

*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  
July 11, 2012  
(approved as amended 7-25-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member (*excused*)  
Mrs. Patricia D'Alleva, Board Member  
Mr. Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent Elect  
Mr. Steve Martin, Business Administrator  
Mr. Matt Bennett, District Buildings & Grounds Coordinator  
Mr. John Patterson, CHS Athletic Director  
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 Superintendent's Comments after Community Forum; the addition of Grade 1 Teaching Position under Business Affairs Item 10, Enrollment.

**3) Summary of Non-Public Actions**

***From the June 13, 2012 Non-Public Session:***

*Mr. York made a motion to waive the waiting period on short and long term disability insurance and life insurance coverage for the Superintendent group and the new Administrator group. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to approve the non-public minutes of May 30, 2012 as amended. Mr. Barka seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to approve the nomination of Shaun Elliot as Grade 4 teacher at GMS for a salary of \$33,623 for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to approve the nomination of Virginia Hennighausen as ESOL teacher (75%) for a salary of \$30,642.75 for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to approve an unpaid leave of absence for Maria Simoneau for the 2012-2013 academic year. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

**a) Audit Questionnaire**

Mr. York reported that during the June 13 Board meeting the Board discussed the School Board Audit Questionnaire. During the discussion there was some confusion regarding the questions relative to knowledge of fraudulent activity. He explained that the Board deferred the discussion to non-public session. Mr. York noted that during the non-public session, the Board clarified that there was no reason to discuss fraudulent activity regarding the preparation of the default budget. He indicated that Board members were in disagreement over preparation of the default budget and that there was no evidence of fraud. Mr. York commented that it was a political disagreement and the Board voted that there was no evidence of fraud or suspected fraud. Board members agreed that to affirm that they have no knowledge of fraud or fraudulent activity on the Audit Questionnaire.

4) **Presentations to the Board**

1) **GMS Rock Wall Donation**

Jesse Haarlander, Physical Education teacher at GMS, presented a proposal for a donation for the installation of a rock wall at GMS. Mr. Haarlander explained that he has been working on this project for approximately two years. Currently, he was working with the manufacturer of the rock wall, the School Board and Primex on this project, as well as the PTO. Mr. Haarlander commented that he wanted to find the best product for the best cost. He provided information on the rock wall to the Board. The information contained descriptions of climbing walls, benefits of climbing walls, installation, and maintenance. Mr. Haarlander believes that the benefit of a climbing wall is to develop positive physical fitness in a positive atmosphere.

Mr. Haarlander described the climbing wall. He noted that the rock wall is called a traverse wall. He explained that students do not climb vertically, but move side to side on the wall. Mr. Haarlander indicated that the wall has protection known as a red relief line, which would not enable students to go higher than four feet. The wall also has safety mats that attach to the wall and can cover the wall when not in use. He noted that the wall cannot be accessed without a key. Mr. Haarlander mentioned that the total cost of the wall including delivery and installation is \$8,146. He noted that the cost would be funded by the GMS PTO and would generate no cost to the District. Mr. Haarlander indicated that the wall meets Primex' standards for safety.

Mrs. Prindle asked if the PTO has already raised funds for the wall. Mr. Haarlander indicated that once the choice and cost were agreed upon, the PTO was willing to fund the purchase.

Mrs. Prindle asked about the lifespan of the rock wall. Mr. Haarlander commented that the wall will last as long as the building is standing. He indicated that the wall can be removed and reinstalled elsewhere if necessary.

Mrs. D'Alleva asked when the wall would be installed. Mr. Haarlander indicated that the rock wall would be installed prior to the beginning of the school year.

Mr. Martin indicated that since the money for the wall [and inadvertently the wall itself] is a donation the Board would have to hold a public hearing to accept the donation [because of the amount]. He explained that the Board can approve the purchase through the District until the donation is accepted.

***Mr. Barka made a motion to approve the purchase of the GMS rock wall as proposed. Mrs. Prindle seconded. The motion carried 4-0-0.***

5) **Board Correspondence & Announcements**

a) **Board Decision on Authority to Offer Contracts (electronic communication)**

Mr. York announced that the Board made a decision to grant the Superintendent authority to offer contracts to new hires over the summer months. He noted that Board members were polled via email and the vote was unanimous. He read the email into the minutes.

6) **School Board Comments**

Board members discussed their availability for Board meetings in July and August. Mr. York noted that the August 1 meeting has been cancelled because three member cannot attend. Board members agreed to meet on July 25, August 15, and August 22. Board members agreed to meet in non-public session on July 23 at 5:30 p.m.

7) **Community Forum**

Jason Guerrette, 11 Perry Court, commented that he felt more confident with Dr. Cochrane in the District. He expressed that he believes the course the Superintendent should take is with the interest of the Board and people in mind. Mr. Guerrette queried if there was any disagreement by any Board members regarding the audit questionnaire.

Mr. York responded that all members are in agreement.

Mr. Guerrette commented on the proposed food service price increase. He asked Board members to consider that people cannot afford the price increase. He asked Board members to consider outsourcing for food service or food

services management. Mr. Guerrette commented on the Engineering Pathway course proposal. He expressed that he is in favor of the course, but suggested reviewing the program at Trinity High School.

Mr. Guerrette commented that the proposed policy for the track does not include preventive maintenance. Mr. Guerrette believes that Blizzard Bags lowers expectations because students are not learning as much as they would in the classroom.

**8) Superintendent's Comments**

Dr. Cochrane thanked the Board for this opportunity. He commented that he has been in the District for two weeks, but has been working on transition for the past three months. Dr. Cochrane expressed that it is a great opportunity to work with the folks in the District, and that he looks forward to conversations about goals, measuring them, and attaining them.

Dr. Cochrane responded to the public comment regarding the program at Trinity. He noted that they run a Robotic program from Intellitek. Dr. Cochrane indicated that he shared his expertise and assisted with their model for the engineering curriculum. He noted that he has mentioned the program to Dr. Heon as one that may be appropriate for CHS.

**9) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of June 13, 2012

***Mrs. Prindle made a motion to approve the public minutes of June 13, 2012 as written. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

2) Business Administrator's Report Update – June 2012

Mr. Martin provided the June 2012 finance report to the Board for review. He reported that he is in the process of closing the 2011-2012 fiscal year. Mr. Martin noted that he is projecting a year-end unreserved general fund balance of approximately \$378,000. He explained that \$324,000 is from under spending the budget and \$54,000 is from unanticipated revenues.

Mr. Martin reported that the purchase agreement for the kindergarten portable was signed and an invoice for the reimbursement from impact fees was sent to the town. He reported that Mr. Hancock found a short term solution to the bandwidth issue at CHS, which will allow some offload of traffic to Comcast. Mr. Martin reported that due to an approximate loss of \$16,450 in Food Service, the Food Service fund balance is projected at \$77,000. He expressed concern that fund balance will not be enough for a major equipment replacement.

Mr. Martin commented that he is considering changing fire inspection services from Simplex. He has met with three vendors (Simplex, Honeywell, & TriState Fire Inspection) to review past invoices from Simplex and discuss their services. Mr. Martin indicated that at this time TriState has the State bid. He noted that the change will yield more savings to the District.

Mr. Barka asked if the year end fund balance projection includes the end of year encumbrances. Mr. Martin indicated that the year end unreserved fund balance projection was made after year end encumbrances were deducted.

3) CHS Track Update

Mr. Martin updated the Board on the progress of the work on the CHS track replacement. He noted that the additional asphalt base was installed by Continental Paving. Maine Tennis & Track inspected the completed base and advised the work was excellent. The installation of the new track surface will begin on July 14 (weather permitting) and should be completed by the end of the month.

Mr. York commented that during the last two weeks that the track has been blocked off, he has witnessed people walking on the track.

4) Track Use Policy Discussion

Mr. Martin provided draft guidelines for a track use policy for Board review and discussion. He noted the maintenance would fall under our regular maintenance program. There will be a preventative maintenance in School Dude for the track.

Mr. Bennett commented that he researched guidelines regarding track use and found that many tracks are closed to the public during school hours, with some well into early evening.

Mr. York commented if the track is closed to the public until 6:00 p.m. it must be enforced. He asked how the policy would be enforced if there are no events going on or if it is during winter when no outside events are scheduled. Mr. Bennett indicated that the policy would be enforced if the Board makes no revisions.

Mrs. Prindle commented that there should be no need to list hours that the track is closed. She indicated it should be up to the administration to decide when the track is able to be used.

Mrs. D'Alleva asked why lanes 1 and 2 are to be closed to the public. Coach Patterson indicated that those are the lanes that are for long distance running. He noted that signs will indicate that these lanes are not to be used by the public.

Mrs. Prindle asked about the concession stand on the track. Mr. Bennett indicated that it will take a concerted effort on everyone's part not to let this occur. He suggested talking with the town departments, groups and organizations regarding the track use. Mr. Bennett commented that the public needs to be reminded often.

Mr. York suggested that the policy clarify chairs can be placed on track covers. He asked Board members to review the suggested policy guidelines and bring revisions to the July 25 Board meeting.

5) Lunch Price Increase

Mr. Martin provided a lunch price increase proposal to the Board. He explained that a minimum price increase is being requested in order to meet the requirements of the Healthy Hunger-Free Act of 2010, based on the prior Board's policy of running food service at a loss and using the fund balance. Mr. Martin commented that a minimum price increase of ten cents would allow us to keep our federal free/reduced funding. He asked the Board to consider a \$0.25 increase as next year Food Service is required to serve more fresh foods, which will increase operating expenses. Mr. Martin expressed concern regarding the fund balance position. He indicated that the Food Service projected fund balance is 46% of the recommended maximum fund balance and 13% lower than last year.

Mr. York commented that there could be a 10% reduction in meals sold next year. Mr. Martin indicated that there was no significant drop in the number of meals sold with the last price increase.

Mr. Barka asked why the Board is being asked to consider a higher increase. Mr. Martin indicated that food service has to pay for their equipment to be repaired or replaced. He was concerned there would not be enough in the fund balance for a major equipment replacement should one occur, in which case the general fund would have to pay this unbudgeted expense. Dr. Cochrane concurred with Mr. Martin, but indicated that he understood the Board's rationale if they did not approve the \$0.25 increase.

