20,000. He noted that if the track requires an additional layer of rubber in that 5-7 year timeframe, it would cost approximately \$35,000 (black) or \$45,000 (red), which includes respraying and relining.

Mr. Martin asked why more schools are using red tracks instead of black. Mr. Cornish indicated their decisions are aesthetic. He noted that red rubber is rounded and black rubber is angular. Mr. Cornish commented that he prefers angular material over rounded.

Hearing no further questions, Mr. York thanked Mr. Cornish for his time.

b) Track Vendor: Cape Tennis & Track, Kristoff Eldridge

Mr. Bennett introduced Kristoff Eldridge from Cape & Island Track. Mr. York thanked Mr. Eldridge for attending the meeting regarding the Board's discussion of the CHS track. He mentioned that four members of the Board toured the track earlier to view its condition. Mr. York noted that the Board received the preliminary report on the CHS track from Mr. Martin and Mr. Bennett. He asked Mr. Eldridge for his opinion on the condition of the track.

Mr. Eldridge gave the Board a history of Cape & Islands Track. He noted that they install two product lines – plexi-track and polyurethane. He indicated that he toured the CHS track a few months earlier. He noted that there are two types of systems: vented and non-vented. Mr. Eldridge explained that with certain factors a surface that is semi-permeable can lead to eventual delamination. He commented that installing the type of latex binder for this track requires much adhesive to be sprayed. Mr. Eldridge explained that this results in the absorption of moisture, which does not dry in the sun. This results in the asphalt breaking down.

Mr. Eldridge noted that the top 1/8" of the CHS track is broken down and the mat is not stuck to anything with structural integrity. He indicated that it appears as if a section of the track was resprayed. He noted that this was a critical error. Because of the hydrostatic condition of the track it should not have been resprayed. Mr. Eldridge commented that this may be the best condition of the track. He indicated that it can be patched, but there is nowhere to stop because the adhesion problem is ongoing.

Mr. Barka asked about the difference between poly resin and polyurethane. Mr. Eldridge explained that poly resin systems are installed in layers and the benefit is better color depth and environmental components. Polyurethane has a stronger tinsel strength and is a stronger material. Polyurethane and rubber are mixed, laid out, and paved with a special paver. Mr. Eldridge noted that polyurethane is more durable, site specific, has better venting ability, and can be resprayed more often. He suggested that Board members tour some tracks to see the difference.

Mr. York asked about the annual maintenance cost of a polyurethane track system. Mr. Eldridge commented that it depends upon the care of the track.

Mr. York asked about the cost to resurface the track at the end of the first manufacturer's maintenance cycle. Mr. Eldridge commented that in nine years it will cost approximately \$17 - \$18/yard. He indicated that Cape & Island's method differs from Maine Tennis & Track. Mr. Eldridge commented that if you spray liquid down without rubber on a poly resin system it will not adhere and you will have to apply several coats. He noted that with polyurethane you would need only one coat.

Hearing no further questions, Mr. York thanked Mr. Eldridge for his time.

Board members agreed to discuss the CHS track further at their May 9 meeting.

**Action Item:** CHS Track discussion, May 9, 2012.

**4) Presentation to the Board**

a) Math Presentation: Mahesh Sharma

Dr. Heon noted that Professor Sharma has been working with teachers, parent groups and school administrators. She highlighted his expertise and commented that he has been very well received in the district. Professor Sharma has taught math education for over 30 years and focuses on the concepts and linguistics of mathematics.

Mr. York thanked Professor Sharma for joining the meeting. Professor Sharma asked those in attendance to introduce themselves and ask a question or make a comment.

Mr. York asked why memorization of multiplication tables is not part of the math process as it was many years ago.

Mr. Barka commented that he would like to hear what Professor Sharma is doing in our schools.

Dr. Cutler commented that she would like to Professor Sharma's ideas on how to transition the district to Common Core Standards and maintain our self-esteem.

Mrs. D'Alleva asked if Professor Sharma has observed any areas of weakness in the curriculum, and how can we improve.

Mr. Miller commented that the assessment scores seem to start out very good at the elementary level and end up much lower at the high school level. He asked if that is indicative of what Professor Sharma has seen elsewhere and how can it be resolved.

Professor Sharma commented that there is a problem at each level: local, state, and federal. He indicated that there is no guarantee that all students will know or master one thing at the end of the grade. He noted that there is no place in curriculum that states (for example) every third grader will master multiplication tables and schools are not equipped for problems in higher grades.

Professor Sharma stated that to resolve the inequity in mathematical knowledge and skills at each level (elementary, middle, high):

- core curriculum has identified non-negotiable skills at each grade level,
- there must be common definition of those non-negotiable skills at each grade level.

He noted that if a student does not know multiplication facts, they cannot learn fractions. Professor Sharma indicated that Common Core has identified what should be mastered at each grade level and is trying to have a common definition acceptable by those that are teaching.

Professor Sharma commented that the second part of every math concept has three components: linguistics, conceptual, and procedural. Most classrooms focus on procedural. He indicated that more middle and high schools are being identified as not making AYP. He commented that the foundations have to be strong.

Professor Sharma commented that he visited classrooms, but observed that expectations are average. He provided an example: there is a small percentage of students in calculus – 15% in the US as compared to 38% in the UK and 49% in Asia. He indicated that we should have a commensurate number of students in all higher level courses.

Mrs. Prindle asked Professor Sharma to share his recommendations.

Professor Sharma recommended that Common Core Standards be implemented. He stated that teachers must have an understanding of the concepts and fluency and administration should monitor key areas. He suggested that there should be an in-house way of monitoring the implementation of Common Core Standards at the rigor level they require. He indicated, for example, high school teachers should be aware of how certain things are taught in elementary grades.

Professor Sharma shared an experience he and his father had while shopping. At the checkout counter the cashier asked for the total. His father handed him money, but the cashier could not make change without the use of the computerized cash register. When his father asked the youngster what math course he was taking in school, the cashier replied he was enrolled in AP Math. Professor Sharma indicated that the problem in the US is that children cannot perform basic math functions without the use of a calculator or computer. He noted that this will not happen in any other country. He indicated that number sense is much needed in the younger grades.

Mr. York asked what the Board can do to implement Professor Sharma's recommendations. Professor Sharma indicated that beginning to implement Common Core Standards is the starting point. Teachers should understand everything they are teaching with communication across the grades. He suggested that a math committee across the grades (k-12) be established. The committee can review the curriculum together to determine the continuity of the curriculum and their roles as teachers. Professor Sharma indicated that the teaching staff must examine which skills they cannot deliver and get assistance. He commented that students are struggling with number sense. He noted that many students who do not know their number facts are a product of their learning environment. Professor Sharma indicated that schools need to reflect excellence in academic performance by:

- properly implemented Common Core Standards
- tools for teachers to implement Common Core Standards
- monitoring by the Board.

Professor Sharma noted that the School Board's responsibility is to provide the optimal learning environment for all students.

Mrs. D'Alleva asked if there is a particular textbook that Professor Sharma would recommend.

Professor Sharma commented that textbooks do not teach; teachers teach. He shared an example of a town several years ago that adopted Singapore Math. He noted there has been no movement among the concepts. Professor Sharma indicated that it is not the adoption of textbooks, but the teachers' competence of delivering the curriculum. He commented that he would not recommend any textbook or teachers' edition as the teachers should be able to deliver the curriculum from their heads and not from a book.

Mr. Schlichter commented that a 2<sup>nd</sup> grade teacher stated that after observing Professor Sharma, her delivery was not the same. She commented that she learned much from Professor Sharma.

Mr. Lecklider commented that Professor Sharma worked with the Math Department as well as classroom training. He noted that the first reaction from staff was "eye-opening". He indicated that the training was helpful as Common Core Standards are at the forefront of recent discussions. Mr. Lecklider noted that the strategies that Professor Sharma shared will help to address that depth of knowledge. He agreed that students should master numeracy in grade four and 70% of the focus in grade five should be on fractions.

Mr. Manseau commented that Professor Sharma spoke to special educators and received very positive feedback. He indicated that often the high school students can understand math concepts, but struggle on basic computation. Mr. Manseau noted that students need to concentrate on mastery of less things. He agreed with statements made by Professor Sharma regarding grade "non-negotiables". He indicated that the concept should be promoted with professional development.

Mr. Barka asked about Professor Sharma's goals for Parent Night.

Professor Sharma indicated that he will go over the same topics he discussed with the schools and the Board. He noted that he will tell parents they have a role as well. Their support is demanding their students do homework and accept responsibility in learning. Professor Sharma observed that eight years ago President Bush appointed an Algebra Taskforce and a report was released. He noted that the taskforce was established because everyone was complaining students were not doing well. The report stated that by grade four, every student must master and understand numeracy and then use numeracy to learn math. 70% of errors in Algebra are from not knowing fractions. By grade five, students should know fractions. 68% of students in grade 9 do not like fractions. Students in grade six should know integers and grade seven should be able to do Algebra.

Mr. York asked Board members if there were any more questions for Professor Sharma. Hearing none, Mr. York thanked Professor Sharma for his time.

**5) School Board Correspondence**

There was no correspondence.

**6) School Board Members' Comments**

There were no School Board comments.

**7) Summary of Non-Public Actions - *From the April 4, 2012 Non-Public Session***

*Mrs. Prindle made a motion to approve the non-public minutes of March 21, 2012 as written. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to approve the Superintendent's recommendation to increase the salary of Lisa Petry, Director of High School Guidance, by \$1,669 effective for the 2012-2013 academic year. Mr. Miller seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to offer Tom Lecklider, LMS Principal, a salary of \$96,859, which includes a 1% adjustment in the range. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to support the Superintendent's position in a recent student matter. Mrs. Prindle seconded. The motion carried 5-0-0.*

**8) Student Representatives Comments**

Nicole Cordingly reported:

- the third quarter ended,
- graduation will be held on June 8,
- track, softball and baseball seasons are underway,
- the Key Club had a successful Coffee Club event and went to the Key Club conference this past weekend,
- the Drama Club held their play this weekend, which was successful.

**9) Community Forum**

There was no community input.

**10) Principals' Reports**

a) GMS

Mr. Schlichter reported that Dr. Cutler and Dr. Heon are working with GMS staff on the Common Core Standards. He mentioned that he communicates with the new principal and has attended workshops regarding Common Core Standards at the state level. Mr. Schlichter reported that he will provide work from the Young Authors program electronically for the Board. He reported that Mr. Thompson, GMS Principal Elect visited the school. Mr. Schlichter reported that Unified Arts teachers were recognized at GMS. He noted that these teachers work very hard and are dedicated.

b) LMS

Mr. Lecklider reported:

- NWEA and NECAP scores were mailed home to parents in March
- NWEA testing will begin in May
- Students in BEST groups met with staff to discuss the assessment test results in relation to their goals
- Project Safeguard is schedule for May 17
- Fred Wolff trained Language Arts teachers on April 16, which is the 2<sup>nd</sup> teir of training; he worked with teachers on how to have conversations with students so they become independent writers
- Professor Sharma will work with Math teachers April 19
- Family Reading night will be held on April 19
- Family Math night was successful
- Doug Wilhelm visited LMS today and made presentations to each grade
- Staff was commended for their diligence regarding bullying
- LMS will be implementing CAD to Tech Ed classes this year.

Mr. Lecklider acknowledged:

- Class Acts breakfast which was held last week
- Carolyn Leite and the LMS band for achieving honors at the Large Group Music Festival
- Baseball and Soccer teams each have two wins and no losses
- Track team is doing well
- Carrie Ann Pace for coordinating a book club for middle schoolers at the Aaron Cutler Library
- The Raider Run was a successful event.

c) CHS

Mr. Manseau invited Board members to the All A's Celebration on May 3 at 6:30 pm at CHS. He provided a NEASC cycle timeline for the Board. He explained that in 2007 CHS became a member of NEASC. In 2009, CHS reported our progress over two years. Mr. Manseau indicated that this year CHS prepared a five year report. He noted that the cycle continues with a self-study and a self-study report, as well as a NEASC visitation in 2017. He commented that the core values timeline starts in 2011 because the agency's standards for accreditation were revised.

1) NEASC 5 Year Report

Mr. Manseau presented the NEASC 5 Year report for the Board to review. He highlighted expectations for student learning and explained that every student will be assessed on how they are doing under these expectations. Mr. Manseau indicated that CHS was told to submit a targeted level of these expectations. NEASC expects that at the five year level, all expectations are completed. He explained that there were 27 highlighted recommendations to which we responded. The report includes:

- Response to the Highlighted Recommendations
- Response to Each Evaluation Recommnedation
- Mission & Expectations Statement
- Substantive Changes
- Strengths & Achievements
- Restructuring/Reform Initiatives
- Follow Up Program
- Statistical Data Form.