Dr. Cochrane asked for a list of the expected life expectancy of food service major components. He indicated that inventory is part of a larger anticipated project.

**Action: Mr. Martin will provide Dr. Cochrane with an expected life expectancy list of major food service components.**

Mr. York asked if such components would fall within the capital improvement plan. Mr. Martin responded in the affirmative.

Board members discussed the requirements of the new law. Mr. York commented that the new law requires lunch prices to be \$2.51 in order to keep federal funding. He indicated that a challenge was filed in NY where they proved

that the amount of food thrown away resulted in a higher cost and had a greater impact on landfill. They were granted a waiver to the law.

***Mrs. Prindle made a motion to approve a ten (\$0.10) cent increase in lunch prices. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

Dr. Cochrane agreed with the Board's decision in this matter.

6) Final Blizzard Bag Survey Results

Dr. Cochrane provided final survey results to the Board. He indicated that the results are positive and show significant support of Blizzard Bags. Dr. Cochrane commented that he has some concerns regarding the quality of the work included in Blizzard Bags. He noted that if the program is used well and judiciously it can produce significant learning, but less than a normal school day. Dr. Cochrane recommended that Blizzard Bags only be invoked if we are at risk of using more than the allotted number of snow days.

Mrs. D'Alleva was concerned about working parents who were struggling if their student(s) had a large amount of work.

Mr. York commented that Blizzard Bags should be administered by the Superintendent. Mr. York mentioned that he had some reservations regarding the program.

Dr. Cochrane commented that the majority of the feedback was that the program benefitted students. He indicated that he has reservations, but the program should be used as a last resort. Dr. Cochrane recommended that if we are in a reasonable range for school closings there will be no need to use Blizzard Bags. However, he suggested using the feedback as an endorsement and work with the quality of the program. He noted that more consideration for modifications will be given to students on 504 plans or IEP's.

Mrs. D'Alleva was concerned with some of the feedback that indicated students were given too much work or that some students finished their work too quickly.

Dr. Cochrane suggested having follow up conversations with each of the three schools to determine where the schools are with respect to differentiation of Blizzard Bags for students on 504 plans or IEP's.

Mr. York commented that administrators need to discuss the program and come to an agreement about its implementation, as well as make sure the work is equitable across the grade levels. He indicated that the Board can schedule a discussion regarding Blizzard Bags in August or September, if necessary.

7) 2012-2013 Board Goals

Mr. York indicated that Dr. Cochrane had some suggestions regarding the draft goals.

Dr. Cochrane commented that he would like to start with broader goals. He indicated that many of the objectives center around NECAP. He noted that NECAP is one of the better NCLB assessments in the nation. Dr. Cochrane suggested goals that push toward more higher level thinking and more independent work and writing would be advantageous. He indicated that ensuring students are 100% college ready may not be the perfect goal, but it is moving in the right direction.

Dr. Cochrane recommended we value what we measure, but be more thoughtful about measuring what we value. He noted that there are things that cannot be measured well. He agreed with the feedback from the two Board members that provided feedback. Dr. Cochrane agreed that Proficient with Distinction should continue to be used in assessment reporting. He commented that while NCLB has been successful at shining the light on underserved students, we should also be looking at the growth of those that achieve higher.

Dr. Cochrane suggested that more broad goals should be drafted to benefit the district, schools, and community. He mentioned that growth data will be available online soon. Dr. Cochrane suggested that a draft can be ready for the August 15 Board meeting. He noted that perhaps input can be given at a meeting in September.

Mr. York commented that there are two new administrators who may have some input. He suggested the curriculum meeting be rescheduled to September 19 so that input may be addressed.

Dr. Cochrane indicated that copies will be provided for the Board as the process continues.

Mr. York commented that the Board can discuss goals and objectives at the August 22 meeting.

8) Resignations:

Dr. Cochrane presented staff resignations to the Board.

a) D. Turco

***Mrs. D’Alleva made a motion to accept the resignation of Donna Turco, LMS teacher. Mrs. Prindle seconded. The motion carried 4-0-0.***

b) G. Falzarano

***Mrs. Prindle made a motion to accept the resignation of Gabe Falzarano, LMS Physical Science teacher. Mrs. D’Alleva seconded. The motion carried 4-0-0.***

c) S. Gravel

***Mrs. Prindle made a motion to accept the resignation of Sarah Gravel, Speech Pathologist. Mrs. D’Alleva seconded. The motion carried 4-0-0.***

Dr. Cochrane asked Board members to discuss the resignation in non-public session.

9) Science Grant Possibility

Dr. Cochrane discussed a potential grant for an engineering course at CHS with the Board. He explained that Dr. Heon is working with Mr. Cretien at CHS to apply for a grant to support STEM courses, particularly an engineering course. He indicated that if the grant will be awarded in late October. Dr. Cochrane noted that the Board would only be approving that Dr. Heon and Mr. Cretien complete and submit the grant application. He explained if they are successful, the Board would have to approve acceptance of the grant. Once approved, the Board would be committed to the requirement of the grant, which is to offer four courses. However, Dr. Cochrane noted that the Board would not have to commit to run four courses each year. He noted that submitting the application does not commit the District.

10) June 2012 Enrollment

The June 2012 Enrollment report was provided to the Board for review. The total number of students enrolled in the District at the end of June was 1,498. There were 91 1<sup>st</sup> grade registrations and 57 kindergarten registrations at the end of June.

a) Grade 1 Teaching Position

Dr. Cochrane discussed a grade one enrollment issue with the Board. A report from Scott Thompson, Principal of GMS, outlined that there are currently 94 1<sup>st</sup> grade registrations and three are pending. Mr. Thompson’s report reflects that if 1<sup>st</sup> grade registrations reach 97, class sizes would be 23 -24 students. Dr. Cochrane commented that the expected decrease in grade 1 did not occur and there is no indication in enrollment projections that there would be a significant decrease in enrollment. Dr. Cochrane asked Board members to consider potentially adding a first grade teacher at GMS. He suggested that the District post the position as an “anticipated opening and monitor the enrollment situation. The 1<sup>st</sup> grade enrollment issue will be on the July 23 Board meeting agenda.

Mr. Barka asked how many more students are expected to enroll in grade 1 prior to September. Dr. Cochrane indicated that it is difficult to predict. He commented that the grade levels that are most impacted by class size are K-2.

*Board consensus: Post Grade 1 teacher position as anticipated opening.*

11) Superintendent’s Report – June 2012

The June 2012 Superintendent’s report was provided to the Board for review.

12) Manifest

The manifest was circulated and signed by the Board.

**10) Community Forum**

Jason Guerrette, 11 Perry Court, commented positively about 1<sup>st</sup> grade registrations. He mentioned that it is appropriate to refer to people who have a respected title to be addressed respectfully. Mr. Guerrette commented that, in his experience, Blizzard Bags did not supplement what was being taught in his son's class. He indicated that the materials should be more relevant to the content being discussed in the classroom.

Mr. Guerrette requested responses to some questions about Auto Cad. He commented on the Food Service general fund. He believes that it is appropriate to spend down that fund. Mr. Guerrette commented that if there is an equipment failure, there is money to have it repaired in the District general fund. He indicated that voters can authorize additional expenditures in March if necessary.

Mr. Guerrette expressed disagreement with moving away from using Simplex Grinnell because what is in the schools is their equipment. He commented that cost may increase with a third party. He explained that Simplex can train facility employees to do things in-house, which would reduce costs.

Mr. Guerrette commented that the NWEA information in the Board goals is good information, but the measurement against national standards is not accurate and he questions the entire process. He indicated that the Board goals do not mention that there is a math problem in the high school. Mr. Guerrette commented that SAT score results reflect CHS exceeded the national average, but did not exceed the state average. Mr. Guerrette commented on the goal regarding the Capital Plan and requested to see assumptions.

Zack Waggoner, 11 Broadview Drive, expressed support for Blizzard Bags, noting that the materials in Blizzard Bags was relevant to content material in class. Mr. Waggoner commented that Solid Works, engineering software, has student licensing and is installed on all computers.

Carolyn Leite, LMS Music teacher and LEA President, suggested that when reconsidering Blizzard Bags, the Board may benefit from reconvening the original committee. She explained that the original Blizzard Bag Committee worked on the original proposal and may be the best resource for teacher input.

**11) Committee Reports**

a) Budget Committee

Mr. Barka reported that the Budget Committee met on June 28, 2012. He noted that Mr. Spencer asked for clarification on the CHS athletic trainer's hours relative to the services that were provided.

Mr. Martin indicated that he provided the data to Mr. Spencer. Mr. Martin noted that he and Mr. Patterson, Athletic Director, discussed preparing an RFP for athletic trainer services.

Mr. Barka reported that he reviewed new hires with the Budget Committee. Committee members inquired if the Board is following the same model for new hires as they did with new administrators that were recently hired.

Mr. Barka reported that Mr. Spencer suggested the Budget Committee present the budget to the voters at Deliberative Session. Budget Committee members asked for feedback from the School Board and Board of Selectmen.

**Action: Discussion on suggestion for Budget Committee to present budget at Deliberative Session.**

**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 8:56 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. D'Alleva seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Barka, yes; Mrs. D'Alleva, yes.*

**13) Return to Public Session**

*Mrs. Prindle made a motion to return to public session at 10:19 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.*

**14) Adjourn**

*Mrs. Prindle made a motion to adjourn at 10:20 p.m. Mr. York seconded. The motion carried 4-0-0.*

**15) Upcoming Meetings**

*>>Litchfield School Board: August 1, 22, 2012 – CHS Media Room - 6:30 PM*

**Action Items:**

- **Mr. Martin will provide Dr. Cochrane with an expected life expectancy list of major food service components.**
- **Discussion on suggestion for Budget Committee to present budget at Deliberative Session.**

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

Derek Barka

July 11, 2012

Attachment to the July 11, 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 July 11, 2012 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

## AUTHORITY TO SIGN CONTRACTS

From: John York  
Sent: Thursday, June 14, 2012 2:44 PM  
To: Derek Barka <dbarka@litchfieldsd.org>; Patricia D'Alleva <pdalleva@litchfieldsd.org>; Mary Prindle <mprindle@litchfieldsd.org>; Dennis Miller <dmiller@litchfieldsd.org>; Elaine Cutler <ecutler@litchfieldsd.org>; SchoolBoard [SchoolBoard@litchfieldsd.org](mailto:SchoolBoard@litchfieldsd.org)  
Cc: Michele E. Flynn <meflynn@litchfieldsd.org>; Brian Cochrane [CochraneD@nashua.edu](mailto:CochraneD@nashua.edu)  
Subject: RE: Authority to Sign Contracts

I make five. Yes to this request  
John York  
Chairman of the Litchfield School Board  
[jyork@litchfieldsd.org](mailto:jyork@litchfieldsd.org)

---

From: Derek Barka  
Sent: Thursday, June 14, 2012 1:55 PM  
To: Patricia D'Alleva; Mary Prindle; Dennis Miller; Elaine Cutler; SchoolBoard  
Cc: Michele E. Flynn; Brian Cochrane  
Subject: RE: Authority to Sign Contracts

I vote yes.

Sent from my Verizon Wireless Phone

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From: Patricia D'Alleva  
Sent: Thursday, June 14, 2012 12:51 PM  
To: Mary Prindle; Dennis Miller; Elaine Cutler; SchoolBoard  
Cc: Michele E. Flynn; Brian Cochrane  
Subject: RE: Authority to Sign Contracts

I vote yes.

Trish

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From: Mary Prindle  
Sent: Thursday, June 14, 2012 12:02 PM  
To: Dennis Miller; Elaine Cutler; SchoolBoard  
Cc: Michele E. Flynn; Brian Cochrane  
Subject: RE: Authority to Sign Contracts

I vote yes to approve this.

Mary

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From: Dennis Miller  
Sent: Thursday, June 14, 2012 10:41 AM  
To: Elaine Cutler; SchoolBoard  
Cc: Michele E. Flynn; Brian Cochrane  
Subject: Re: Authority to Sign Contacts

I vote for approval of this.

Dennis

Sent from my Samsung Transform™ Ultra

Elaine Cutler <[ecutler@litchfieldsd.org](mailto:ecutler@litchfieldsd.org)> wrote:

Good morning,

Last night in non-public session we did not address the authority to offer contracts to the superintendent during the summer months.

This is a standard process that happens every summer as there is a month between the June and July meetings.

At the present time, we have two open positions: One at the high school that should be completed with background checks within a week, and another anticipated vacancy at the middle school that we will be certain next Tuesday, as well as the one year Spanish position at LMS.

I am requesting that you grant authority to the superintendent ( Brian or I as there could be more staff changes that I am unaware of) by email. You will be provided with the personnel information on any candidates in non-public session.

The request and your response will be read into the minutes at the July 11 school board meeting.

I have cc to Michele so she will have the documents for the July 11 meeting.

Thank you for your assistance in this matter.

Elaine

Elaine F. Cutler, Ed.D.  
Superintendent of Schools  
SAU #27  
Litchfield School District  
One Highlander Court  
Litchfield, NH 03052  
603-578-3570, ext. 3333  
FAX: 603-578-1267



*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  
July 23, 2012  
(approved as written 7-25-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair (*excused*)  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Derek Barka, Board Member  
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 - Pledge of Allegiance** **5:30 p.m.**  
Mr. York called the meeting to order at 5:35 p.m. Mr. York announced Mrs. Prindle was not able to attend the meeting, but forwarded public and non-public comments to Mr. York.

2) **Review & Revision of Agenda**  
There were no revisions to the agenda.

3) **Recommended Action**

a) **Business Affairs**

1) **Grade 1 Teaching Position**

Dr. Cochrane reported there are currently 94 students enrolled in Grade 1, which will result in 4 class sizes of 23 – 24 students. He noted that there are still 3 incomplete enrollments with 1 or 2 more additional enrollments. Dr. Cochrane commented that GMS could have 99 1<sup>st</sup> grade students enrolled by the end of the summer. He indicated that even if the enrollment dropped to 90 students, it would still necessitate another teacher at that grade level. Dr. Cochrane informed the Board that Principal Thompson and Assistant Principal Faro have begun interviewing a pool of good candidates. He commented that if a final candidate is chosen prior to the next Board meeting in August, the Superintendent has the authority to hire and an announcement will be made at the August 15 meeting. Dr. Cochrane suggested the Board wait to make their decision at the July 25 Board meeting when the meeting is televised.

Mr. Barka agreed that the Board should wait to update the public at the July 25 meeting when it will be televised.

Mr. York indicated that Mrs. Prindle believes that the District needs to hire another teacher for Grade 1. Mr. York agreed the Board can wait to make a decision at the July 25 meeting.

Dr. Cochrane commented that there may be a space issue at GMS; however, accommodations will be made for a 5<sup>th</sup> Grade 1 classroom at GMS.

Mr. York informed the Board that at one of the private schools in Litchfield, they combined grades four through six due to enrollment. He indicated that he spoke to Dr. Cochrane to reach out to the school regarding that situation and assess the potential impact (if any) to the District.

**Action: Defer Grade 1 Teaching Position Decision to the July 25, 2012 Board Meeting.**

2) **Athletic Administrative Assistant Job Description**

Dr. Cochrane reported that he received a request from Mrs. Rothhaus and Coach Patterson to find a way to support the functions of the Athletic Administrative Assistant position during the summer due to the “ramp up” for Fall

athletics. He indicated that there is no change in the number of hours, job description or the budget. Dr. Cochrane informed the Board that administration has the ability to extend (or reallocate) the position's hours into the summer, which does not require Board action.

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

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

*Upon a motion from Mr. Miller, the Board entered into non-public session at 5:50 p.m. under RSA (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; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

5) **Return to Public Session**

*Mr. Miller made a motion to return to public session at 7:54 p.m. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. York, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

6) **Adjourn**

*Mr. Miller made a motion to adjourn at 7:55 p.m. Mr. York seconded. The motion carried 4-0-0.*

7) **Upcoming Meetings**

*>>Litchfield School Board: July 25, 2012 – August 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  
July 25, 2012  
(approved as written 8-15-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent Elect  
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**

**3) Summary of Non-Public Actions**

*From the July 11, 2012 Non-Public Sessions:*

*Mrs. Prindle made a motion to approve the non-public minutes of June 13, 2012 as written. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Katie Stella as CHS Physical Science teacher at a salary of \$40,857 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 Elizabeth Nute as LMS Spanish teacher, a 1 year temporary position, for a salary of \$36,517 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 Elizabeth Dodd as LMS Science teacher at a salary of \$40,370 for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 4-0-0.*

***July 23, 2012: No non-public actions were taken.***

**4) Board Correspondence & Announcements**

Mr. York made a public announcement that no one is permitted on the CHS track until the work has been completed. Mr. York noted that the only person authorized to give permission to anyone to walk on the track is the Superintendent.

**5) School Board Comments**

There were no School Board member comments.

**6) Community Forum**

There was no community input.

**7) Superintendent's Comments**

a) NH DOE Update/NCLB Waiver Application

Dr. Cochrane provided a brief presentation to the Board consisting of an NH DOE update regarding the NCLB Waiver Application and Measuring Student Growth and Achievement in New Hampshire. Dr. Cochrane commented that a group in NH is working a waiver for NCLB that could change AYP requirements. He noted that he will be in Concord next week to work on the assessment section of the waiver application.

Dr. Cochrane presented some explanatory information regarding the NH DOE Growth Model. He explained the following:

- Achievement is a measure of current status (a fixed point in time)
- Standards-Based Achievement is how well a student achieves compared to a given standard
- Norm-Based Achievement is how well a student achieves against a comparison group
- Growth is as measure of the change in status over time
- Standards-Based Growth is how well a student grew (improved) compared to a given standard over time
- Norm-Based Achievement is how well a student grew compared to his/her academic peers
- The NH student growth model compared students' growth as measured by NECAP scores from one to the next
- Each student is compared to students with a similar NECAP history to determine individual growth percentile
- All percentile rankings for the students in a school are used to determine the median growth percentile for the group.

Dr. Cochrane presented a scatter chart that reflected a sample of growth and achievement in four categories:

- Higher Achievement, Lower Growth
- Higher Achievement, Higher Growth
- Lower Growth, Lower Achievement
- Higher Growth, Lower Achievement.

Dr. Cochrane explained the implications of the growth mindset. He noted the following:

- If a 5 year old starts school with the reading readiness of a 3 year old and is able to get one year of “growth” for every year of instructions, two years later that student will still be 2 years behind.
- If a 5 year old starts school with reading readiness of a 3 year old and receives highly effective instruction and significantly increased reading instructional time, that child can achieve a significant amount of “catch up” growth.

Dr. Cochrane presented some research from the UK regarding importance of teacher quality. Research shows in essence that those taught by the most effective teachers learn at twice the average rate and those taught by the least effective teachers learn at half the average rate.

Mr. York asked if the assessment data from the last 3-5 years can map growth in Litchfield schools. Dr. Cochrane commented that the primary use of that information should be to provide teachers feedback on how students are learning, if they need remediation [upon comparison to other students], and how we can provide it.

Mr. Miller asked if a scatter chart for New Hampshire is available. Dr. Cochrane indicated that a chart will be available on the NH DOE website in the near future. He noted that numbers in Litchfield are strong. He explained that the model allows for a breakdown to grade and student growth as well as areas of curriculum.

Mr. York suggested that Dr. Cochrane provide a presentation on measuring growth and achievement at the end of the year. Dr. Cochrane commented that we will roll out the importance of the quality of instruction and measuring what we value in the fall with teachers.

**8) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of July 11, 2012

***Mrs. Prindle made a motion to approve the July 11, 2012 public minutes as amended. Mr. York seconded. The motion carried 4-0-1, with Mr. Miller abstaining.***

b) Public Minutes of July 23, 2012

***Mr. Miller made a motion to approve the July 23, 2012 public minutes as written. Mr. Barka seconded. The motion carried 4-0-1, with Mrs. Prindle abstaining.***

2) CHS Track Update

Dr. Cochrane provided an update on the progress of the work on the CHS track. He commented that he spoke to Mr. Bennett regarding the progress of the work being done on the track. Dr. Cochrane noted that the installation of the track surface is on schedule and as of July 24, five of seven layers were installed. The estimated completion of the track surface and surface sealing is July 31, weather permitting. Dr. Cochrane indicated that the completion of lane painting should be the middle of August.