Mr. Manseau indicated that the five year report is 96.2% completed because CHS rejected the recommendation to move the SAU out of the building. He noted that many space changes were made to meet the needs of the students.

Mrs. Rothhaus acknowledged:

- Chuck Nield as Student of the Month at CHS
- Justin Prindle's Student Council nomination
- Green Team's visit to CHS
- Dr. Cutler for allowing CHS to use remaining Venture funds for an Extended Learning Opportunity.



2) Senior Gift

Mr. Manseau presented a gift donation from the 2012 graduating class of CHS. The seniors are donating a gazebo to CHS.

*Mr. Miller made a motion to accept the gift of a gazebo from the 2012 CHS Senior Class. Mrs. Prindle seconded. The motion carried 5-0-0.*

11) **Curriculum Report**

1) April Curriculum Report/AYP Results

Dr. Heon presented the April 2012 Curriculum Report to the Board. She reported:

- Math & English/Language Arts Curriculum Committees met to continue drafting curriculum including the Common Core Standards.
- The Administrative Team is working on a roll out plan for training over the summer for Common Core Standards. One of the challenges is the roll out with our teachers and work on a transition plan. Teachers will have less topics to teach, but will have more depth of topic. A handbook will be provided for parents at Parents Night.
- A handbook from Professor Sharma was provided to teachers, which covers the tenancy of his discussion
- Cuisinaire Rods will be used with math classes at each school.

2) NH Common Core Standards Implementation Frameworks

Dr. Heon presented the State's Common Core implementation frameworks to the Board. She explained that it is a recommended series of events that occurs in four categories: leadership, transitions assessment and accountability.

3) AYP Results

Dr. Heon reported that Litchfield has not been identified as a District in Need of Improvement. She indicated that 71% of schools in the State did not make AYP. Dr. Heon commented that subgroups continue to be an area of challenge. She indicated that we are trying to address this by having Professor Sharma work with special education teachers and paraprofessionals. Dr. Heon reported that economically disadvantaged students form subgroups at each school may impact AYP in the future. She recommended that Title 1 services targeted to these students should be maintained.

12) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of April 4, 2012

*Mr. Miller made a motion to approve the public minutes of April 4, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

2) Business Administrator's Report – March 2012

Mr. Martin presented the March 2012 financial report to the Board. He commented that he would answer Board member questions regarding the report.

Mr. York asked about the performance issue with the network bandwidth. Mr. Martin explained that at times during the day CHS students have been using 100% of the internet bandwidth streaming media. Staff were having difficulty accessing the internet. He noted the administration asked teachers to better monitor the labs, which has helped. Mr. Martin indicated that we are using increased amounts of internet bandwidth from legitimate classroom activities.

Mr. Martin reported that there has been a loss of internet performance at GMS as well. 100% of the bandwidth is being utilized at various times during the day, which valid traffic and points to increased technology use at GMS. Mr. Martin commented that we can increase the bandwidth at GMS by adding another T1 line, but Mr. Hancock is working with Comcast to determine if a Comcast fiber solution is the best choice for the District and to develop budgetary numbers for the budget process. Mr. Martin commented that there are no funds for this in the 2012-2013 budget.

Mr. York commented that the IT Department is responsible for the solution. Mr. Martin indicated that Mr. Hancock has found a low cost solution to transfer some of the traffic to Comcast now and will be working with Mr. Brunelle. Mr. Martin commented that a request for costs will be brought to the Board. Mr. York suggested adding another layer of security for labs that are streaming YouTube if necessary.

3) Resignations

Dr. Cutler presented several resignations to the Board.

*Mrs. Prindle made a motion to accept the resignation of Sheila Huston, LMS Grade 8 Math teacher, effective June 19, 2012. Mr. York seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to accept the resignation of Ronda Gregg, Director of Special Services, as her retirement will take effect June 30, 2012. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to accept the resignation of Kristen Beckley, effective June 30, 2012. Mr. Miller seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to accept the resignation of Jack Williams, LMS Site Facility Manager, effective June 30, 2012. Mr. Miller seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to accept the resignation of Jacquelyn Hoey, CHS Nurse. Mr. Miller seconded. The motion carried 5-0-0.*

4) Manifest

The manifest was circulated and signed by the Board.

**13) Superintendent's Report**

a) Superintendent's Reports – February & March 2012

Dr. Cutler presented the February and March 2012 Superintendent's reports to the Board.

b) Enrollment Report – March 30, 2012

Dr. Cutler presented the March 30, 2012 enrollment report to the Board. There are 1,499 students enrolled in the district.

**14) Community Forum**

Jason Guerrette, 11 Perry Court, commented on the estimated year-end fund balance projection.

Mr. Guerrette mentioned that he spoke with each of the track vendors this evening. He commented that Mr. Cornish mentioned the heat in New Hampshire relative to sections of the track lifting. Mr. Guerrette indicated that New Hampshire does not experience as much heat as the southern part of the country. He suggested the Board research what other parts of the country have done in relation to installing a track. Mr. Guerrette commented that Mr. Barka inquired about adding a red layer over the black layer over time. Mr. Guerrette indicated that you would only encapsulate the track. He mentioned that Mr. Eldridge mentioned resurfacing could cost \$17 per yard. Mr. Guerrette indicated that Mr. Eldridge stated to Mr. Guerrette that cost is only in a perfect world. Mr. Guerrette commented that there is no cost for preventive maintenance and that we should keep people off the track. He indicated that the track is warrantied, but if we do something to it we will void the warranty. Mr. Guerrette commented to repair the track you have to create a seam. Mr. Guerrette indicated that he asked Mr. Eldridge about that type of repair and Mr. Eldridge stated to seal it with polyurethane. Mr. Guerrette commented if the parts of the repair that meet are not bonded the integrity of the track can be damaged.

Mr. Guerrette commented that he was pleased about the Math discussion. He mentioned that it was interesting Professor Sharma spoke about teachers' competence in delivery of curriculum regardless of the curriculum. Mr. Guerrette indicated that he spoke to Professor Sharma outside the Board room regarding textbooks the district uses. Mr. Guerrette commented that our curriculum is too broad and that Litchfield has a constructivist approach to teaching.

Mr. Guerrette commented on a story in the HLN regarding the number of Right to Know requests received by the District. The article mentioned that because one of the requests consisting of thousands of documents is still open, the District has to increase their network storage because they cannot delete any information until the request has been closed. He indicated that his requests could have been provided electronically as he is not able to view the material between the hours of 8:00 a.m. and 5:00 p.m. when the SAU Office is open. He commented that the District could have saved the cost for increasing the storage by emailing the information to him.

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

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

*Upon a motion by Mr. Miller, the Board entered non-public session at 8:50 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**16) Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 10:08 p.m. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**17) Adjourn**

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

**18) Upcoming Meetings**

*>>Litchfield School Board: May 9, 30, 2012 – June 13, 27, 2012 - CHS Media Room - 6:30 PM*

**Action Items**

- CHS Track discussion, May 9, 2012

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**May 9, 2012**  
**(approved as amended 5-30-12)**

Present:

Mr. John York, Board Chair  
Mrs. Mary Prindle, Board Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Derek Barka, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Matthew Bennett, Buildings & Grounds Coordinator  
Mrs. Michele E. Flynn, Administrative Assistant

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

6:30 p.m.

Mr. York called the meeting to order at 6:31 p.m.

2) **Review & Revision of Agenda**

There were no revisions to the agenda.

3) **Summary of Non-Public Actions**

*From the April 18, 2012 Non-Public Session:*

*Mr. Miller made a motion to approve the non-public minutes of April 4, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Michele Mitnitsky as CHS Chemistry teacher at a salary of \$56,963 for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 3-1-1, with Mrs. D'Alleva opposing and Mr. Miller abstaining.*

*Mrs. Prindle made a motion to approve the step and range increases for non-teaching employees for the 2012-2013 academic year. Mr. Miller seconded. The motion carried 3-1-1, with Mrs. D'Alleva opposing and Mr. Miller abstaining.*

4) **Board Correspondence & Announcements**

The Board received correspondence from Chris Pascucci, which will be read during Community Forum.

Mr. York announced that on April 18, he received correspondence from Kathleen Follis. He read her letter aloud. Mrs. Follis' expressed concern regarding the CHS track. She asked Board members to weigh the information received from the visiting track vendors against what we currently know about the track. Mrs. Follis commented that she supports maintaining assets, but does not support replacement of the track. She indicated that Primex has not vocalized concern over the track and that the track is currently being used. She asked Board members not to replace a functional track and to unencumber the funds for the track.

Mr. York noted that the reason Primex did not voice concern over the track is because it has been repaired. He indicated that the lanes that were repaired are not being used currently.

Susan Seabrook, 18 Bear Run Drive, expressed support for the hiring of Rachel Baker as CHS nurse. She indicated that during her mentorship of Ms. Baker, she has delivered exemplary performance and has shown a professional commitment.

Mr. York announced that all Board members have been invited to the Honors Banquet on May 17.

Mr. York announced that a request was received from Mr. Guerrette regarding posting to the public agenda the same information the Board receives. Dr. Cutler indicated that the information will be posted for the public.

**5) School Board Comments**

There were no School Board comments.

**6) Community Forum**

Chris Pascucci, 12 Colonial Drive, commented that he strongly opposes the Board's process surrounding the replacement of the CHS track. Mr. Pascucci indicated that although he supports processes for making these types of decisions, he was not happy with the way the Board encumbered the funds for the replacement of the track. He commented that in his opinion nothing will stop the Board from spending the money encumbered for the track. He stated that he does not know of anyone that would defend the Board's process in this matter. Mr. Pascucci indicated that in March all warrant articles failed, except for the article relative to the GMS reading specialist. He commented that even the operating budget failed. Mr. Pascucci commented that the reasons the articles and budget failed could be because of the economy or lack of trust in the Board. He indicated that the current proposal for the track will not help build up that trust. Mr. Pascucci asked Board members to reconsider spending the encumbered funds for the track.

Mr. York announced that Mr. Guerrette will be allotted 5 minutes to address an issue with the Board.

Jason Guerrette, 11 Perry Court, commented that there are no track restrictions at this time. He indicated that he spoke to the track vendors in the hall after they gave their presentations to the Board. Mr. Guerrette commented that the track vendors expressed there are no issues with the track that need to be addressed immediately.

Mr. Guerrette asked about the motion to approve the step and range increases.

Mr. Martin indicated that the step movement is 3% and the range movement is 1%, with the exception of those at the top of the range or on the top step who will not receive an increase.

Mr. Guerrette expressed disappointment that the Board did not apply the new contract direction to existing employees. He indicated that he helped the Board work toward the new direction.

Mr. Guerrette commented that his initial request to speak before the Board (as an agenda item) was denied. He referenced Board policy with regard to informing the Chair 7 days prior to the meeting. He indicated that the Board has yet to take a position regarding the ethics violations of Mr. Miller. Mr. Guerrette commented that the Board's inaction is, in itself, an ethical violation. He indicated that Mr. Miller's position is it was done outside the Board room. Mr. Guerrette referred to issues with other Board members regarding ethics outside the Board room. Mr. Guerrette requested that the Board make a motion that Mr. Miller's behavior in this matter was unethical or to acknowledge that Mr. Miller's unethical behavior was apparent.

Eric Kluft, 34 Charles Bancroft Highway, commented that he followed the School Board elections and expressed gratitude for information that was distributed by a candidate during the election campaign.

Mr. Guerrette interjected that Mr. York stop the discussion and correct the record.

Mr. York indicated that this is not a Board issue and that the Board is not looking to have that discussion tonight.

Mr. Guerrette stated that he would like a written response from the Superintendent about the Board decision regarding Mr. Miller.

**7) Recommended Action**

- a) Business Affairs
  - 1) Draft School Board Minutes:
    - a) Public Minutes of April 18, 2012

A minor revision was made to the minutes.

***Mrs. Prindle made a motion to approve the public minutes of April 18, 2012 as amended. Mr. Miller seconded. The motion carried 5-0-0.***

2) Disposition of Athletic Equipment

Coach Patterson presented a list of athletic equipment items that he would like to dispose of and/or sell to the Board. He noted that much of the equipment is obsolete and some is in disrepair.

Mr. Martin indicated that in the past the District has made operable equipment slated for disposal available to students or the community. He noted that if the equipment is deemed unsafe, it will be marked for disposal.

Mr. Miller suggested that damaged equipment be recycled as scrap metal, which would net a cash return.

Dr. Cutler suggested that a Blackboard announcement or HLN article can announce the equipment offerings to the community.

***Mr. Miller made a motion to allow the disposal of referenced athletic equipment. Mrs. Prindle seconded. The motion carried 5-0-0.***

3) CHS Track

The Board discussed the track with vendors at the last meeting. A determination needs to be made by the Board if a replacement track will be installed during the summer months.

Mr. Martin provided a report that included quotes from both track vendors and from Continental Paving for removal and base work. He explained that the report is a summary of the lowest quotes received for the replacement of the CHS track. Mr. Martin reported that the total project costs excluding District post project work and assuming no unidentified problems with the base of the track are as follows:

- 3/8 inch black plexitrac (polyresin) \$137,350
- 1/2 inch black plexitrac (polyresin) \$159,900
- 1/2 inch red accelerator (polyresin) \$180,700
- 1/2 black bss-100 (polyurethane) \$186,100
- 1/2 inch red bss-100 (polyurethane) \$190,250.

Mr. Barka asked how these quotes compare with the original quote. Mr. Bennett responded that the quotes are lower by approximately \$60,000.

Mr. Barka asked if the base would be reusable once the track surface is removed. Mr. Bennett explained that the base will be damaged as they tear out the track surface.

Mr. Barka asked if the track will have a grade. Mr. Bennett explained that the track will be graded so that it is able to drain properly.

Mr. York commented that Mr. Pascucci's statements regarding the decision process reflect how he would stand as a Budget Committee member. He expressed concern that if the Board delays a decision and includes the track in the next budget, the Budget Committee will remove the expenditure. Mr. York believes the Budget Committee will not vote on large repairs/purchases and will recommend the expenditure be placed on the warrant.

Mr. York commented that if the Board approves the expenditure, they need to ensure that proper steps are taken when going forward with the project.

Mrs. Prindle agreed with Mr. York. She commented that the Board made a decision to encumber funds for a reason. She indicated that the track is an asset, which should have a long life span if we maintain it properly.

Mrs. D'Alleva disagreed. She commented that the community does not support replacement of the track. She indicated that the Board has been discussing the issue for a year and there is no evidence of community support. Mrs. D'Alleva believes the track should be brought to the voters on the warrant.

Mr. Barka agreed that the track needs to be done, but suggested that the Board reconsider charging activity fees to offset the cost. He commented that the encumbered funds can be used for track maintenance and athletics.

Dr. Cutler pointed out that the Board discussed activity fees last year. She explained that part of the law requires school districts to provide athletics as part of an adequate education. She noted that districts cannot charge activity fees for what they must legally provide. Dr. Cutler indicated that the Board decided to charge admissions to events instead of activity fees. A legal opinion was obtained at the time the Board discussed this option.

Mr. Barka commented that he would be more supportive if the District could recover some costs.

Mrs. D'Alleva suggested deferring the project for a year. She indicated that the insurance company has no issue with the track at this time. Mr. York explained that the track was closed last year until the repairs could be made. He indicated that the track was patched, but the lanes that were patched are not used because they are not safe.

Mr. Barka commented that Concord and another district charge activity fees. Mr. Miller explained that the District's legal counsel did not recommend charging activity fees as someone could make a case that athletics is offered as part of an adequate education. Mrs. Prindle commented that the Board can revisit that topic during budget discussions.

***Mrs. Prindle made a motion to move forward with the ½ inch red, polyresin track. Mr. Miller seconded.***

Mr. Miller commented that the vendors who presented their products indicated that the red polyresin has no impact on the track except for aesthetics.

***Mr. Miller amended the motion for the Board to move forward with the ½ inch black polyresin at \$159,900. Mrs. Prindle seconded. The motion carried 3-2-0, with Mrs. D'Alleva and Mr. Barka opposing.***

#### 4) District Capital Plan

Mr. Martin provided an explanatory memo to the Board regarding a 15 Year Capital Plan. He reported that the plan has been initiated as roof and HVAC reports are expected from the District's vendors. Mr. Martin explained that Honewell is analyzing our inventory and will provide life expectancy and costs for maintenance and replacement. He indicated that the report will be more detailed, but that it is a time consuming task to enter the inventory into the software.

Mrs. D'Alleva asked if the software provides an annual amount to budget. Mr. Martin responded that is not available in the software.

Mr. York asked why each school has a different number of items listed. Mr. Martin explained that two of the schools have additions that were built over a number of years. He indicated that he can provide an update for the Board each month.

Board members reviewed the report and asked several questions regarding the details included in the report. Dr. Cutler commented that the Board would like more detail and timelines. She suggested that Mr. Martin provide an update each month in his business report. She indicated if there is excessive detail, he will provide it for the Board electronically.

**Action Item:** Mr. Martin will provide a monthly update regarding the District Capital Plan.

#### 5) Student Parking Fees for Student Activities

Mrs. Rothhaus presented a request to the Board to expend some of the student parking fees for Challenge Day activities and an Adventure Course for students needing credit recovery over the summer months. She explained that these funds were originally designated as revenue when the Board was faced with the \$2M deficit. Mrs. Rothhaus indicated that there is approximately \$10,000 in revenue from parking fees. She proposed using the fees for:

- a summer Venture Program for students who need credit recovery or early credit transition – cost \$1725

- a Challenge Day Program that is an anti-bullying program that reduces bullying, promotes peaceful conflict resolution and builds student self-esteem – cost \$6000.

Mrs. Rothhaus explained that the Venture Program was offered at CHS this year as an Extended Learning Opportunity. She indicated that the program made a positive difference for students that participated.

Mrs. D'Alleva suggested using the parking fee revenue for the parking lot striping.

Mrs. Rothhaus explained that CHS had applied for a grant and previously held a Challenge Day, which was very successful. She indicated that it was an enriching experience for students, staff, and those that volunteered.

Mrs. Prindle commented that there is value in enrichment for students in positive way.

Mr. Barka commented that he attended the Venture Program presentation last night and the students delivered powerful presentations.

Dr. Cutler commented that she participated in the Challenge Day event when it was held at CHS and was impressed on how it addressed diversity, personality traits, and life skills. She indicated that a mix of students participated and learned much from each other during the event.

Mr. York asked if the request was to run the programs next year. Mrs. Rothhaus indicated that the programs would run next year.

Mr. Martin confirmed that using the fees would not be a reduction of the revenue fund as these fees are held in the student activities fund and will roll over to next year.

***Mrs. Prindle made a motion to use CHS parking fees to support the Venture Program and the Challenge Day Program. Mr. Miller seconded.***

Mr. York suggested that the Board defer voting until the May 30 meeting.

**Action Item:** Board to vote on the use of CHS parking fees to support the Venture Program and the Challenge Day Program.

6) Business Administrator's Report – April 2012

Mr. Martin presented the April 2012 financial report to the Board. He asked Board members to email any questions they may have.

Mr. Martin announced that the District will be receiving the Primex Risk Management Award this year. He thanked the members of the Joint Loss Management Committee for their volunteer efforts in helping to reduce losses.

7) Re-appointment of School District Deputy Treasurer

Each year the board appoints a deputy treasurer in the event that the School District Treasurer is unavailable. Robbin Kopaczynski has agreed to continue in this role. This candidate has the endorsement of the elected School District Treasurer and needs to be re-appointed by the Board.

***Mr. Miller made a motion to re-appoint Robbin Kopaczynski as District Deputy Treasurer. Mrs. Prindle seconded. The motion carried 5-0-0.***

8) Acceptance of Donations

The Board was presented two donations to be accepted:

- \$1000 from an anonymous donor for CHS Student Council activities

***Mr. Miller made a motion to accept an anonymous donation of \$1,000 for CHS Student Council activities. Mr. Barka seconded. The motion carried 5-0-0.***



- A costume wardrobe for GMS built and donated by Seth Miller. All materials will be donated by Heidi Miller.

***Mrs. Prindle made a motion to accept the donation of a costume wardrobe for GMS, with materials donated by Heidi Miller and labor donated by Seth Miller. Mr. Barka seconded. The motion carried 5-0-0.***

9) Primex Multi-Year Discounts

Mr. Martin presented options for the Board to consider for property and liability insurance from Primex. There is a 5% annual discount and a 7% annual maximum cap if the Board approves the agreement. Mr. Martin commented that he worked with LGC and their preliminary quote is approximately \$5,000 lower than Primex. He indicated that LGC would perform a re-assessment of all the District's buildings and in the long run the difference would be much less, which LGC acknowledged. Mr. Martin indicated that there are benefits to staying with Primex as they do not charge for use of their attorneys, which helps save the District in legal costs. Primex provides no-cost training in many areas. LGC does not avail their attorneys to school districts, as they principally serve municipalities.

Mr. York asked if Primex and LGC are the only two insurance companies the District could use. Dr. Cutler indicated that most school districts use Primex and LGC.

Mr. Martin commented if the Board chooses to use a private insurance company there are other risks. He noted that the District's rate did not increase this year.

Mr. York suggested researching independent agents for a better rate.

Mr. Martin commented that there are six weeks left to the year and the District is in jeopardy of having no insurance by July 1. He suggested it is too late to gather quotes from independent agents for next year as the Board needs to make a decision on the agreement before the next meeting.

***Mr. Miller made the following motion:***

***To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to enter into its Property & Liability 5% Multi-Year Discount Program as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of the Property & Liability 5% Multi-Year Discount Program. The coverage provided by Primex<sup>3</sup> in each year of membership shall be as then set forth in the Coverage Documents of Primex<sup>3</sup>.***

***Mrs. Prindle seconded. The motion carried 5-0-0.***

10) Year End Encumbrances Discussion

Dr. Cutler presented a list of priorities for the Board to consider with year end funds. She explained that the list has been compiled with the collaborative efforts of the Administrative Team. She recommended that the Board consider the encumbering year end funds for priorities from this group as most of the items are related to the maintenance of the facilities. Dr. Cutler noted that the Board asked for this list ahead of time so they can have time to consider and discuss the items listed.

Mr. Martin highlighted the purchase of the GMS kindergarten portable. He explained that if the District purchases the portable, there will be no impact to the tax rate. He noted that the purchase would be made using some year end funds. The impact fees that have been previously encumbered by the town for this purpose will be returned to the District and reported as revenue, which will in fact reduce the tax rate. Mr. Martin indicated that if the District leases the portable, the cost of the lease will be added to the tax rate.

***Mrs. Prindle made a motion to approve the purchase of GMS kindergarten portable with \$76,011. Mr. Miller seconded. The motion carried 5-0-0.***

**Action Item:** The Board will discuss items on the Year End Encumbrances list at the May 30 meeting.

Mr. Miller requested research on the cost of track covers for the May 30 meeting.

**Action Item:** Mr. Martin and Mr. Bennett will investigate the cost of track covers.

11) Resignations

Dr. Cutler presented staff resignations to the Board.

*Mr. Miller made a motion to accept the resignation of Andrew Plantz, LMS Science teacher with appreciation for his services. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the resignation of Margaret Parent, GMS Grade 4 teacher, with appreciation for her many years of service. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the resignation of Robert Demaine, District IT Technician with appreciation for his services. Mrs. Prindle seconded. The motion carried 5-0-0.*

12) Manifest

The manifest was circulated and signed by the Board.

8) **Community Forum**

Janine Lepore, 17 Greenwich Road, expressed her support for the Venture Program and the Challenge Day Program. She indicated that both her children participated in the programs, which made a huge difference in their lives. She commented that she was amazed at the impact of these programs on her children. Mrs. Lepore encouraged the Board to allow CHS to fund both programs.

Jason Guerrette, 11 Perry Court, disagreed with comments that the District does not have enough time to acquire insurance quotes. He indicated it only takes an hour to get an insurance certificate.

Mr. Martin indicated that the certificate is needed for September and we will not have insurance for September without Board approval.

Mr. Guerrette disagreed with the Board's decision on the CHS track. He indicated once again that the vendors that presented on April 18 stated the track is safe and coaches stated the track is safe. Mr. Guerrette commented that he has visited other districts' tracks and stated that CHS has the best one he has seen.

Mr. Guerrette congratulated Mr. Martin and Mr. Bennett for their work on the Capital Plan. He stated that it is impossible for Mr. Bennett and Mr. Martin to do the work going forward. He noted that it is necessary to have someone who does this type of work for a living. Mr. Guerrette commented that the plan will never work without a Preventative Maintenance program. He offered his assistance at no cost. He noted that if the plan is sound, voters will fund the capital reserve fund.

Mr. Guerrette expressed his disagreement with the proposed end of year encumbrances.

9) **Committee Reports**

a) Budget Committee

Mr. Barka shared his report from a recent Budget Committee meeting. He reported that John Harte was voted Chair and Ray Peebles was voted Vice Chair. Mr. Barka had inquiries from the Budget Committee regarding:

- Special Education funds that were reduced from operating budget, but are in the default budget.
- Can we reduce the special education funds and increase the maintenance funds as can be done in the operating budget?

Mr. Martin commented that if the operating budget had passed, the special education funds that were reduced would not have been added back into the budget. He indicated that he prepared the default budget according to the law.

Mr. Martin noted that at this time the Special Education tuition account is over spent by \$65,000.

b) 2012 Risk Management Award Announcement

The Litchfield School District was chosen as the 2012 Risk Management Award recipient. The award will be presented at the Primex Conference to recognize efforts and success towards effectively managing risk and keeping employees, students and visitors staff.