Mr. York repeated the announcement for the public to refrain from using the CHS track. Mrs. Prindle suggested the announcement be sent to the HLN.

3) Track Use Policy

A draft Track Use policy was provided for the Board to review. Board members reviewed the policy and procedures, and suggested revisions.

***Mrs. Prindle made a motion to move the policy to a 1<sup>st</sup> Reading with revisions. Mr. Miller seconded. The motion carried 5-0-0.***

4) Grade 1 Teaching Position – Decision

Dr. Cochrane indicated that Grade 1 registrations are currently at 94, with 5 potential additional enrollments. Dr. Cochrane previously asked Board members for consideration to hire another Grade 1 teacher for GMS, based on the enrollment numbers and Board policy. Board members decided to defer their decision to this meeting.

Mrs. D'Alleva commented that she would like academic excellence, but would also like to be prudent with the taxpayers' money. Dr. Cochrane indicated that smaller class sizes in Grades 1 and 2 makes a difference. He commented that class size policy and practice has been not to have less than 5 classes if the enrollment is 104. Dr. Cochrane noted that the enrollment projection was for the low 80's and we now have 94, with potential additional enrollment.

Mr. York commented that we have a bottom line budget and have to work within its parameters. He noted that we have to ensure we provide for the education of the children.

***Mrs. Prindle made a motion to add a 1<sup>st</sup> grade teacher at GMS. Mr. Barka seconded. The motion carried 5-0-0.***

5) Capital Plan Discussion

Mr. York asked if there were any issues, questions, or information Board members would request or prefer to be completed regarding district assets. He suggested that Board members give the SAU recommendations at this time so that the necessary research can be completed prior to budget presentations (i.e. GMS window replacement: energy audit to determine energy loss and savings from installation of new windows). Mr. York indicated that he would like to have an idea of any issues or improvements in each school. He suggested that if the Board has the information a three year Board recommendation plan can be developed.

Mrs. Prindle agreed, but commented that a 5-10 year projection should be developed. She suggested that a funding mechanism be established as well.

Mr. York commented that the Board should be aware of all assets that may need repair or replacement.

Dr. Cochrane informed the Board that the District has much of the information that will be going into the plan, but it has not yet been entered into the software. He explained that significant items had been entered into the planning software, but has not been completed. Dr. Cochrane commented that he will look into expediting the process.

Mr. Barka asked if the Board discussed using a consultant. Mr. York requested an update from Mr. Martin at an August meeting regarding the use of a consultant. He indicated that he would like the Board to have ample information in preparation for the Budget Committee.

Dr. Cochrane suggested that Mr. Martin prepare an update for the Board for the August 22 Board meeting. Board members agreed.

**Action Item: Mr. Martin to provide an update to the Board regarding consultation on the Capital Plan and an update on determination/completion for the August 22 Board meeting.**

6) Discussion: Budget Committee Presentation of Budget at Annual Meeting

Mr. Barka conveyed the Budget Committee's request for feedback regarding presentation of the operating budget at the Annual Meeting by the Budget Committee. He indicated that they feel it is their budget and the process should be the same as before Litchfield became an SB2 town.

Mrs. Prindle expressed her support for the Board to present the budget.

Mrs. D'Alleva expressed her support for the Budget Committee to present the budget.

Mr. Miller asked if the Budget Committee wants to make the presentation, will they prepare the presentation.

Dr. Cochrane commented that while he understands the Budget Committee would be able to explain changes in the budget, the rationale would be best presented by those who understand the background.

Mr. York commented that the Budget Committee presents their budget at the Budget Hearing.

Mr. Miller commented that if the Budget Committee presents the budget, the Board should be ready to answer any questions as they may not know the rationale behind the request for a given line item.

Mr. York suggested the Board discuss this at a future meeting.

Mr. Miller commented that the changes should be left out of the presentation and the budget should be presented as recommended by the Budget Committee. He indicated that he never agreed with the Board's presentation of a proposed budget along with the presentation of the recommended budget.

Mr. York noted that the Board will resume discussion in the October/November meeting timeline.

**Action Item: Budget Committee Presentation of Budget at Annual Meeting Discussion in October/November.**

7) Resignation: P. Roye & J. Dodge

Dr. Cochrane asked Board members to accept staff members' resignations.

*Mr. Miller made a motion to release Patrick Roye, CHS Special Education teacher, from his contract. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the resignation of Patrick Roye. Mrs. Prindle seconded. The motion carried 5-0-0.*

8) Manifest

The manifest was circulated and signed by the Board.

9) **Community Forum**

There was no community input.

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

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

*Upon a motion from Mr. Miller, the Board entered into non-public session at 8:06 p.m. under RSA (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; 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 8.55 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.*

Board members voted on a staff resignation.

*Mr. Miller made a motion to accept the resignation of Jean Dodge, LMS Math teacher. Mrs. Prindle seconded. The motion carried 5-0-0.*

**12) Adjourn**

*Mr. Miller made a motion to adjourn at 8:57 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

**13) Upcoming Meetings**

*>>Litchfield School Board: August 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  
August 15, 2012  
(approved as amended 8-22-12)**

Present:

Mr. John York, Chair  
Mrs. Mary Prindle, Vice Chair  
Mr. Dennis Miller, Board Member  
Mrs. Patricia D'Alleva, Board Member  
Mr. Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent Elect  
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.

**3) Summary of Non-Public Actions *From the July 25, 2012 Non-Public Sessions:***

*Mrs. Prindle made a motion to approve the non-public minutes of June 13, 2012 as written. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

*Mr. Miller made a motion to approve the non-public minutes of July 23, 2012 as written. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mrs. Prindle abstaining.*

*Mrs. Prindle made a motion to accept the nomination of Susan Carlson as LMS Math teacher for a salary of \$43,689 for the 2012-2013 academic year. Mr. Miller seconded. The motion carried 5-0-0.*

**4) Presentations to the Board**

Jimmy Fund Fundraiser – S. Levine

Mr. Levine, CHS Boys Soccer coach, presented a Jimmy Fund fundraising proposal to the Board. Mr. Levine indicated that the purpose of the fundraiser is not to raise funds for the student body at CHS, but to allow students to help other children who are afflicted with a debilitating disease. He explained that the fundraiser is a car wash that includes a vacuum and window clean. 100% of the funds raised will go to the Jimmy Fund Boston Marathon Walk. Mr. Levine indicated that the CHS Boys Soccer team is requesting to hold the car wash fundraiser at CHS on September 8, 2012.

Mrs. D'Alleva asked about chaperones and how many students would be involved in the activity. Mr. Levine indicated that he is the chaperone and many parents often help. He noted that at this time there are 35 students who will be participating.

*Mrs. Prindle made a motion to approve the Jimmy Fund fundraiser as presented. Mr. Miller seconded. The motion carried 5-0-0.*

**5) Board Correspondence & Announcements**

Mr. York announced that a track re-opening ceremony has been suggested.

Dr. Cochrane commented that he spoke to Mrs. Rothhaus regarding a “re-opening” ceremony and photo opportunity with members of last year’s track team. He noted that many athletes are happy and excited that the resurfaced track has come to fruition.

*Board concensus:* Board members agreed to a track re-opening ceremony.

Mr. York asked Dr. Cochrane to inform the Board of a date for the ceremony.

**Action: Dr. Cochrane to inform the Board of a confirmed date for the CHS Track Re-Opening Ceremony.**

Mr. York announced that Bradley Lord Johnson, a CHS student, has attained the honor of Eagle Scout. He will be honored at a ceremony at Litchfield Community Church on September 15, 2012. Mr. York expressed congratulations on behalf of the Board.

**6) School Board Comments**

There were no School Board Member comments.

**7) Community Forum**

Chris Pascucci, 12 Colonial Drive, welcomed the Superintendent and expressed his support with the Board’s decision to hire Dr. Cochrane. Mr. Pascucci commented that he was impressed with Dr. Cochrane’s leadership abilities and his growth model presentation at the previous Board meeting.

Mr. Pascucci commented that he was making a request regarding the upcoming Kindergarten Discussion agenda item. He expressed concern that the Kindergarten Construction Aid expiration date is not a reason or excuse to cause a sense of urgency in the Board’s decision making process. Mr. Pascucci commented that if the Board decides to move forward and take advantage of kindergarten aid to build classrooms or to institute a full day tuition kindergarten program, the Board should seek out community input for this venture.

Mr. Pascucci expressed comments regarding the police officer in the meeting room. He commented that he is confident the officer is capable of handling any situation that arises. He indicated that to date he has not heard a discussion regarding necessity for the officer’s presence. Mr. Pascucci commented that the presence of the officer could be the reason people are not attending the meetings. He requested the Board place a discussion regarding the necessity of the officer at meetings on a future agenda.

Jason Guerrette, 11 Perry Court, asked if there was a discussion at the Board level regarding the necessity of a police officer at Board meetings. Mr. York informed Mr. Guerrette that a discussion was held between the Board Chair and the Superintendent.

Mr. Guerrette commented on the wording in the Exemption to Specific Instructional Materials draft policy. He believes that the policy is not complaint with the law. He indicated that the law does not exempt the schools from instructing students whose parents opt for alternative materials.

Mr. Guerrette commented that Mr. Miller posted information online about district business regarding the attorney general. Mr. York commented that Mr. Guerrette’s concern is not a Board issue.

Mr. Guerrette asked how Mr. Miller received information about him. Mr. York asked Mr. Guerrette to cease the discussion. Mr. Guerrette continued and Mr. York closed community input.

Mrs. Marsha Finnegan asked if she could make a brief comment. Mr. York allowed Mrs. Finnegan to make her comments.

Marsha Finnegan, 147 Talent Road, expressed disappointment in the resignation of Mrs. Schratweiser. She commented that the track looks wonderful and suggested dedicating the track to the taxpayers. Mrs. Finnegan indicated that she has not seen any of the people who signed the petition regarding the police officer at the meetings.

Mr. Guerrette asked where a citizen is supposed to have a discussion with their elected officers when there is a grievance. Mr. York informed Mr. Guerrette that there is a complaint process to follow.