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

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

*Upon a motion by Mr. Miller, the Board entered non-public session at 8:51 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. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

11) **Return to Public Session**

*Mr. Miller made a motion to return to public session at 9:22 p.m. Mrs. Prindle seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

Mrs. Prindle asked for clarification of Mr. Guerrette's request regarding a response from the Board.

Mr. York clarified that he wanted the Board to make a motion regarding Mr. Miller and Board ethics. Mrs. Prindle commented that a motion was not made.

Mrs. D'Alleva noted that Mr. Guerrette wanted it on record. She indicated that the Board should honor his request to make a motion. She commented that the situation was handled poorly.

Mr. York commented that Mr. Guerrette's behavior has not been exemplary over the past three years. He indicated that this is not a Board issue as the Board did not run the election.

Mrs. D'Alleva indicated that Mr. Guerrette was citing the Ethics policy.

Mr. York commented that it has come to his attention that his intention is to take legal action against Mr. Miller and he wants the Board on record. Mr. York indicated that he will not allow the Board to be pulled into the middle of the issue. He explained that the Board spoke with him many times and that he has spoken with Mr. Guerrette on many occasions regarding his behavior on the community message boards. Mr. York indicated that the Board has been tolerant of Mr. Guerrette's behavior in many instances.

Mrs. D'Alleva commented that she would like to see the issue resolved.

Mr. York indicated that it is not a Board issue.

Mr. Martin cautioned the Board against taking any official action as it is possible the Board can be named in a legal suit.

Dr. Cutler suggested that she can draft a written response that indicates the Board came out of non-public session, discussed his request, and took no action.

12) **Adjourn**

*Mr. Miller made a motion to adjourn at 9:28 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

13) **Upcoming Meetings**

*>>Litchfield School Board: May 30, & June 13, 27, 2012 – CHS Media Room - 6:30 PM*

Date: May 9, 2012  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Non-Public immediately following

**Action Items:**

- Mr. Martin will provide a monthly update regarding the District Capital Plan.
- Board to vote on the use of CHS parking fees to support the Venture Program and the Challenge Day Program.
- The Board will discuss items on the Year End Encumbrances list at the May 30 meeting.
- Mr. Martin and Mr. Bennett will investigate the cost of track covers.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Derek Barka

May 9, 2012

Attachment to the May 9, 2012 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the May 9, 2012 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

**Sent:** Tuesday, April 24, 2012 11:38 AM

**To:** John York

**Cc:** Mary Prindle; Dennis Miller; Derek Barka; PDAlleva-external domain; Elaine Cutler

**Subject:** follow-up

Good afternoon,

I know it seems that I am concentrating on one issue, and that is indeed true. However, that issue is not, and has not been about the track. The one issue that I will always stand strong on is the issue of "process". The process surrounding the replacement of the CHS track is legal, but is not up to the high standards we all expect from those elected to serve us.

Having said that, it is widely accepted throughout the community that nothing will stop this school board from voting to spend that money to replace the track. In many minds, it is a done deal. Although there are some, maybe even many in this community that would not mind running on a brand new track, and would even defend your legal right to go through with your proposal, I know of no one that would stand up and defend the way you are going about this, or even if this is the wisest use of the money at this point in time.

Anyway, there is something that you should ponder before finalizing this deal. All spending warrants, with the exception of the reading specialist for the elementary school children failed last month, and some by a large margin. Even the proposed budget failed which was not much more money than the default budget (percentage). Those results can be analyzed and many different conclusions can come from it. One can point to the current state of the economy as the reason, one can point to the voters just don't believe those spending proposals were wise purchases, and one can point to the lack of trust between the school board and the members of the community as the reason.

If the latter is the real reason. this current track proposal and expenditure may get Litchfield a new track, but it certainly will not do anything to help re-build the trust. Next March this administration will bring to the voter more spending proposals, many, if not all of them, very necessary to maintain our assets, and provide the high quality education our children deserve and expect.

I am asking this school board to please think ahead and act in the best interest of all in this community; the students, the parents, the elderly, and every homeowner/taxpayer in town. As you are well aware, there are some in this community that will vote in the affirmative for any and every spending proposal

put forth by the school board, and unfortunately, there are some that would vote in the negative for any and every spending proposal put forth, and nothing will change those peoples minds. The group that we are trying to reach is the group in the middle, the group that truly want to support what is really needed, and even those items that are wanted, but are concerned about the process and relationship centered in trust of our elected reps. Please don't be short sided, thereby possibly sacrificing the long term success of budgets and warrants, with the short term success of building a new track with money collected in the manner that is was with the eleventh hour encumbrance last June.

If this school board chooses to suspend the moving forward with building a new track, you can speak directly to the citizens of this town, reach out to everyone, and proudly say that although the "need" may still be there, you've reconsidered the "process" you employed was not in anyones best interest. You will return the money to the taxpayers to help offset the upcoming considerable tax increase, and this will be just one step towards building a mutual trusting relationship. You will carefully construct a budget next year that will include those things necessary to provide our children with a top notch education, and you will bring forth those assets in need of maintenance and you will work hard to explain why the voters should support what you bring forward.

Just my 2 cents, hope you look at this issue from every side.

As usual, this is a letter from one citizen to his school board reps. If you want this letter read during the correspondence part of your meeting, I would politely ask you to alert me and instead of having any of you read it, allow me the courtesy to attend and read it myself during the meeting. Other than that, this letter is for the consumption only of the school board members and the Superintendent.

Thank you  
Chris Pascucci

This is an enquiry email via [Litchfield School District](#) from:  
Kathleen Follis

**Name:** Kathleen Follis

**Email:**

**Subject:** track

**Message:** Dear School Board members, I am requesting you will read this aloud at community input because I am not able to attend in person. I have sent this to all members of the SB. I understand track vendors will be presenting at the school board meeting tonight. I hope you will take the information they supply and weigh it against what is known regarding our track. Let me first say I am in full support of maintaining our assets. That being said it is my understanding the track is currently functional and being used by our track team and other teams competing at CHS. Primex, the company in charge of insuring our assets, has not vocalized concern over the track as it is now. We have well seasoned runners in town who have stated the track is in as good of shape as many other tracks around the state. Given this information that has been provided by active runners and the insurance company it appears that while the track needs to be maintained it may not need to be replaced at this time. There are a number of assets in town that are in need of repair and I hope the SB will consider unencumbering the money set aside for the track. We have structural concerns (i.e. a leaking roof attached to GMS or the windows that are resulting in higher than necessary energy use) that are a higher priority than replacing a working track. I hope the SB will consider all that is needed for our schools in this current economic time so that any encumbered money can be spent when necessary, and whether a replacing a functional track is a necessity. Thank you for taking the time to read my letter. Sincerely, Kathleen Follis



**Susan G Seabrook**  
**18 Bear Run Drive**  
**Litchfield, NH 03052**  
**603 424 5931**

May 2, 2012

School Board Chairman, John York, and Litchfield School Board Members;

I have had the pleasure of working with Rachel Baker while mentoring her as a long term substitute at Campbell High School, Litchfield, NH.

I was impressed by her dedication, and commitment to school nursing. Rachel has quickly picked up the routines and exceeded all expectations of a school nurse. Her rapport with the students and parents is exemplary.

Rachel's tireless efforts for perfection are admired by the school nurses and her coworkers in the district. Her knowledge from her nursing experience is evident in her nursing practice. She is pleasant, patient and committed to her field. Her professional commitment to the students and staff are exceptional.

I highly recommend Rachel Baker for the position of School Nurse at Campbell High School. She would definitely be an asset to the staff in the Litchfield School District.

Thank you for your consideration of my opinions and observations.

Sincerely,

Susan G Seabrook, RNBS

*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**  
**APPROVED MINUTES**  
**PUBLIC SESSION**  
**May 30, 2012**  
**(approved as amended June 13, 2012)**

Present:

Mr. John York, Board Chair  
Mrs. Mary Prindle, Board Vice Chair  
Mr. Dennis Miller, Board Member (*excused*)  
Mrs. Patricia D'Alleva, Board Member  
Mr. Derek Barka, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mr. Kyle Hancock, Director of IT  
Mr. Bo Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mr. Robert Manseau, Principal, CHS  
Mrs. Michele E. Flynn, Administrative Assistant

**Closed Session: RSA 91-A:2I-(b)**

**5:00 p.m.**

*{This is not an official meeting of the Board.}*

*For the purpose of this section, a "meeting" shall mean the convening of a quorum of the membership of a public body to discuss or act upon a matter(s) over which the public body has supervision, control, jurisdiction or advisory power. "Meeting" shall not include: (c) consultation with legal counsel.*

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

**6:30 p.m.**

Mr. York called the meeting to order at 6:35 p.m.

**2) Review and Revision of Agenda**

There were no revisions to the agenda.

**3) School Board Correspondence**

Mr. York read a statement regarding events that took place during the May 9, 2012 Board meeting involving the conduct of a member of the community. The following was read into the record:

*After the school board meeting of May 9, 2012, two citizens filed complaints at the Litchfield Police Dept. At issue was the disorderly and intimidating conduct of a member of the community. As a result, there will be a police presence at school board meetings.*

*All citizens have a right to express their opinion to the board without fear of being interrupted or harassed for their opinions and/or statements during public comment. If a person interrupt or makes comments while another person is speaking, they will be found out of order by the chair. If the inappropriate behavior continues, they will be asked to leave the meeting and escorted from the building.*

Mr. York read a letter sent to the Board by Mr. Eric Kluft, 34 Charles Bancroft Highway, regarding his comments at the May 9, 2012 School Board meeting. Mr. Kluft commented that although he was attempting to voice concerns regarding a former board member's behavior at Board meetings and the need to revisit issues which have been settled, it was unfortunate that his statement was not well articulated. He commented that it was unfortunate that the incident that followed distracted the focus of the Board from District business. Mr. Kluft stated that he was proud of our schools and that there are important things to be done in the District. He noted that he believes it is better to move forward than dwell on things of the past.

Mr. York read a letter sent to the Board by Mrs. Janine Lepore, 17 Greenwich Road, and signed by 31 community members, regarding incidents that occurred at the May 9, 2012 School Board meeting. Mrs. Lepore expressed concerns [in her letter] regarding the disruptive behavior of a former school board member. Actions that were requested by the Board included ejecting any person who engages in disruptive behaviors during a Board meeting (whether in the meeting room or on school premises); arranging for a police presence during board meetings. Mrs. Lepore indicated that community members that signed the letter are concerned that the disruptive behavior described in the letter discourages people from participating in further board meetings. She wrote that if the Board allows intimidating behavior to continue, it will severely impact the type of community engagement the Board requires to achieve its ultimate goal – providing the best public education possible for our children.

*Letters to the Board will be attached to the approved minutes.*

**4) School Board Members' Comments**

Mrs. Prindle commented on the many events going on in the District. She indicated that she is proud to be a member of the Board and celebrate the schools' and students' achievements.

**5) Summary of Non-Public Actions - From the May 9, 2012 Non-Public Session**

*Mr. Miller made a motion to approve the non-public minutes of April 18, 2012 as amended. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mr. Miller made a motion to accept the nomination of Rachel Baker as CHS Nurse at a salary of \$42,303 for the 2012-2013 academic year. Mrs. Prindle seconded. The motion carried 4-0-0.*

**6) Student Representatives Comments**

There were no student representatives in attendance. Mr. Manseau provided an information guide for graduation and senior activities to the Board.

**7) Community Forum**

Zach Waggoner, 11 Broadview Drive, invited Board members to attend a Robotics event on June 2 in Merrimack.

Jason Guerrette, 11 Perry Court, read a prepared statement in which he addressed the aforementioned letter signed by 31 members of the community. He disagreed with the statements in the letter regarding his behavior at the May 9, 2012 meeting, as well as with the actions requested of the Board. Mr. Guerrette stated that he did speak to Mr. Kluft, but did not behave inappropriately. He commented that the Board cannot control the behavior of other community members in the meeting room. Mr. Guerrette indicated that if the Board attempts to control speech outside the meeting room (as well as inside), a legal opinion is warranted.

*Mr. Guerrette's statement will be attached to the approved minutes.*

Betty Vaughn, 19 Stark Lane, stated that she signed the petition because she believes when Mr. Guerrette was on the Board his behavior was not appropriate or professional. She commented that the Board is unable to complete its business regarding education with such distractions. Mrs. Vaughn indicated that Mr. Guerrette's behavior at Board meetings is not acceptable.

Mrs. D'Alleva asked who is going to make the judgment on what behavior is inappropriate. She commented that it is conceivable that a person can be passionate about the subject to which they choose to speak.

Mrs. Vaughn commented that when Mr. Guerrette attends a meeting he is allowed to talk about whatever he wishes and as long as he wishes. She believes that the Board would shut down anyone other than Mr. Guerrette. Mrs. Vaughn commented that the perception to the public is there is one set of rules for Mr. Guerrette and another set of rules for everyone else.

Mrs. D'Alleva commented that it is unfair to shut people down during public comment.

Mrs. Vaughn commented that the behavior is tiring and encouraged the Board to take action.

Patti Waggoner, 11 Riverview Drive, asked Board members to consider approving the end of year spending for technology.

Cindy Couture, 41 Stark Lane, encouraged Board members to support Challenge Day. She commented that it makes a difference in children's lives. Mrs. Couture asked Board members to support the Adventure Course for credit recovery as well. She asked that parking fees be used to pay for both activities. Mrs. Couture commended the Board for making the decision to support the replacement of the CHS track. She supported the Board's process and examination of all information before making their decision. Mrs. Couture stated that she was proud of this community.

Chris Pascucci, 12 Colonial Drive, congratulated the Board for their decision on the replacement of the CHS track. He commented that it has been mentioned many times that the Budget Committee has cut maintenance out of the budget. He indicated that it is the School Board's responsibility to maintain the track. Mr. Pascucci asked if the Board members who voted in favor of the track replacement were 100% confident that the track will be installed properly.

Mrs. Prindle indicated that the question was inappropriate since the Board cannot make any guarantees.

Mr. Pascucci commented that it was mentioned at the last meeting that a more economical track was previously installed. Mr. York clarified that if the track was resurfaced after five years, it would currently not be an issue. Unfortunately, Mr. York indicated that the track was not resurfaced. He noted that the Board was told many times that repairing the track would help it last longer. Mr. York commented that the Board will ensure that the track is installed properly to the best of their ability.

Mr. Pascucci commented that there must be 100% commitment from the community for maintenance of the track. He asked when the Board would address a policy and maintenance procedures. Mr. York indicated the Board will address those items at a future meeting.

Mr. Pascucci made reference to a comment that the track is his pet project. He commented that his pet project is to repair the mistrust of the Board. Mr. Pascucci indicated that he is speaking as a citizen and not a Budget Committee member. He commented that Mr. York used his comments at the last meeting to help justify the use of \$150,000 of the taxpayer's money. Mr. Pascucci indicated that his comments are not reflective of those of the Budget Committee and asked that Mr. York correct the record.

Mr. Guerrette referred to Mr. Miller's previous apology for the unintended consequences for the distribution of a political flyer. Mr. Guerrette indicated that he received a death threat this past week from someone in his past. He commented that although the Board disagrees with entertaining the issue, it has had significant impact on his family.

Michael Caprioglio, 12 Brandy Circle, asked the Board to consider using end of year funds for technology, especially at GMS.

Scott Cavanaugh, 19 Bear Run Drive, agreed with the security measures for Board meetings. He commented that he heard about the incident that resulted in the CHS lobby during the May 9 Board meeting. He indicated that there should be safe passage from the meeting room to the parking lot.

#### 8) Principals' Reports

##### 1) End of Year Encumbrances Discussion with Principals

Board members discussed priority items with the Principals. Board members reviewed, discussed, and approved an expenditure for the purchase of the kindergarten portable at GMS at the May 9 School Board meeting.

Mr. Schlichter spoke to the facility needs at GMS. He indicated that furniture is lacking as student desk and chairs are in poor shape. Mr. Schlichter noted that the windows in the section across from the cafeteria are a critical need as the seals are broken and the windows are cloudy.

Mr. Martin mentioned that he and Mr. Ross plan to include replacement windows on a multi-year plan in the budget.

Mr. Lecklider spoke to the needs at LMS. He indicated that last year a section of the flooring in the hallway was replaced with VCT tile and that he would like to have the same type of replacement in the other two hallways. It is cleaner and easier to maintain. He commented that the parking lot resealing and restriping is a maintenance item. Mr. Lecklider noted that there have been issues with the current fire control panel.

Mr. Martin indicated that if the fire control panel breaks, it will be repaired and a fire watch would be enacted. He noted that it will be included in next year's budget.

Mr. Manseau spoke to the needs at CHS. He indicated that the bathroom floor in the nurse's office needs to be addressed. He noted that two years ago all spending for science equipment was cut from the budget. Mr. Manseau commented that additional equipment is needed as the program grows. He noted that additional equipment (band saw and CNC router) is needed for the growing Tech Ed program as well.

Mr. Hancock spoke to the technology needs of the District. He indicated that virtualization is needed to virtualize the data center in the library. He explained it would be beneficial to better utilize our current network and equipment and hardware would not need replacement as often. Mr. Hancock noted that it is critical to maintain growth and sustain the network currently in place. He spoke to the repairs/maintenance of desktops and laptops in the District. Mr. Hancock indicated that rewiring at GMS is 50% completed. He noted that the wireless network for GMS is to provide a guest network, such as exists at CHS.

Mr. Martin spoke to the District's buildings and grounds needs. He reported that contracts have been sent to Maine Tennis & Track. He noted that some of the items listed will be absorbed in the FY12 budget as available Buildings & Grounds funds are being monitored. Mr. Martin will update the Board at the June 13 meeting.

## 2) Extra-Curricular Fees Discussion

Mr. York indicated that Mr. Barka requested a discussion of extra-curricular fees. Dr. Cutler noted that results of a 2010 fee survey of school districts in New Hampshire were included in the Board's online packet for reference. Dr. Cutler suggested that the Board consider input from the Principals regarding implementing extra-curricular fees. Dr. Cutler recommended a parent survey as well as further study before a fee schedule is implemented.

Mr. York asked if the \$100 parking fee schedule had an impact at CHS. Mr. Manseau indicated it caused a hardship with some families.

Dr. Cutler commented that at the time the fees were implemented we were working with a \$2M shortfall in education funding. She explained that the conversation focused on a flat activity fee or revenues collected through parking.

Mr. Manseau indicated that far more students would have greater access to our curriculum without the implementation of activity fees. He mentioned that a similar system was implemented at a school during his previous principalship and it resulted in a financial hardship for families. Mr. Manseau noted that part of the responsibility as principal is to ensure students have equal access.

Mr. Barka suggested waiving fees for hardships.

Mr. Manseau commented that double taxation is another issue. He indicated that over 60% of students at CHS participate in extra-curricular activities. He explained that if a flat fee were implemented, the remaining 30%-40% would have difficulty with the fee. Mr. Manseau commented that he believes no fees should be charged for public education.

Mr. Schlichter agreed that extra-curricular is part of a public education.

Dr. Cutler commented that assessing a per student fee discourages participation in extra-curricular activities. She explained that the goal is to offer as many opportunities as possible so students have better experiences before they graduate.

Mrs. D'Alleva suggested that the parking fee revenue can be used to maintain the track/facilities.

Mr. Martin commented that one of the problems with waiving fees for student hardships is that there is no mechanism with which to determine eligibility. He noted that a mechanism for that purpose would need to be established.

3) GMS

Mr. Schlichter's report included the following:

- NECAP tests are completed
- NWEA tests are being administered
- The Young Authors Magazine has been distributed (copies given to Board members)
- Met with Principal Elect Thompson who will be spending some days in the District prior to June 15
- PTO is getting involved in enrichment activities for higher achieving students
- Acknowledged grade level arts and performances at GMS
- Fourth Grade Recognition Day is upcoming.

Mr. Schlichter thanked current and past Board members, current and past Superintendents, and community members for their support during his tenure in Litchfield.

4) LMS

Mr. Lecklider's report included the following:

- NWEA testing is ongoing through early June
- Project Safeguard was successful
- Washington DC trip was successful
- The CHAT team hosted a transition meeting with CHS staff two weeks ago
- LMS/GMS reading program successful
- 8<sup>th</sup> grade Science NECAP completed in May
- 2 students were honored as NH Middle School Scholar Leaders (Sarah Hobbs and Alex Thorpe) – 2 staff members (Kim Noland & Cathy McPhee) were chosen to accompany the students
- Memorial Day ceremony was held last week
- 6<sup>th</sup> grade Career Day was a nice event
- The LMS Concert held last night went well
- Baseball and Softball teams are both in semi-finals.

5) CHS

Mr. Manseau's report included the following:

- AP Exams were administered
- Science NECAP was completed
- There were many college acceptances
- Final exams are upcoming
- Chuck Neild was selected as Student Athlete of Month and will be attending West Point after graduation
- Heidi Paris was named graduating Student of Year for the School Leadership Concentration of the Master of Science in Education program at St. Joseph's college
- The CHS band won the top concert band award
- Underclassmen Awards will be held tomorrow morning
- Senior class will be taking a Senior cruise Friday night
- Senior Week activities commence next week
- Graduation is June 8 at 6:00 p.m.
- Mrs. Rothhaus, Mr. Hicks, and Mr. Manseau will be accompanying the Commissioner of Education to Atlanta, GA on July 10 to present at the Education Commission of the States National Forum on Education and will be awarded the Newman Award for Innovation.
- Mr. Perreault and the Recycling team was awarded Recycling Program of the Year by the Recycling Association of America.

a) Use of Parking Fees for Student Activities

Dr. Cutler indicated that Mrs. Rothhaus asked the board to consider the expenditure of some of the parking fee revenue for Challenge Day and a summer Adventure Class at the last board meeting. The Board deferred their decision from the May 9 meeting.

Mrs. Prindle expressed her support for the request to use parking fees to support Challenge Day.

Mrs. D'Alleva asked how long the program has been run at CHS and about the students who participate. Mr. Manseau indicated that the program has been run twice. He explained that the program is populated with a range of students. He noted that the participants are a vast cross section of the whole school. Mr. Manseau indicated that since the program was held, more students are self-policing and there is a greater awareness with the use of language and the respectful way students treat each other.

Mrs. D'Alleva asked if the results of the program have been long lasting. Mr. Manseau indicated that the results have been amazing as the program addresses the culture of the school in a profound way and produces a long lasting carryover.

***Mrs. Prindle made a motion to authorize the use of CHS parking fee revenue to fund Challenge Day on an annual basis. Mr. Barka seconded.***

Mrs. D'Alleva expressed concern over using parking fees for the requested activities.

Mr. York commented that the Board needs to have a discussion on parking fees.

Mr. Martin suggested that the money can remain in the student activities account and the Board can approve use of the funds for any new programs.

***Mr. York amended Mrs. Prindle's motion to authorize the use of CHS parking fee revenue for Challenge Day for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.***

***Mr. Barka made a motion to authorize the use of CHS parking fee revenue for the Adventure Program this summer. Mrs. Prindle seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.***

9) **Curriculum Report**

1) May Curriculum Report

Dr. Heon provided the curriculum report for the month of May 2012. She thanked the Math and English/Language Arts Committees for their work on the Common Core Standards. Dr. Heon indicated that the draft documents will be shared during professional development in August. She reported that the Homework Task Force continues their work, and will resume in the fall. She indicated that the Title IA grant will fund a Summer Reading Academy and a Summer Math Academy at LMS. Dr. Heon noted that there will have far fewer Title I funds next year. She reported that Professor Sharma is tentatively booked for three days in October and three days in April, subject to available grant monies.

Mrs. D'Alleva asked how Professor Sharma's practices have been woven into the instructional standards in the District. Dr. Heon indicated that Professor Sharma's instruction has helped teachers with classroom instruction. She noted that teachers have been using his advice in their classes according to those with which she has spoken.

Mr. Schlichter noted that teachers at the elementary school have been focusing more on non-negotiables. He commented that Cuisenaire rods are used extensively.

Mr. Lecklider indicated that there is more depth in math instruction that was introduced and modeled by Professor Sharma.

Dr. Heon announced that on June 18 the teacher workshop will focus on technology applications and integration with subject areas. She reported that smart boards are being used more often.

Dr. Heon indicated that there will be a special session at the workshop on iPad use for special education. Dr. Heon reported that optional Common Core Standards workshops will be held August 6-9.

Mr. Manseau announced that two members of the staff will be working the implementation of using social networking devices within the academic realm on a trial basis. He noted that this is part of a movement called Bring Your Own Device (BYOD). He indicated that they will be taking advantage of the free software offered. Dr. Heon noted that she is working on the implementation with Mr. Hancock.

**10) Recommended Action**

a) Business Affairs

- 1) Draft School Board Minutes:
  - a) Public Minutes of May 9, 2012

***Mrs. Prindle made a motion to approve the May 30, 2012 public minutes as amended. Mr. Barka seconded. The motion carried 4-0-0***

- 2) End of Year Encumbrances Discussion/Decisions (Tentative)

The agenda item will be further discussed at the June 13 School Board meeting.

- 3) Track Covers Cost Update

Mr. Martin indicated that the cost for track covers was researched, but the information was not available for this evening. The agenda item has been deferred to the June 13 School Board meeting.

- 4) Acceptance of Donation

Dr. Cutler announced that the Knights of Columbus have made a donation to GMS for the Special Education Program. She asked the Board to accept the donation.