Mr. Guerrette expressed disagreement with Mr. York's decision to end community input. Dr. Cochrane commented that under Business Affairs is an agenda topic regarding Board Agendas. He noted that he is going to present a request form for agenda items. Dr. Cochrane commented that it would be a better process to come through appropriate channels. He indicated that an Agenda Request form would help the flow of the meeting.

Mr. Guerrette indicated that he wanted to discuss Board member ethics during community input. Mr. York commented that Mr. Guerrette has had time at numerous meetings since March to comment on ethics. He noted that the Board voted that there was no ethics violation and that the Board is not going to address Mr. Guerrette's personal issues.

***Amendment to the minutes (8-22-12):***

*Mr. York indicated that during the May 9 Board meeting, clarification was requested regarding Mr. Guerrette's request for a response from the Board on the ethics issue. Mr. York noted that Mr. Guerrette was asking for a motion from the Board regarding Mr. Miller and Board ethics. Mrs. Prindle pointed out that no motion was made. Dr. Cutler offered to draft a response on behalf of the Board indicating that no Board action was taken regarding the issue.*

*Mr. York commented that he does not believe this is a Board issue and asked Board members to move on. He noted that the August 15 public minutes will be amended to reflect that the Board, in fact, took no action regarding Mr. Guerrette's concerns.*

**8) Superintendent's Comments**

Dr. Cochrane commented on Board agenda preparation. He suggested that student achievements recognition be held at Board meetings. He noted that it is important to acknowledge student accomplishments. Dr. Cochrane explained that the agenda is going to be revised to streamline the business of the Board. He believes that Recommended Action is mistitled and suggested that it be changed to reflect "Unfinished Business" and "New Business". He indicated that the revised format will bring clarification to agenda items and work flow.

*School Board concesus:* The Board agreed.

Dr. Cochrane updated the Board on SAU finances. He noted that in prior years the District returned significant funds to the taxpayers. He indicated that last year \$100,000 of the year end fund balance was attributed to the lower health insurance rate. This year the rate will come in at the maximum increase. Dr. Cochrane reported that the number of identified students has increased by 19. He noted that the increase will significantly impact the budget. Dr. Cochrane indicated that it is highly likely that this will result in use of the Special Education Reserve Fund. He commented that there will be a more substantial report at the next meeting.

**9) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of July 25, 2012

Board members reviewed the draft minutes of July 25, 2012.

***Mrs. Prindle made a motion to approve the minutes of July 25, 2012 as written. Mr. Miller seconded. The motion carried 5-0-0.***

2) Board Agenda Discussion

Dr. Cochrane suggested changes to the School Board agenda preparation. He provided an agenda item request form for staff and community members to use to request future agenda items. Dr. Cochrane explained that Mrs. Flynn developed the form to streamline the request process and provide a system for tracking requests to avoid duplication.

Board members reviewed the form and suggested some changes. Changes to the form will be made and the Board will revisit the form at the August 22 meeting for review and/or approval.

- 3) Policies:  
a) Track Use (KGA) – 1<sup>st</sup> Reading

Board members reviewed revisions to the Track Use policy. Board members suggested revisions to the policy and asked that the policy return as a 1<sup>st</sup> Reading.

- b) Exemption from Specific Instructional Materials (IHAMB)

Board members reviewed and discussed revisions to the Exemption from Specific Instructional Materials policy. Mr. Miller asked if the policy had been reviewed by the LEA for feedback as was previously requested by the Board.

Dr. Cochrane commented that he will be meeting with the LEA President next week and will review the policy with her. He indicated that some areas of the policy are sensitive to some families and teachers. Dr. Cochrane mentioned that the clarity regarding the determination of alternative materials that meet state standards should be the responsibility of the principal and/or the Superintendent. He agreed that the draft policy should be reviewed by the LEA. Dr. Cochrane indicated that the policy can be revisited in the fall once the LEA provides their input.

Board members agreed, but suggested that the draft policy be reviewed by legal counsel as well.

- 4) Special Education Update

Dr. Cochrane updated the Board regarding Special Education numbers for the 2012-2013 academic year. He indicated that based on IEP analysis from October 2011 to May 2012, the number of students requiring special education services in the District increased from 140 to 159. He indicated that the number of paraprofessionals will increase by six. Dr. Cochrane noted that staffing related to required direct services is being examined. He commented that Special Education, 504, and ELL services are under the new special education director's purview. He indicated that will allow for better coordination of services in the District.

Dr. Cochrane indicated that there were some questions regarding the correct personnel mix to help students succeed in school. He noted that clarification will be provided at the next Board meeting.

**Action: Dr. Cochrane to provide clarification regarding Special Education personnel on August 22, 2012.**

- 5) Resignations:  
• I Martin (CHS Math)  
• J Schratweiser (CHS Science)

Mr. Miller requested the agenda item be deferred to non-public for discussion. He indicated that the Board decision can be made and recorded once the Board returns to public session. Board members agreed.

- 6) Kindergarten Discussion (Construction Aid)

Dr. Cochrane discussed the District's eligibility for Kindergarten Construction Aid with the Board. He reported that Mr. Ed Murdough, NH DOE Bureau of School Approval & Facility Management, relayed information regarding that the State is requiring a vote from school boards prior to June 30, 2013 if they wish to apply for state aid for new permanent kindergarten classrooms. The State will pay up to 75% of the cost of construction and non-consumable supplies and equipment. Dr. Cochrane commented that he is aware Mr. Murdough has expressed concern about the groundwater table regarding construction at GMS. He explained that Mr. Murdough is asking if the Board will be considering permanent kindergarten classrooms and for an estimate of the cost. Dr. Cochrane indicated that if the Board will not be discussing kindergarten classrooms, a response can be provided stating that the Board is not engaged in the conversation at this time.

Mr. York indicated that the subject has been discussed for many years in Litchfield. He noted that Mr. Murdough is adamant that he will not approve any construction projects at GMS for state aid.

Mrs. D'Alleva agreed with Mr. Pascucci's comments regarding kindergarten that were made during Community Forum. She agreed that permanent classrooms may not be necessary.

Mr. York commented that at some point in the future kindergarten classrooms may have to be constructed.

Mr. Barka commented that many rooms in GMS need attention. He asked if it would be necessary to re-establish a building committee to consider all future options. Dr. Cochrane commented that the state funding is specific to kindergarten classrooms.

Mrs. Prindle agreed that issues at GMS need to be addressed. She suggested the response to Mr. Murdough indicate that a kindergarten project may not be proposed before next June, but the district reserves the right to reconsider.

Mr. York commented that this issue should be brought to the voters. Dr. Cochrane noted that the response to Mr. Murdough regarding kindergarten construction will be that the Board has no immediate plans.

Mr. York asked if the bridge over the culvert at GMS has been repaired. Dr. Cochrane indicated that the old bridge has been removed and a new one was built. He noted that there are plans to place posts along the bridge to define crossing space subject to fund availability.

7) Manifest

The manifest was circulated and signed by the Board.

10) **Community Forum**

Chris Pascucci, 12 Colonial Drive, commented that the Exemption to Specific Instructional Materials draft policy discussion was interesting. He noted that both Mrs. Prindle and Mr. Miller commented that parents can follow the process if there are concerns with the policy. Mr. Pascucci agreed that having a process is beneficial.

Mr. Pascucci commented that the district is not prepared to move forward with the construction of permanent kindergarten classrooms. He indicated that basing a decision on an expiring offer is not a wise idea and that this is not the right time. Mr. Pascucci clarified that the town can build onto GMS, but will not be eligible for state aid according to Mr. Murdough's earlier correspondence regarding building projects at GMS. He commented that GMS has repairable issues and that a Building Committee is a good idea.

Mr. Guerrette, 11 Perry Court, believes that nothing has substantially changed with GMS. He stated that the building is in good shape as many safety issues have been addressed and the building is very functional. Mr. Guerrette commented that the Exemption from Specific Instructional Materials draft policy states that the exemption is from specific materials and does not comply with the law. He believes that the law was designed specifically for a course of materials. He believes that the district is responsible for the instruction regardless if parents provide alternative materials for their child(ren).

Mr. Guerrette commented on earlier comments regarding public input. He indicated that he is not aware of anything that any citizen would come to this board about that does not impact them personally. He stated Mr. York's statement that Mr. Guerrette cannot come before the Board and discuss his issues is not appropriate.

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

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

*Upon a motion from Mr. Miller, the Board entered into non-public session at 8:20 p.m. under RSA (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**

*Mrs. Prindle made a motion to return to public session at 8:48 p.m. Mr. Barka seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D’Alleva, yes; Mr. Barka, yes.*

**13) Resignations:**

Dr. Cochrane presented staff resignations to the Board. This item was deferred to non-public session prior to the Board’s decision.

- I Martin (CHS Math)
- J Schratweiser (CHS Science)

*Mr. Miller made a motion to accept the resignations of Irene Martin, CHS Math teacher, and Jeanne Schratweiser, CHS Science teacher. Mrs. Prindle seconded. The motion carried 5-0-0.*

Mr. York reminded the Board that the Board will be meeting on September 5, 19, and 26, as well as each Wednesday in October. The Board will also meet on November 7, 14 and December 5, 12, and 19. He suggested the Board discuss budget expectations for each school as well as the process for presentation by administrators, directors and department managers.

Mrs. Prindle commented that practice of highlighting budget items with changes of \$1,500 or over works well and that the Board should not try to manage items that have smaller increases or decreases.

**14) Adjourn**

*Mr. Miller made a motion to adjourn at 8:50 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

**15) Upcoming Meetings**

>>Litchfield School Board: August 22, 2012 – CHS Media Room - 6:30 PM

**Action Items:**

- **Dr. Cochrane to inform the Board of a confirmed date for the CHS Track Re-Opening Ceremony.**
- **Dr. Cochrane to provide clarification regarding Special Education personnel on August 22, 2012.**

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

*LITCHFIELD SCHOOL DISTRICT*

*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 OF AUGUST 22, 2012**

**(approved as amended 9-5-12)**

**In Attendance:** John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Devin Bandurski, Director of Special Education  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

A. Call to Order

Mr. York called the meeting to order at 6:36 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from the August 15, 2012 non-public session:

*Mr. Miller made a motion to approve the non-public minutes of July 25, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the nomination of Erin O'Connell as a 1<sup>st</sup> grade teacher at GMS at a salary of \$47,007 for the 2012-2013 academic year. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Robert Gannon as a Special Education teacher at CHS at a salary of \$60,281 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 Johevet Arielle Bing as part time Reading Specialist at LMS for a salary of \$25,992.50 for the 2012-2013 academic year. Mrs. Prindle seconded. The motion carried 5-0-0.*

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Mr. York indicated that he received an email from Jason Guerrette, 11 Perry Court, asked for clarification in the minutes. He asked that the date of the Board action regarding the ethics issue be included in the August 22, 2012 minutes. Mr. York noted that the minutes will reflect that the Board discussed the issue during the following meetings: March 21, April 4, May 9, and May 30. Mr. York read excerpts from the minutes of the April 4, May 9, and May 30 meetings regarding the discussions.

Mr. York indicated that during the May 9 Board meeting, clarification was requested regarding Mr. Guerrette's request for a response from the Board on the ethics issue. Mr. York noted that Mr. Guerrette was asking for a motion from the Board regarding Mr. Miller and Board ethics. Mrs. Prindle pointed out that no motion was made. Dr. Cutler offered to draft a response on behalf of the Board indicating that no Board action was taken regarding the issue.

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Mr. York commented that he does not believe this is a Board issue and asked Board members to move on. He noted that the August 15 public minutes will be amended to reflect that the Board, in fact, took no action regarding Mr. Guerrette's concerns.

G. Approval of Draft Minutes of August 15, 2012

*Mr. Miller made a motion to approve the public minutes of August 15, 2012 as amended. Mrs. Prindle seconded. The motion carried 5-0-0.*

H. Community Forum

There was no community input.

## II. REPORTS

A. School Board Comments

Mrs. Prindle announced that the CHS Boys Soccer team Jimmy Fund fundraiser approved by the Board at the last meeting has been rescheduled from September 8 to September 15.

Mr. Barka thanked all volunteers involved in the landscaping work at GMS.

Mr. York commented on how well the LMS parking lot looks now that it has been resealed.

Mr. Miller commented that Fall sports begins this Friday with Soccer on Friday and Football on Saturday.

Mr. York announced that the Board has been invited to attend the CHS track re-opening ceremony on September 11.

B. Committee Reports

There were no committee reports.

C. Superintendent's Comments

Dr. Cochrane provided to the Board a report and presentation on ACT test scores. He reported that 22 CHS graduates took the ACT test (2012) and exceeded the state average in English, Reading and Science, and met the state average in Math. He explained that this report reflects the achievement of the graduates on the ACT over time and an indication of their preparedness for college-level work. The ACT consists of curriculum based tests designed to measure the skills needed for success attained in first year college work.

Dr. Cochrane indicated that the results of this report show that our district has grown over the last five years to where we have exceeded the state average. He noted that 86% of the graduates from CHS that took the English test reached a score that predicts a B grade in that subject area in college. Dr. Cochrane explained that the results also include a "cut" score in all four areas. This score shows the average score in comparison to the state in all four areas combined. The results show that 59% of our students met the cut score in all four areas. Dr. Cochrane congratulated the students and the Litchfield teachers on this accomplishment.

## III. OLD OR UNFINISHED BUSINESS

A. Revised Agenda Item Request Form (for approval)

Dr. Cochrane provided a revised agenda item request form for Board review and approval. Board members reviewed the revised request form and gave their consensus approval.

B. Track Use Policy (KGA) – 1<sup>st</sup> Reading

Board members reviewed revisions. Board members made some new revisions to the policy.

*Mrs. Prindle made a motion to approve the Track Use policy (KGA) as a 1<sup>st</sup> Reading. Mr. Barka seconded. The motion carried 5-0-0.*

Board members discussed who would be in charge of enforcing the policy.

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Mr. Martin indicated that Coach Patterson and Mr. Bennett are responsible for policy enforcement. He noted that Coach Patterson will remind coaches to be diligent in monitoring the track when they are using the track or field.

Mr. York asked who would be responsible for monitoring the spectators when the coaches are on the field. He asked what level of management would have authority to act on any enforcement issues.

Mr. Martin indicated that the dispenser of any action would be the principal. He noted that policing track use would be a primary responsibility of the grounds coordinator.

**IV. NEW BUSINESS**

**A. Hiring Update**

Mrs. Mahoney provided a hiring status for the Board. She announced that new teacher orientation was held today.

Mrs. Mahoney reported the following:

- 8 retirements this summer
- 31 new hires – 13 teachers, 6 specialists, 12 others (administrators, coaches, custodian, tutors)
- 18 openings: 12 paraprofessionals, 2 coaches, 1 monitor, 2 tutors, and 1 anticipated special education teacher.

Mr. York asked if the district is confident that 12 paraprofessionals will be hired prior to the opening of school.

Mrs. Mahoney commented that the District will continue recruiting until the positions are filled.

**B. Capital Plan Consultation Update**

Mr. Martin reported that we have completed compilation of all the data from HVAC and the roof consultant; however, the data has not yet been entered into the system. He indicated that the District will strive to complete the task.

**C. Budget Update**

Mrs. Bandurski provided a Special Education budget update for the Board. She noted that in the Fall of 2011 the District had a total of 140 identified students. Mrs. Bandurski reported that at the present time, 19 additional students have been identified, making the total 159. She indicated that an additional 22 students will be requiring services as well. Mrs. Bandurski noted that the number of identified students is 11% of the total student population.

Mrs. Prindle asked how Litchfield compares with other districts. Dr. Cochrane noted that the state average is about 16%. Litchfield has increased from 9.3% to 11% in a year, but is significantly below the state average.

Mrs. Bandurski reported that the District has found a Speech & Language Pathologist. She noted there are many paraprofessional vacancies. She indicated that if all paraprofessionals are not hired prior to the opening of school, substitutes that are already familiar with the students will be assigned until the positions are filled. Mrs. Bandurski commented that discussions have begun at each school regarding special education compliance and professional development needs, as well as evaluating what programming is available. She noted that special education staff will ensure that all forms are up to date.

Mr. Barka queried about the CHS special education teacher. Mrs. Bandurski commented that a number of the students that were newly identified are at the high school and/or transferring up from grade 8. She explained that this influx increases case loads to about 25 per case manager. She noted that there are significant needs and an increased population of social and behavioral deficits. Mrs. Bandurski commented that the additional special education teacher will help divide the case load and provide much needed services. She noted that students have to check in with their case managers who are responsible for directed study (reading, math, social skills, study skills), parent meetings, tracking goals/objectives, and progress reports.

Mrs. Bandurski reported that there is an increase in paraprofessionals that were not budgeted (8 additional), which are required by IEP's. Dr. Cochrane indicated that we may start the year with two paraprofessional substitutes. Mrs. Bandurski commented that student needs will be reviewed at the beginning of the year.

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Dr. Cochrane reported that he has received positive comments from staff members about Mrs. Bandurski.

Mr. Martin provided a budget update for the Board. He noted that the preliminary unreserved year end fund balance was \$392,494. The main contributing factors to the under spend were:

- Unanticipated revenues of \$65,667
- Health insurance under spend of \$116,821 due totally to the lower actual rate from the budgeted rate
- Utilities under spend of \$55,363 due to the mild winter
- Self-funded program under spend of \$56,340
- Non-Special Education and Self-Funded salaries and benefits, excluding health insurance, under spend of \$236,022.

Mr. Martin mentioned that Special Education over spent their total budget by \$15,740, a significant change in comparison to the prior three years that averaged a budget under spend of \$293,959. Food Service lost \$15,172, with an ending balance of \$78,435.

Mr. Martin explained that we manage the budget spend rate to \$200,000 under budget in order to ensure that any last minute emergencies or late end of year unplanned expenses do not result in over spending the appropriated budget. He noted that the audit went well. Mr. Martin indicated that it is too early to estimate budget projections for 2013. He reported that the oil price came in very close to what was budgeted and propane price was under what was budgeted. He noted that the District will significantly over spend ESOL. Mr. Martin indicated that the District must hire 8 additional unbudgeted paraprofessionals (est. cost \$125,000 - \$130,000) and an additional unbudgeted Special Education teacher (est. cost \$60,000 - \$70,000). He noted that the additional unbudgeted grade 1 teacher will impact what we project to be under spent as well. Mr. Martin cautioned that the budget is very tight and there is currently no anticipated under spend projection.

Mr. Barka asked if the special education reserve fund would be of assistance to the District. Mr. Martin recommended that the Board approve use of the special education reserve fund for the CHS Special Education teacher now. He mentioned that we may need to use the remaining balance for the paraprofessionals, but it is too early to tell.

Mrs. D'Alleva asked what will happen at the end of the year when we have to prepare a new default budget. Mr. Martin indicated that the default budget is not based on dollar amount, but is based on need. Mrs. Prindle commented that it is based on real students as best as we know at that time.

Dr. Cochrane commented that part of the problem is timing. He indicated that expectations for the 2013 budget are being based on the 2011 budget. He explained that the increase in costs last year were significant enough to over spend a budget we usually under spend significantly. Dr. Cochrane noted that the end of year surplus does not look that unreasonable.

Dr. Cochrane requested that the Board approve the hiring of a high school special education teacher as this may only be a one year position. He suggested postponing the conversation about the special education reserve fund until after the end of September budget report.

Mr. York pointed out that there was no notification for the hiring of a special education teacher on the agenda. Dr. Cochrane commented that the hiring of the special education teacher for CHS can be deferred until September 5. He noted there will be a brief delay in the delivery of services for students.

**Action: Discussion of Additional Special Education teacher at CHS and vote – September 5 meeting.**

D. Budget Timeline Update

Mr. Martin provided a draft budget calendar for the 2013-2014 fiscal year.

Dr. Cochrane commented that it is not advisable to adjust the time frame to deliver the budget to the Budget Committee one week early. He explained that there is a substantial amount of budgeting to be done.

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Mr. Martin noted that the deadline to deliver the budget to the Budget Committee is the night before Thanksgiving. Mr. Martin indicated that the process is the same as the previous year. He noted that administrators and department heads will present their requested budgets to the Board. After all presentations have been made, the Superintendent will meet with his administrative team and prepare the recommended budget. The Superintendent's recommended budget will be delivered to the Board on October 31. Board members will be expected to review the budget and submit their changes to the SAU Office. Board recommendations will be compiled in a spreadsheet for the Board to discuss and vote on in November.