***Mrs. Prindle made a motion to accept a donation in the amount of \$315.65 from the NH State Council of the Knights of Columbus for the Litchfield School District Special Education program. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

- 5) Legal Government Center (LGC) Participation Agreement

Mr. Martin presented to the Board the LGC Participation Agreement. He explained that LGC provides employee health and dental benefits as well as a myriad of other employee services (COBRA, etc.). He noted that this is a recurring agreement that requires School Board approval every two years. The Agreement requires the signature of the board chair and acceptance of the Agreement by the Board. The Board reviewed the actual LGC agreement.

***Mrs. Prindle made a motion to approve the Participation Agreement between NH LGC and the Litchfield School District and authorize Mr. Martin to sign the agreement on behalf of the School Board. Mr. York seconded. The motion carried 4-0-0.***

- 6) Manifest

The manifest was circulated and signed by the Board.

**11) Superintendent's Report**

- a) Superintendent's Reports – April/May 2012

Dr. Cutler provided the May Superintendent's report for the Board.

- b) April 2012 Enrollment Report

Dr. Cutler provided the April 2012 Enrollment report for the Board. She reported that there were 1,497 students in the District at the end of April.

**12) Community Forum**

John Miller, 21 Bear Run Drive, asked for clarifications regarding Mr. Martin's statement about replacing the windows at GMS with or without approval. Mr. Martin clarified that with or without approval to replace the windows this year, he will include the replacement of the windows at GMS in the budget over the next several years.



Mr. Miller commented that the District is right on track for (technology) virtualization. He also asked for clarification regarding step raises and the default budget.

Mr. York indicated that the step/range raises included in the default budget are those of non-LEA (non-teaching) employees. He explained that the Board froze step and range increases in the FY13 operating budget. He noted that a 1% COLA was included on an article in the warrant. Although step/range increases are not contractual, the step and range increases were included in the default as has been done in the past. Mr. York commented that when the operating budget and warrant article failed, the Board voted to give the non-LEA employees their step/range increases.

Mrs. D'Alleva agreed that the step/range increases are not contractual. Mr. Martin clarified that the Board has approved the non-LEA compensation plan and there was a commitment to the staff.

Mr. Miller suggested that the Board should clarify this to the public. He asked why the step/range increases were included in the default if they are not contractual. Mr. York indicated that legal counsel noted the default budget became a bottom line budget and it was the Board's decision to approve or not approve increases.

Dr. Cutler pointed out that approximately one third of non-LEA employees are at the top step or top of their range and did not receive any increase.

Cindy Couture, 41 Stark Lane, commented that the fees collected from students should not be used for maintenance. She indicated that unless fees are collected at each school, the community is responsible for the infrastructure of assets. Mrs. Couture stated that student activity fees should be used for student activities.

Jason Guerrette, 11 Perry Court, commented that the default budget did not pass; the operating budget failed. He noted that it was fortunate that the Board did not approve the purchase of clickers for the student response system because now they can use their smart phones. Mr. Guerrette referred to a statement made during the meeting regarding double taxation, equity, access, and tradition. He commented that if it is double taxation for someone to pay taxes and a fee for their student, it is the same for those who do not participate in those activities. Mr. Guerrette commented that he is disappointed with the LGC Participation Agreement. He indicated that the default budget is "gamesmanship". He commented that the Board chose to approve salary increases even though the voters said not to do so. Mr. Guerrette expressed disagreement with what is included in the default budget.

John Miller, 21 Bear Run Drive, commented that fees should be applied to that for which they are intended. He commented that assets cost more in the long term when they are not maintained.

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

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

*Upon a motion by Mrs. Prindle, the Board entered non-public session at 8:36 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. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**14) Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 9:13 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

Mr. York asked Board members if there is any action the Board can take to resolve the issue of the political flyer that has been raised by Mr. Guerrette.

Date: May 30, 2012  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Non-Public immediately following

Dr. Cutler commented that she was surprised to hear Mr. Guerrette used profanity while speaking to Mr. Klaf outside the Board room on May 9. She was disappointed that Mr. Guerrette does not own any of his behavior.

Mrs. D'Alleva commented that as a result of the flyer people assume he was convicted of a crime. Mr. York indicated that Mr. Guerrette's explanations for his past discretions do not match the court's reports.

Mr. York indicated that like all citizens, Mr. Guerrette is free to attend meetings and make comments during public comment.

Mrs. D'Alleva commented that we cannot keep people from attending the meetings and making public comment. Dr. Cutler indicated that people should not refrain from attending because they fear behavior from any community member.

Mr. Barka commented that recently some teachers expressed to him that they were concerned and fearful of Mr. Guerrette's behavior.

**15) Adjourn**

*Mrs. Prindle made a motion to adjourn at 9:20 p.m. Mr. York seconded. The motion carried 4-0-0.*

**16) Upcoming Meetings**

*>>Litchfield School Board: June 13, 27, 2012 - CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Derek Barka

May 30, 2012

Attachment to the May 30, 2012 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the May 30, 2012 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

## Statement

After the school board meeting of May 9, 2012, two citizens filed complaints at the Litchfield Police Dept. At issue was the disorderly and intimidating conduct of a member of the community. As a result, there will be a police presence at school board meetings.

All citizens have a right to express their opinion to the board without fear of being interrupted or harassed for their opinions and/ or statements during public comment. If a person interrupts or makes comments while another person is speaking, they will be found out of order by the chair. If the inappropriate behavior continues, they will be asked to leave the meeting and escorted from the building.

-----Original Message-----

From: Eric Klaft [REDACTED]  
Sent: Wednesday, May 23, 2012 10:04 AM  
To: John York; Elaine Cutler  
Subject: Moving Forward after May 9....

Dr. Cutler, Chairman York-

In thinking of the events at the most recent SB meeting of 5/9, I wanted to share with you some thoughts.

I rose at that meeting with the intent of pointing out to the board members that I, for one, was tired of the "sour grapes" attitude of a former Board Member who seemed unable to accept a loss and almost compulsively felt the need to revisit Issues which had been settled, and were no longer germane. It is unfortunate, perhaps, that I began my talk by mentioning that I had actually been glad to be informed of Mr.

Guerrette's criminal activities prior to the election. Unfortunate, perhaps, because it caused somewhat of a firestorm, and I found myself unable to finish my thoughts. And, unfortunate that the whole incident has distracted from what is really important- the business of achieving excellence in our school system.

I am the father of two kids currently in Litchfield Schools. One a very bright (sometimes too smart for her own good! Ha!) freshman girl, the other a very gentle souled 13 yr. old 7th grader w/a 504 plan which LMS has been great about implementing. I am proud of our schools. And I know I can be even prouder. I was please to serve on the PERC committee a couple years ago, and hope to be of assistance again in a similar role.

There are important things to be done. Common Core Standards to be reviewed and implemented. Math and Science Curricula to be improved. Dr. Sharma's suggestions to be utilized. Budget considerations. Day to day School Board matters to be handled. You all have a great responsibility to be advocates for the kids in our schools, and they deserve better than to have the disruptions and distractions that have characterized some of the recent meetings continue. I wish I had had the chance to finish my thoughts last May 9. And I trust that we in Litchfield have learned that it is far more important to Move forward than to dwell on the past.

Thanks for your time in reading and carefully considering my remarks.

All the best-

Eric Klaft  
34 Charles Bancroft Hwy  
[REDACTED]

RECEIVED  
5-22-12

May 12, 2012

Litchfield School Board  
Attn: John York, Chairman  
1 Highlander Court  
Litchfield, NH 03052

Dear Mr. York:

During the Wednesday, May 9, 2012 board meeting, former school board member Jason Guerrette appeared to grow enraged over comments made by two different community members at separate times during the meeting. Each time, Mr. Guerrette followed the community member out of the board's meeting room; apparently to engage in an angry hallway confrontation.

Over the course of the evening, Mr. Guerrette angrily accosted at least three community members for statements they either made during the meeting, or during a prior school board meeting when Mr. Guerrette was a member of the board.

As parents of children in the Litchfield school system, taxpayers, and members of the community who want all levels of the school system to adhere to the principals this community espouses, namely: respect, responsibility, and zero tolerance for bullying behavior in all its forms, we respectfully request the following actions be taken by the school board:

- (1) Eject any person who engages in disruptive behaviors during a school board meeting—whether in the meeting room or on school premises, including but not limited to: commenting on the proceedings orally or via electronic means during the portions of school board meetings not intended for community input; physical intimidation; physical violence; threats, insults or other verbally abusive language; and any other intimidating, threatening or other similarly incendiary behaviors directed toward any member of the board or community pursuant to **Litchfield School Board Policy# BEDH** (Revised Jan 26, 2011);

and/or



- (2) Arrange for a police presence during school board meetings to: (i) ensure the safety of all meeting attendees; and (ii) to protect all attendees from verbally or physically abusive confrontations from any other meeting attendee.

As members of the community, we are concerned that the behaviors enumerated above, whether they occur inside the meeting room or in the hallways or premises of the high school outside the meeting, discourage people from participating in further board meetings.

While free and frank expression of opinions is the hallmark of community participation in town board meetings, it is contrary to school board policy to allow one person to intimidate others at the meeting. If this type of behavior is permitted to continue, then it will have a chilling effect on the community's participation in these very important meetings, and will thwart the type of community engagement the board requires in order to achieve its ultimate goal; providing the best public education possible for our children.

Thank you for your kind attention.

Sincerely,

Name:

Address:

<u>Joseph Lepore</u>	<u>17 Greenwich Rd</u>
<u>Mike Lepore</u>	<u>17 Greenwich Rd</u>
<u>Eric B. Klett</u>	<u>37 Charles Bancroft</u>
<u>Kathryn Nicole</u>	<u>5 Riverview Circle</u>
<u>Fernando Cavanagh</u>	<u>19 Bear Run Dr</u>
<u>Scott S. Conway R</u>	<u>19 Bear Run Dr.</u>
<u>ASusan J. Jette</u>	<u>29 Brenton St.</u>
<u>Kevin R. Jette</u>	<u>11 Broadview Dr.</u>



~~W~~

~~Caroline~~

~~AS~~

~~W~~

John Deitz

Josh Allard

Maureen West

Shirley Cunningham

Robin Kopyov

Cynthia A. Cox

Carlene LaCroy

~~W~~

Super Center

W. Anne

Janice Hood

John E. Holt

William Barrett

Jan Miller

Emilee DeLoe

Saturnia R. Wagoner

~~W~~

Pat Gold

Aluimika Polson

19 Stark Lane

37 Garden Dr Litchfield, NH 03052

37 Garden Dr Litchfield

5 Josiah Drive

40 Meserueg Dr., Litchfield, NH 03052

11 Talent Rd, Litchfield, NH 03052

123 Page Road Litchfield, NH 03052

12 Brandy Cir Litchfield, NH 03052

13 Pookery Way Litchfield, NH 03052

41 Stark Ln Litchfield, NH 03052

12 Windsor dr. Litchfield, NH 03052

12 Windsor Dr. Litchfield, N.H 03052

34 Brickyard Drive, Litchfield NH 03052

53 Pilgrim Dr. Litch NH

8 Windsor Dr., Litchfield, NH 03052

34 Brickyard Dr. Litchfield, NH 03052

53 Pilgrim Dr Litchfield NH 03052

37 Wren. St Litchfield, NH 03052

5 Riverview Circle

11 Broadview Drive, Litchfield NH 03052

39 LANCE AVENUE, LITCHFIELD

39 LANCE AVE LITCHFIELD, NH

48 Lance Ave Litchfield NH



Jason Guerrette - Comments  
5-30-2012

Good evening,

I would like to start by addressing this evening's petition to the SB. I see that while this group has chosen to not identify itself formally, it is indeed mostly made up of the Litchfield Coalition for Education. Founded and created by Derek Barka and Kathleen Follis. This letter was drafted, formulated and discussed in the facebook group (which is closed to the public).

I would invite all those interested in the truth, please watch the last meeting to see the truth for what it is rather than believe this skewed and opinionated version of the events. As NOT ONE of the signers of this petition were first hand witnesses of what actually transpired except for one. Eric Klaft and myself. What is described about me is "enraged" is in actuality the frustration that this Board allowed Mr. Klaft to speak lies and misrepresentations about myself in a public meeting without challenge until I voiced my objection to the chair, who then meekly told the speaker to discontinue. Once the gentleman sat there were no further conversations on the topic. When the gentlemen left the room, I chose that the opportune time to address my grievance with his continuance of an out and out lie and slanderous behavior with him. I was certainly direct and ensured he did not mistake my position. I walked him to the door and it ended. On my way back to the meeting, I also mentioned to Ms. Lepore that it was people like her that continue to perpetuate this slanderous behavior. She followed me into this very

room and as I was sitting, choose to present with an aggressive stand above me and begin to accost me. She indeed was told by the chair to discontinue her barrage.