Mr. Barka indicated that he would not be able to attend the November 7 Board meeting. Board members discussed alternate dates for budget work sessions in November. Further discussion will commence regarding alternate calendar dates at the September 5 Board meeting.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

There was no community input.

**VII. 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 8:20 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. Mr. Miller seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Miller, the Board returned to public session at 8:43 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.*

- A. Acceptance of Resignation
  - o Johevet Arielle Bing

*Mrs. Prindle made a motion to accept the resignation of Johevet Arielle Bing, part time LMS Reading Specialist. Mr. Miller seconded. The motion carried 5-0-0.*

**IX. ADJOURN**

*Upon a motion by Mrs. Prindle, the meeting adjourned at 8:45 p.m. Mr. York seconded. The motion carried 5-0-0.*

**UPCOMING MEETINGS**

*September 5, 2012 – CHS Media Room - 6:30 PM  
September 19, 2012 – CHS Media Room – 6:30 PM  
September 26, 2012 – CHS Media Room – 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**APPROVED MINUTES OF SEPTEMBER 5, 2012**

**(approved as written 9-19-12)**

**In Attendance:**

John York, Chair  
Mary Prindle, Vice Chair (*excused*)  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mr. Scott Thompson, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mrs. Laura Rothhaus, Principal, CHS  
Mrs. Michele E. Flynn, School Board Administrative Assistant

Mr. York called the public session to order at 6:00 p.m.

**I. NON-PUBLIC SESSION – RSA 91-A:3II (c)**

**6:00 p.m.**

*Upon a motion by Mrs. D'Alleva, the Board entered into non-public session at 6:01 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. Miller seconded. The motion carried by roll call vote: Mr. York, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**II. RETURN TO PUBLIC SESSION**

*Mr. Miller made a motion to return to public session at 6:23 p.m. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. York, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

*Mr. Barka made a motion to recess the meeting at 6:24 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. York, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**II. PUBLIC SESSION**

- A. Call to Order
- B. Pledge of Allegiance

Mr. York reconvened the public session at 6:30 p.m.

- C. Review & Revision of Agenda

There were no revisions to the agenda.

- D. Summary of Non-Public Actions from the August 22, 2012 non-public session:

*Mr. Miller made a motion to approve the non-public minutes of August 15, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to accept the nomination of Linnea Manley as CHS Science teacher at a salary of \$33,623 for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the nomination of Samuel List as CHS Math teacher at a salary of \$39,083 for the 2012-2013 academic year, pending completion of his file. Mrs. Prindle seconded. The motion carried 5-0-0.*

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*Mrs. Prindle made a motion to accept the nomination of Erin Checkoway as District Speech & Language Pathologist at a prorated salary of \$36,254.20 for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 5-0-0.*

*Mrs. Prindle made a motion to release Johevet Arielle Bing, part time LMS Reading Specialist, from her contract. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

**E. Presentations & Recognitions**

There were no presentations or recognitions.

**F. Correspondence**

Mr. Miller commented that he received an email from Mark Cloutier regarding the status of Tanager Way and Heron Road relative to the Litchfield bus routes. He noted that Mr. Cloutier wanted to know why the stated roads were not added to the bus routes this year. Mr. Miller indicated that Mr. Cloutier requested the topic be placed on the next Board agenda.

Mr. York responded that he did look into the situation. He learned that the road is still not an approved road. Mr. York indicated that he spoke to Mr. Brunelle (Selectman) who was informed that the road has not yet been accepted. He reported that the Board of Selectmen is working with the Planning Board to get the road approved, but the decision is pending. Mr. York indicate that he would respond to Mr. Cloutier.

**G. Approval of Draft Minutes of August 22, 2012**

A revision was made to the minutes.

***Mr. Miller made a motion to approve the public minutes of August 22, 2012 as amended. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

**H. Community Forum**

Chris Pascucci, 12 Colonial Drive, commented that he read an article in the newspaper regarding the Nashua School District charging fees for sports. He indicated that he is raising the issue because he would like to know how it applies to our District. Mr. Pascucci stated that Mr. Miller made a statement some time ago that it is illegal to charge fees to parents whose children participate in sports in school. He indicated that the Board will be discussing the Wrestling program in the coming weeks and suggested that the District ask for a legal opinion regarding the issue. Mr. Pascucci believes that if it is illegal to charge fees for sports, the District should fund those programs. He suggested the Board revisit the issue for clarification.

Mr. York commented that the Board discussed the issue and voted not to charge fees to these organizations. He indicated that it would take someone from another district to challenge the issue according to legal counsel.

Mr. Pascucci commented that if it is illegal to ask parents to fund those programs, the District should fund those programs now.

Jason Guerrette, 11 Perry Court, commented that Mr. Pascucci raised a good point and that legality applies to other things as well. He stated if the Board chooses to do something illegal, we are choosing to live in an illegal status until someone chooses take us to court. Mr. Guerrette made reference to the default budget issue, which he believes does not comply with the law. Mr. Guerrette spoke to events that occurred during public input at the August 15 Board meeting. He commented that Mr. York closed public comment, which Mr. Guerrette indicated is the only forum at which he is able to discuss issues. Mr. Guerrette believes that allowing Mr. York to act, in his opinion, unethically is reflected similarly on his fellow Board members. He indicated that Mr. York cannot take action without support of the Board according to policy.

Mr. Guerrette claims that Mr. York authorized the police officer at Board meetings without the support of the Board, volunteered Board resources to the town for mosquito spraying without support of the Board, and filed a complaint to the Attorney General without support of the Board. Mr. Guerrette indicated that Mr. York violated several Board policies, including the Ethics policy (BCA), Conduct of the Board (BCAA), and Participation at Board Meetings (BEDH). He noted that policy BEDH states: *"The Board vests in its Chairperson or other presiding officer*

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*authority to terminate the remarks of any individual or close community forum when they do not adhere to the rules established above as to content or time limitation.” Mr. Guerrette believes he follow the rules of participation at the August 15 meeting.*

Mr. Guerrette claimed that the Board chooses to ignore their own policies and that they are not enforced. He believes that the Chair sits in contempt and so do fellow Board members if they continue to allow this to continue.

**I. Superintendent’s Comments**

Dr. Cochrane thanked community members, teachers and staff for a smooth opening of school on September 4. He commented that he witnessed optimism when students arrived on Tuesday morning at CHS. Dr. Cochrane indicated that last week’s workshop sessions were productive. He commented that building administrators made great transitions and thanked administrators and staff for a smooth opening. Dr. Cochrane reported that it was a busy summer and the District is still hiring to fill some vacant positions.

**III. REPORTS**

**A. School Board Comments**

Mr. Barka echoed Dr. Cochrane’s sentiments regarding the opening of school. He welcomed Mr. Thompson and commented he has heard wonderful things about him.

Mr. York reported that he received a letter from NEASC regarding their acceptance of the five year report filed by CHS. He indicated that the letter would be attached to the approved minutes.

Mr. York clarified some statements that were made by Mr. Guerrette during public input. Mr. York indicated that he did not commit district resources to the town for mosquito spraying. He noted that Dr. Cochrane told him he would communicate it to the district. Mr. York indicated that the election complaint was made by him as a private citizen. Mr. York indicated that the ethics comments are repetitive.

Dr. Cochrane thanked John Poulos, head of the Mosquito Control District, who made himself available during this time.

**B. Committee Reports**

**• Budget Committee**

Mr. Barka reported that the Budget Committee met on August 23, 2012. He mentioned that the Budget Committee will begin reviewing town budgets at the end of September. Mr. Barka reported that there were some questions from Committee members regarding the actual cost of the CHS track, clarification of a \$200,000 under spend mentioned in Mr. Martin’s report, and a request for a copy of the current year’s budget in Excel format as well. He noted that a statement that the budget is managed to a \$200,000 under spend and that salaries/benefits are targeted to fund the under spend was misunderstood by members of the Committee.

Mr. Barka indicated that Mr. Martin provided answers to their questions as follows:

- CHS track cost was \$159,900
- \$200,000 under spend clarification: Mr. Martin indicated that there is no “cushion” in the budget and that any savings from salaries/benefits turnover helps to fund the under spend.

Mr. York mentioned that Dr. Cochrane requested to meet the Budget Committee.

**• Negotiations Committee**

Dr. Cochrane reported that the Negotiations Committee and the LEA Negotiations Committee met on August 27 and agreed to the rules of conduct. Both committees agreed to six meetings that begin September 10 and finish December 3.

**C. Principals’ Reports**

**• GMS**

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Mr. Thompson thanked the community, staff, parents, students, and the Board for the opportunity to be principal of GMS. He reported:

- Common Core State Standards (CCSS) are being focused and will be implemented September 2013
- Approximately 20 teachers attended professional development workshops with Dr. Heon in August
- Pearson/Scott Foresman provided updated texts that are aligned with Common Core State Standards at no cost to the district
- Teachers in grades K-1 have been asked to begin aligning lessons with CCSS
- Teachers completed forms to help the gathering of information on IDM (Instructional Decision Making), which will be used to help improve the use of formative assessment at the classroom level
- Ms. Seiden provided annual training in bullying prevention and expansion of the use of the Morning Meeting concept
- Morning Meeting is a daily classroom ritual that helps engage and ready students for their day
- During Morning Meeting, teachers focused on safety rules and aspirations (hopes and wishes)
- Joe Underwood created a maintenance video documenting what the maintenance staff does in the summer, which was shown to the entire student body and faculty at the opening assembly
- Different methods will begin to be used to quiet students in the cafeteria
- A butterfly garden was installed by volunteer community members and the Litchfield Garden Club, with the help of the District Grounds department,
- The PTO is working on providing nameplates for classroom doors
- Parent Night for grades K-2 is September 11, 6-7 p.m.; Parent Night for grades 3-4 is September 12, 6-7 p.m.
- Opening day head count for grade 1 was 90, but 97 are enrolled.

Mr. Miller was concerned with policy distribution to the staff and asked if the Bullying Prevention policy was distributed to the staff during the bullying prevention training. Mr. Thompson indicated that the policy was referenced online and was discussed thoroughly.