I find it very interesting the words Ms Lepore chooses to use. She skillfully and artfully uses legal definitions that are not the vernacular of common everyday people people use differently to persuade this Board and those watching that something happened that rightly did not.

Words like Accost.

While technically correct, the fact that I spoke to Mr. Kluft in a direct manner in no way paints an accurate picture if one seeks the truth, it does set the tone for this groups desires.

It is easy to throw terms around like Bully when one does not like the messenger or the message.

I could argue that it is this groups intention to bully me by trumping up whatever it chooses to get me to simply stop openly discussing the dirty little secrets that undermine their desire to fulfill their leftist views of education.

In the end, however, I am quite pleased they have opened this topic up for discussion. Mr. Kluft open salvo on his offensive to continue to slander me is the prime example of how the chair of this Board has chosen to address the communities grievences.

This Board cannot even take matters of its own malfeasance an address those. And now we expect you to do what? Take action to encroach on the most protected right guaranteed us. Political free speech.

What this Board should be considering is how to shut down behavior like Mr. Klaft who clearly went over the line and directly attacked a private citizen during an open meeting of this Board.

If you choose to attempt to control speech outside of this room, that may be a much more difficult chore and would suggest you get a legal opinion as to what you in fact do have control over and what speech and where it occurs.

*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  
APPROVED MINUTES  
June 13, 2012  
(approved as written 7-11-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member (*conference call*)  
Mrs. Patricia D'Alleva, Board Member  
Mr. Derek Barka, Board Member  
Dr. Elaine Cutler, Superintendent  
Dr. Brian Cochrane, Superintendent Elect  
Mr. Steve Martin, Business Administrator  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, Administrative Assistant

**1) Public Session – Call to Order**

Mr. York called the meeting to order at 4:38 p.m.

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

**4:30 p.m.**

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

*Upon a motion by Mr. York, the Board entered into non-public session at 4:39 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.*

**3) Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 6:24 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mr. Barka, yes; Mrs. D'Alleva, yes.*

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

**6:30 p.m.**

Mr. York reconvened public session at 6:33 p.m.

**5) Review & Revision of Agenda**

Revisions to the agenda included the addition of Student Schedules under Presentations, addition of Leave Request in Non-Public session.

**6) Summary of Non-Public Actions**

***From the May 30, 2012 Non-Public Session:***

*Mrs. Prindle made a motion to approve the non-public minutes of May 30, 2012 as amended. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Richard Sauchuk as Chemistry teacher at CHS for a salary of \$63,186 for the 2012-2013 academic year. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Jonas Taub as District School Psychologist for a salary of \$68,000 for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Sarah Gravel as District Speech & Language Pathologist for a salary of \$45,348 for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Devin Bandurski as Director of Special Services for a salary of \$84,771 for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Jodi Callinan as part time Guidance Counselor (50%) at CHS for a salary of \$25,992.50 for the 2012-2013 academic year. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Steven Levine as part time Health Teacher (50%) at CHS for a salary of \$26,938 for the 2012-2013 academic year. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Alex Scarelli as English Teacher at CHS for a salary of \$37,051 for the 2012-2013 academic year. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Jessie Girvin as Science Teacher at LMS for a salary of \$37,963 for the 2012-2013 academic year. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Cheryl Berhane as Math Teacher at LMS for a salary of \$58,371 for the 2012-2013 academic year. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Heather Stein as 5<sup>th</sup> Grade Teacher for LMS for a salary of \$35,070 for the 2012-2013 academic year. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

**7) Presentations to the Board**

a) CHS Football Fundraiser via Advertising - M. Prindiville; G. Walton

Coach Prindiville and Mr. Walton, President of the CHS Athletic Boosters, presented a proposal for a football fundraiser to the Board.

Gil Walton, 6 Page Road, commented that there are several fundraising ideas for the Boosters to pursue. He explained that this fundraiser would be to pursue funding for equipment for the CHS football team through the sale of advertising banners to businesses. These banners would be placed on the fencing that surrounds the football field at CHS. The incentive for business to sponsor a banner is a Big Ticket Raffle with three prizes (\$5,000; \$2,000; \$1,000). Only 200 tickets will be sold for the raffle. Mr. Walton indicated that funds remaining after prize disbursement will fund the football equipment. He noted that banners will be left up during the football season and put away when the season is over. Businesses have the option to renew their sponsorship annually at a lower rate.

Mr. Martin suggested the Board incorporate fundraisers into their advertising policy.

*Mrs. Prindle made a motion to approve the advertising fundraiser for the CHS football team as presented. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

b) CHS Spirit Team Fundraiser

Dr. Cutler announced that Coach Patterson and the Spirit Team are asking permission to hold a fundraiser to collect shoes to be recycled. The fundraiser consists the collection of gently used shoes for reuse. The Spirit Team will receive \$0.50 for every pound of shoes collected.

*Mrs. Prindle made a motion to approve the Shoebox fundraiser for the CHS Spirit Team. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

c) Student Schedules

Dr. Cutler presented a pilot proposal to the Board on behalf of the CHS administration. CHS is asking to adjust the student schedules to reflect that Mondays are an 8 period day. Tuesdays and Thursdays would always be Day 1 Schedule; Wednesday and Friday would always be Day 2 Schedule. Included in the proposal were survey results and samples of the schedule.

Dr. Cutler indicated that with this pilot the school would include a “skinny schedule” and students would be able to see teachers three times a week. She noted that 79% of teachers support the pilot schedule. The schedule would be less confusing when the school is closed for weather/emergency. Dr. Cutler indicated that CHS is hoping to include the pilot schedule in the 2012-2013 handbook before it goes to print.

Mrs. Prindle inquired why the schedule would be piloted. Dr. Cutler explained that CHS would like to try the schedule and assess it after a year to ensure it would work. She noted that she spoke with Dr. Cochrane and they both felt that there is enough staff support to pilot the schedule.

Mrs. Prindle commented that she is not in favor of having one day consisting of 8 classes. She expressed concern that it will become a “dump day” and that students who take a higher level of courses may lose instruction.

Dr. Cutler suggested that the schedule may need further study to include a parent survey.

Mrs. Prindle expressed concern that this schedule will result in students receiving additional homework assignments that will be due on Mondays.

Mr. Boutselis noted that concerns over “dump days” are not necessary with this schedule. Teachers will use most likely use Mondays as “start days”.

Mrs. Prindle and Mrs. D’Alleva agreed that the schedule has not been properly vetted.

The Board tabled the agenda item until more information is available.

**8) Board Correspondence & Announcements**

Mr. York read a letter from Michael Caprioglio 12 Brandy Court, regarding end of year funds. Mr. Caprioglio expressed support for the Board to use end of year funds to replace the foggy windows at GMS, some desks and chairs, and for the rewiring of GMS.

*Mr. Caprioglio’s letter will be attached to the approved minutes.*

**9) School Board Comments**

Mrs. Prindle congratulated the CHS staff for their hard work with graduation given the weather forecast.

**10) Community Forum**

Jason Guerrette, 11 Perry Court, expressed concern over an occurrence at one of the schools. Mr. Guerrette indicated that he spoke to the principal about the issue, but it has gone unresolved. He reminded the Board that the occurrence consisted of comments that were overheard by his son in a school hallway conversation. He noted that a few weeks after the occurrence at a public event his son identified the person involved. Mr. Guerrette indicated that the principal did not resolve the issue to his satisfaction. He is bringing this to the Board for resolution.

Mr. Guerrette commented that he asked for the issue to be on the public agenda and was denied. When he asked why he was denied, Mr. Guerrette indicated he was told that someone may discover the party in question. He expressed his disagreement with the decision and noted that he followed Board policy in requesting the agenda item. Mr. Guerrette claims his son is being bullied by an adult in the district and that it is his believe that his children are at risk.

Mr. Guerrette indicated that at the last Board meeting he asked that a motion regarding the author of a political flyer be acknowledged by the Board. He commented that Mr. York stated Mr. Guerrette’s version does not match the court documents. Speaking to Mr. York, Mr. Guerrette stated that he does not have the facts in Mr. Guerrette’s case and asked Mr. York to cease discussing Mr. Guerrette’s past. Mr. Guerrette mentioned that Mr. Barka stated some teachers were concerned with Mr. Guerrette’s behavior at a past Board meeting. He commented that his child is concerned and fearful of seeing a certain adult in the halls of the school. Mr. Guerrette claims there are other teachers who do a very good job in the school.

Mr. Guerrette stated that the language he used during a verbal altercation with another community member was no different than words that can be found in textbooks.

Chris Pascucci, 12 Colonial Drive, expressed support for the football fundraiser the Board approved this evening. He asked what got us to the point where the Board believes a police officer is necessary at the meetings. He indicated that a request was made for the presence of an officer and Mr. Pascucci wondered if it was for a good reason. Mr. Pascucci believes that police protection at Board meetings is not necessary or warranted. He commented that everyone has their own opinion and should be able to talk to each other in a civil manner. He mentioned that he heard comments that we should work together, but are having trouble doing so. Mr. Pascucci stated that the reason is lack of leadership on the School Board. He commented that the leadership has failed to control the meetings and follow policy for community input. He believes that better leadership and community involvement will enable the Board to begin to build trust in the community. Mr. Pascucci indicated that the Board needs real leadership and not police presence as the inactions of the Board are the reasons we are at this point.

Marsha Finnegan, 147 Talent Road, asked if any Board members would respond to Mr. Pascucci's comments.

Mrs. D'Alleva indicated that she believes a police officer is not necessary at Board meetings.

Mrs. Finnegan inquired about the procedure to request non-public minutes. Dr. Cutler indicated that all a citizen has to do is ask for them.

**11) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of May 30, 2012

A minor revision was made to the minutes.

***Mrs. Prindle made a motion to approve the public minutes of May 30, 2012 as amended. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

2) Business Administrator's Report – May 2012

Mr. Martin presented the May 2012 Finance report to the Board. He noted that the estimated general fund under spend has increased to \$377,000, which is less than 2% of the operating budget, and does not include any board encumbered year end funds.

Mr. York asked if the CHS track would be completed by August 13. Mr. Martin indicated that based on the progress by Continental Paving, the track may be completed a week earlier. Weather will be a factor in the completion date.

3) Track Covers Update

Mr. Martin provided information regarding the cost of track covers for the Board, as previously requested. He reported that:

- pricing for track crossing mats ranges from \$499 to \$685, depending on the size
- pricing for track bench zone mats ranges from \$1190 to \$1650, depending on the size
- shipping costs will range from \$55 for small mats to \$240 for large mats.

Mrs. Prindle suggested adding the cost of track covers to the discussion of year end fund encumbrances.

Mr. Martin indicated that CHS does not have a bench zone mat which would cover a certain section of the track during events. He noted that Mr. Bennett and Coach Patterson are working on developing terms of usage for the track.

Mr. York asked if we do not purchase a mat, spectators will have to sit at the end of the field. Mr. Martin indicated there is no recommendation for the type of mats from Buildings & Grounds or Athletics at this time.

Mr. York asked for two recommendations. Mr. Martin indicated that one bench zone mat and one crossing mat would be necessary. He noted the cost for the the 15' x 30' crossing mat and the 15' x 150' bench zone mat, plus shipping, would be approximately \$2700.

4) Middle School Portables Lease Renewal

Mr. Martin informed the Board that the District must renew the lease for the LMS portables. He indicated that a three year lease would save the District \$600 per year (\$1800 total). He recommended either the one year or three year lease.

Mr. York indicated that due to concern from a recent story about a ramp collapsing in another district, the ramps at LMS were inspected and are in good shape. Mr. York expressed concern regarding declining enrollment and inquired if a three year lease would be necessary.

Dr. Cutler recommended the Board allow the SAU to renew the leases for one year and the Board can reassess the length of the leases next year due to anticipated declining enrollment.

Mr. Martin indicated that the cost of a one year lease on both portables is a total of \$36,252.

5) Disposition of Equipment

Mr. Martin asked Board members to approve the disposal/recycling of technology equipment. Apple is again offering the service at no cost to the District. This equipment is obsolete and unusable.

***Mrs. D'Alleva made a motion to approve the disposition of IT equipment through the Apple Free School Recycling program. Mrs. Prindle seconded. The motion carried 4-0-0.***

6) Authority to Sign

Dr. Cutler asked the Board to authorize Dr. Brian Cochrane and Mr. Steve Martin to sign state and federal grants as well as all official SAU documents as the Superintendent of Schools and Business Administrator [respectively] beginning July 1, 2012.

***Mr. York made a motion to authorize the Superintendent and Business Administrator to sign all Office of Business Management forms, all contracts, and all grants on behalf of the Litchfield School Board. Mrs. Prindle seconded. The motion carried 4-0-0.***

7) FY12 Year End Encumbrances

The Board has reviewed the recommended encumbrances and has received input from the principals regarding these requests. Mr. Martin reported that the list of year end encumbrances has been revised. He noted that some items were removed and addressed using this year's repair budget. Mr. Martin indicated that the GMS desks/chairs and CHS science and tech equipment were removed as they are classroom equipment and all three of these accounts had zero dollars budgeted in the FY12 budget. He explained that the Board would not be able to create an appropriation for these items.

Dr. Cutler commented that because there is no money budgeted for these line items, it cannot be included in the year end encumbrances. She indicated that we have a process in place at the end of each year whereby the Board makes the choice to encumber monies to address recommended items, or return the monies to the taxpayers. Dr. Cutler noted that the District spent down the repair budget and paid for some items originally on the list.

Mrs. D'Alleva inquired about the Technology Repairs/Maintenance line item for \$4,000. Mr. Martin explained that the Budget Committee reduced the technology budget because we thought we were going to purchase 100 computers. We cannot make the purchase due to the default budget. He noted that the computers will be repaired instead.

Mr. Martin reported that the GMS window replacement has been reduced to \$9,341.



Date: June 13, 2012  
Campbell High School

Litchfield Board of Education  
Public Session – 6:30 p.m.  
Non-Public immediately following

***Mrs. Prindle made a motion to encumber \$9,341 for account 1011262000-430, GMS window replacement. Mr. Barka seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.***

Mr. Martin recommended that the LMS fire control panel replacement be included in the 2013-2014 budget. Board members agreed.

Mr. Martin asked the Board to encumber funds for Virtualization.

***Mrs. Prindle made a motion to encumber \$21,000 for account 1000284000-650 and 1000284000-738, Virtualization. Mr. Barka seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.***

Mr. Martin recommended that although needed, the Board not encumber funds for Account 1000284000-430, Repairs/Maintenance as he has concerns regarding the encumbrance of funds for general repairs.

Mr. Martin asked Board members to encumber funds for the GMS Wireless and the GMS Rewiring. He explained that the rewiring is the cost to purchase the amount of wire to rewire the school.

***Mrs. Prindle made a motion to encumber \$4,000 for Account 1011284000-734, GMS wireless. Mr. Barka seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.***

***Mrs. Prindle made a motion to encumber \$8,200 for Account 10112840-430, GMS rewiring. Mr. Barka seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.***

Mr. Martin asked Board members to encumber the funds for the kindergarten portable purchase. He indicated that the Board approved the purchase of the portable, but did not encumber the money at the last meeting.

Mrs. D'Alleva asked why the funds need to be encumbered if the District is reimbursed by the town. Mr. Martin explained that the encumbrance is required to increase the budget to allow the District to purchase the portable and impact fees will reimburse the District as revenue and will help reduce the tax rate.

Mrs. D'Alleva asked if there would be enough enrollment to sustain the portable in three years. Dr. Cutler indicated that the portable will not stand empty as kindergarten requires restrooms, which we do not have in GMS. She noted that if there comes a time when the portable is not needed, we can sell it or it can be repurposed.

***Mrs. Prindle made a motion to encumber \$75,810 for Account 1011460000-441, GMS Kindergarten portable. Mr. Barka seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.***

***Mrs. Prindle made a motion to encumber \$2,700 for one crossover mat and one bench zone mat for the CHS track. Mr. Barka seconded. The motion carried 3-1-0, with Mrs. D'Alleva opposing.***

8) 2012 Audit Questionnaire

Mr. Martin is asking the Board to complete their required audit questionnaire for the upcoming 2012 audit in July. There were inquiries into two of the questions, which were addressed in non-public session.

9) May 2012 Enrollment

Dr. Cutler presented the May 2012 Enrollment report and reported there were 1,499 students enrolled in the District. She reported that as of June 13, there are 91 1<sup>st</sup> grade registrations.

10) Manifest

The manifest was circulated and signed by the Board.

>> **For Your Information**

> Graduates Attending Colleges

Mr. York read the list of colleges 2012 CHS graduates will be attending. He mentioned that seven students will serve in the military and seven students will be joining the workforce.

- > Blizzard Bags Survey Parent Results
- > Blizzard Bags Survey Staff Results

Dr. Cutler provided the results of Blizzard Bag surveys for the Board. She explained that although the survey has only been released for two days, there are 365 parent responses. She indicated 91% of parent responses are in support of Blizzard Bags. Dr. Cutler noted of the 72 staff responses received so far, 69% are in support of Blizzard Bags.

She indicated that once all responses have been collected, a report will be prepared for the Board.

## 12) Community Forum

Jason Guerrette, 11 Perry Court, expressed support that the Board tabled the CHS pilot schedule. He indicated that he is not in favor of something that has not been vetted. Mr. Guerrette commented that he heard a statement regarding the pilot schedule impacting students with the expectations of more work. He stated he did not have issue with the expectation that students do more work.

Mr. Guerrette commented on the list of year end encumbrances. He stated that the voters voiced that they did not want the money spent on these items. He expressed concern that the Board did not approve the LMS fire panel replacement. Regarding the CHS track, Mr. Guerrette commented that track covers are not necessary if there is proper enforcement of its use. Mr. Guerrette commented that although the kindergarten portable purchase is reimbursed with impact fees, the impact fees themselves are a tax on development.

Mr. Guerrette supported Mrs. D'Alleva's position regarding the audit questionnaire in relation to suspected fraud and the default budget. He commented that the majority of the Board who may have suspected fraud will sign that they know nothing of fraud relative to the default budget.

Mr. Barka clarified that an event is considered fraudulent when it is intentional and not when it is in error or a misinterpretation,.

Marsha Finnegan, 147 Talent Road, inquired on the cost for the work on the CHS track. Mr. York indicated the cost is \$160,000, which is not inclusive of the track covers. He noted that with the track covers, the cost is approximately \$163,000.

Mrs. Finnegan asked if students will be able to use the track once it is completed. Mr. York responded in the affirmative.

Mrs. Finnegan commented that in Manchester, students do not have enough books for students, classrooms are in disrepair, and computers are outdated. She indicated that Litchfield keeps spending money and suggested putting that money into the school facilities.

Rhonda Landrau, 5 Josiah Drive, expressed support for the work on the CHS track. She commented that the Board keep the community informed about helping to maintain the track once it is completed. Mrs. Landrau indicated that she would like to have more information regarding the CHS pilot schedule and was in favor of a parent survey. She thanked the Board for inspecting the ramps on the LMS portables. Mrs. Landrau expressed support for taking a step to put security in place at the Board meetings. She suggested reassessing the need next year.

## 13) Committee Reports

### a) Budget Committee

Mr. Barka indicated that the Budget Committee had one short meeting since the last Board meeting. He announced that the Budget Committee secretary is leaving her position.

### b) Safety Committee

Mr. York reported that the Safety Committee met on June 12 and announced that the District was presented an award for their low record of losses. He indicated that the District has had no reported losses for the last three months. Mr. York reported that building walkthrough inspections were reviewed and revealed minor repairs are needed.

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

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

*Upon a motion by Mrs. Prindle the Board entered into non-public session at 8:15 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. Barka seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Barka, yes; Mrs. D'Alleva, yes.*

15) **Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 8:57 p.m. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

Mr. Martin clarified that he recommended the Board add the LMS fire panel to the FY14 budget because a majority of experts suggested not to replace the system and keep the same wiring. The experts noted that it is necessary to verify the existing wire can handle the load. Mr. Martin would like to research the matter further.

Mr. York commented that the fire panel will be moved a short distance, so it is not a simple replacement.

16) **Adjourn**

*Mr. Barka made a motion to adjourn at 9:00 p.m. Mrs. Prindle seconded. The motion carried 4-0-0.*

17) **Upcoming Meetings**

*>>Litchfield School Board: July 11, 2012 – August 1, 22, 2012 - CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

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Equal Opportunity Employer

John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Derek Barka

June 13, 2012

Attachment to the June 13, 2012 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board from a School Board member, which were read during School Board Comments at the June 13, 2012 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

This is an enquiry email via [Litchfield School District](#) from:  
Michael Caprioglio

**Name:** Michael Caprioglio  
**Subject:** End of Year Funds

**Message:** Hi Michele,

I am unable to attend the meeting on Wednesday but would like to comment regarding end of year funds.

The windows in a couple classes in the third grade wing of GMS should be replaced. They are not energy efficient and are fogged to the point where you can't see through them clearly. This is a maintenance issue and the cost of the replacement would be partially offset by the energy savings. Mr. Martin mentioned at the last meeting that there may be some money left in the maintenance fund. If so, could that money be used for the repairs?

I would also like to see the replacement of some desks/chairs at GMS. We have lived in town 15 years and I don't remember the last time furniture was purchased. Some of the desks/chairs go back to the 70s. Many of them wobble and something has to be placed under a leg to stabilize the desk.

Lastly, the second half of GMS should be rewired. The first half of the school was done last year and the other half should be done in order to maximize the use of technology at GMS.

Thank You,

Mike Caprioglio  
12 Brandy Circle

Dr. Cutler commented that she was surprised to hear Mr. Guerrette used profanity while speaking to Mr. Klaft. Dr. Cutler, there was NOT one word that is not found in some of the reading material used in our district. I would also add that the tone was not at all unlike some of the emails the superintendent and certain Board members have sent around to each other.

Mr. York indicated that Mr. Guerrette's explanations for his past discretions do not match the court's reports. Mr. York has NO IDEA of what actually transpired, nor has he even asked. SO to imply that my version of facts are incorrect is irresponsible in light that I have full and sole custody of my children. I would appreciate if you discontinued the implication that anything other than what I have said is the truth when you have NO FACTS in the matter.

Mr. Barka commented that recently some teachers expressed to him that they were concerned and fearful of Mr. Guerrette's behavior.

I will tell you of a child that is concerned and fearful of seeing a certain adult in the hallways of this district, and unless addressed will continue to do so for the remainder of his time in this district. I will continue to vigorously defend my children from adults that care little about their well being. This district has some very honest and hard working staff members that may tell you very different stories. Ones that do not fit your needed story lines. It is more beneficial for you to marginalize me as others have been for speaking out. I will not, however, go easily into the night.

Over the last couple of months, an occurrence at one of our schools had caused me great concern. Discussion amongst adults in the hallways were overheard by children that were very troubling in nature. These things discussed had nothing to do with education, but of small town politics. These things discussed were out and out lies. Having been a first hand participant in the budgetary discussions of this district, there was not ever a discussion to cut certain features or programs that were discussed as factual in our hallways. I did, what every parent should when their child comes to them in tears. Ask enough appropriate questions to discover what the truth was and then take appropriate action. My son, not knowing the person, could not tell me who it was saying these outrageous things. A few weeks later as I was at an event in town with my son, my sons pulled on my ear...."Dad....thats the person....right there". I asked if he was sure....and he said he was. My first conversation was with the principal of the school. He said he would look into it. He did, and of course, no one was going to willingly admit to their inappropriate conversations. No real surprise there. He then stated there was nothing else he could do but leave this person in the school. BTW...this is NOT a teacher or administrator in the district. I then spoke to the superintendent who repeated was the principal told me. My last recourse was to then discuss it with the SB. In accordance with SB policy, I requested time on the agenda to discuss it. Denied. Policy BEDH Paragraph 2 states

Anyone wishing to speak before the Board, with the exception of the "Community Forum" segments of the agenda, shall inform the Superintendent within 7 (seven) days prior to the meeting. The individual shall inform the Superintendent of the topic to be discussed. Inclusion on the agenda shall be at the discretion of the Superintendent and School Board Chairperson, or designee, if the notification is within the seven day window.

a) Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.

b) The presentation should be as brief as possible. Written remarks are encouraged.

c) Speakers may offer such objective criticisms of school operations and programs as concern them.

Why? I followed the policy yet denied my policy right to speak before the board. After all someone might figure out who I was speaking about. Well we all know that's as much a bunch of nonsense as it gets. I would ask if anyone listening can figure out who it is I might be speaking about? It could be ANY visitor to our school district. Now...why not let me speak of my concern? Because of course, kids only matter if they aren't my children. Or...for that matter if they are the children of anyone else not in favor of these few folks at this table of in this district. I have been told many, many times over that If I dared stand and speak in opposition to any facet of education y children would suffer. Now we are here. I have a child that is struggling mightily in our district and this district allows this bullying type of behavior in this district by refusing to take action. It is wrong. FLAT wrong. I will continue to defend my children vigorously in this room, in this district. I am publically stating for the record that my child has been bullied by an adult in this district. I know expect that the administration will follow the established policy and in accordance with the legal timelines set forth.

At the end of your last meeting, the minutes state That Mr. York asked if Mr. York asked Board members if there is any action the Board can take to resolve the issue of the political flyer that has been raised by Mr. Guerrette. There is. A motion acknowledging what occurred and spelling out which lines of the policy were violated.