- CHS

Mrs. Rothhaus reported:

- CHS had a great opening
- All teachers and staff were certified in CPR, AED and basic first aid
- Dr. Heon worked with teachers on CCSS
- New teacher orientation was held on August 22
- Over 100 students welcomed teachers and staff back to school on August 29
- Athletics is off to a great start
- Freshmen orientation was successfully led by the Student Council
- The first parent forum is being held tonight
- The CHS track re-opening will be held on September 11 at 4:25 p.m.
- Open House is September 27 6:30 -8:30 p.m.
- CHS has three student representatives on the NHIAA State Leadership Board
- Two CHS student represented CHS at the NHIAA Ambassador Program.

Mrs. Rothhaus commented that CHS has been busy hiring staff. She expressed that she is very excited about the high quality staff that has joined the CHS community. Mrs. Rothhaus shared a recent experience during which a former CHS student expressed how she was positively affected by a teacher at CHS (Mr. Martin). She commented that it is important to keep in mind that teachers affect people for a lifetime.

- LMS

Mr. Lecklider reported:

- LMS had a smooth opening
- Staff worked with Dr. Heon on CCSS
- PBIS will be kicking off this month and will focus on individual goals setting this month
- NECAP testing is scheduled in October

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- NWEA testing will commence this month
- 40 students attended Summer Programs
- LMS received a letter of thanks from Norris Cotton Cancer Center for the donation raised from the Terry Fox Walk
- Many new staff members joined LMS
- New staff members will be mentored throughout the year
- The enrollment total at LMS is 483
- 190 students tried out for fall sports
- Flooring was replaced at the gym entrance corridor and nurse's office
- The parking lot was resealed and relined
- Tri State is working on a temporary fix for the fire panel as we are waiting for a part for the panel
- Open House is September 13, 6:30 – 8:00 p.m.
- Nature's Classroom is scheduled for September 25-28.

Mr. York asked for a status report on the LMS fire panel system. Mr. Martin reported that the building was hit by lightning which affected the circuit panel. He explained that the circuit was bypassed as a temporary repair. Mr. Martin indicated that a replacement motherboard will cost \$4,000, but will not be received for two weeks. He reported that he and Mr. Koblenz met with Tri State and the Fire Chief to discuss the situation. He noted that the Fire Chief did not have a problem with the temporary repair, but required a permanent fix this year. The Fire Chief gave verbal consent to open school. Mr. Martin indicated that Tri State will provide a more detailed quote on the fire control system. He noted he will bring the proposal, as well as the costs, to the Board. Mr. Martin indicated that he will be using the Buildings & Maintenance Capital Reserve funds to pay for the panel.

Mr. York asked if the District received quotes from other vendors. Mr. Martin indicated that other quotes were significantly higher.

Mrs. D'Alleva asked why the quotes are for the entire system. Mr. Martin indicated that Simplex uses a proprietary system, which will result in a total system replacement.

Dr. Cochrane mentioned that it was anticipated that the system would be replaced next year. Mr. Martin indicated that the replacement was in the initial proposed budget, but not included in the default budget. He commented that he asked the Fire Chief if the replacement could wait until next July, but the Chief was not in agreement.

Mr. York suggested that other vendors inspect the system to provide the Board with a comparison.

**D. Curriculum Report**

Dr. Heon reported that teacher orientation was held on August 22. Teachers received a book entitled "*The First Day of School*". She noted they discussed having procedures and structure that allow teachers to do what is necessary in the classroom.

- **Common Core State Standards**

Dr. Heon presented an introduction to the Common Core State Standards (CCSS). She noted that statistics regarding jobs in the workforce require more education and training, knowledge and skills. In terms of college preparation, she indicated that 42% of Community College students take at least 1 remedial course; 20% of University freshmen have to take at least 1 remedial course; this remediation costs \$1.3 billion annually; remedial courses do not count toward college credits; 37% of students who remediate 1 or more classes go on to graduate.

Dr. Heon indicated that the CCSS require:

- Conceptual understanding
- Depth of knowledge
- Integrated knowledge
- Complex thinking

Dr. Heon indicated that the CCSS design consists of:

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- Staircased learning progressions (progression of difficulty from grade to grade, course to course)
- Mastery of core, rigorous knowledge and skills
- Learning related to real life
- Collaboration
- Equity.

Dr. Heon provided a comprehensive presentation that can be found on the District website, as well as attached to the minutes. She indicated that a plan to better communicate CCSS to parents will be created.

**IV. OLD OR UNFINISHED BUSINESS**

**A. Board Goals 2012-2015**

Dr. Cochrane presented draft goals for 2012-2015. Dr. Cochrane noted that it is best to have fewer goals, better measures, and appropriate measures for those goals; measuring and reporting them in a way that the importance is reflected. He indicated that we need to think about our expectations for our students and choosing the right priorities.

Dr. Cochrane reviewed the proposed goals and format with the Board. He mentioned that we have to decide what is a strategic goal and what is not. He noted that data shows progress toward district goals. Dr. Cochrane asked Board members for their input.

Mr. Barka and Mrs. D'Alleva were in favor of the new format. Mrs. D'Alleva commented that the proposed objectives are concrete steps to take with measurable goals. Board members agreed that they need time to review the proposed information.

Dr. Cochrane commented that we value the things we can measure, but we need to measure the things we value. He indicated that it may take time to develop measures and benchmarks for specific goals/objectives. Dr. Cochrane commented that combining appropriate goals with good measures equips teachers to do the kind of work you would like them to do.

Mr. York requested that Dr. Cochrane provide the Board with goal updates over the coming weeks. Dr. Cochrane indicated that he will start to invest more time on actual goals and measures.

**B. Track Use Policy (KGA) – 2<sup>nd</sup> Reading**

Board members reviewed revisions to the policy.

Mr. Martin indicated that the Board asked him to report who would be responsible for monitoring the spectators when the coaches are on the field. He noted that after meeting with Mrs. Rothhaus it was determined that the Athletic Director, or assignee, is responsible for monitoring the track.

***Mr. Miller made a motion to approve the Track Use policy (KGA). Mrs. D'Alleva seconded. The motion carried 4-0-0.***

**C. Budget Calendar Update**

An updated budget calendar was presented to the Board.

Board members reviewed work session dates and accepted the revised FY14 budget calendar.

**V. NEW BUSINESS**

**A. CHS Special Education Position Discussion**

Dr. Cochrane noted that this was a discussion that was postponed from the August 22 Board meeting. He indicated that an additional special education teacher is needed at CHS based on the additional identification of 35 students from last fall to this fall. He explained that a significant number of students is moving up from middle school to high school and with additional identified students we need someone with EH (emotionally handicapped) experience and background. Dr. Cochrane commented that a candidate will be interviewed if the Board approves the position. He explained that the candidate has prior high school experience working with students with alternative and

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emotional support needs. Dr. Cochrane indicated that IEP's require the position, which may require funds to be used from the Special Education Capital Reserve.

Mr. Barka asked if the position would be a one year position. Dr. Cochrane indicated that decision will be based on what IEP's require as well as students that are impacted.

Mrs. D'Alleva asked if the district will have met its requirements in special education if the Board approves the position. Dr. Cochrane indicated that based on the information that we currently have the district will meet the requirements. He commented that we will have another year to review IEP's and evaluate if we are meeting the needs of the students, which is complex work.

***Mr. Miller made a motion to approve the CHS Special Education teacher position. Mr. Barka seconded. The motion carried 4-0-0.***

Dr. Cochrane asked the Board for the authority to hire a candidate for the position prior to the next Board meeting on September 19.

***Mr. York made a motion to authorize the Superintendent to hire a Special Education teacher for CHS when an appropriate candidate is interviewed and recommended. Mr. Barka seconded. The motion carried 4-0-0.***

B. Board Signatures:

- 2012 DOE 25
- 2012 MS 25

Mr. Martin presented the FY12 DOE 25 and FY12 MS 25 to the Board for signature.

**VI. MANIFEST**

A manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

A. Community Forum

There was no community input.

**VIII. 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 9:31 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. Barka seconded. The motion carried by roll call vote: Mr. York, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.***

**IX. RETURN TO PUBLIC SESSION**

***Upon a motion by Mr. Miller, the Board returned to public session at 10:18 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. York, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.***

Mr. York asked Board members if he can attend the Budget Committee meeting as the Board Chair and introduce Dr. Cochrane to the Budget Committee. He mentioned that perhaps he would be able to provide any information that may be necessary as well. Board members agreed.

**X. ADJOURN**

***Upon a motion by Mr. Miller, the meeting adjourned at 10:20 p.m. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

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**UPCOMING MEETINGS**

*September 5, 2012 – CHS Media Room - 6:30 PM*

*September 19, 2012 – CHS Media Room – 6:30 PM*

*September 26, 2012 – CHS Media Room – 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**APPROVED MINUTES OF SEPTEMBER 19, 2012**

**(approved as written 9-26-12)**

**In Attendance:** John York, Chair  
Mary Prindle, Vice Chair (*excused*)  
Dennis Miller, Board Member (*excused*)  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

- A. Call to Order
- B. Pledge of Allegiance

Mr. York called the meeting to order at 6:32 p.m. The meeting is not being broadcast.

- C. Review & Revision of Agenda

Revisions to the agenda included the removal of Acceptance of the Smartboard donation under New Business.

- D. Summary of Non-Public Actions from the September 5, 2012 non-public session:

*Mr. Miller made a motion to approve the acceptance of tuitioned students to attend CHS subject to recommended conditions. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mr. Miller made a motion to approve the non-public minutes of August 22, 2012 as written. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

- E. Presentations & Recognitions

- Litchfield Historical Society – Use of GMS 1930's Building

Dr. Calawa, President, and Gail Barringer, Vice President of the Litchfield Historical Society presented a proposal to use the 1930's section of GMS for display of historical information to the public. It was explained that the Historical Society presented the same proposal to the Board last year; however, Board members were concerned with the building section's structural integrity. The Board voted at that time to allow the Historical Society to perform a structural assessment of the building.

Ms. Barringer commented on the important value of Litchfield history. She noted that Dan Ferguson, a 2003 CHS graduate, proposed an educational course of study regarding the History of Litchfield at a Board meeting last year. Ms. Barringer believes that the GMS 1930's building is a great place to display student art as well as community members' art. She commented that there is a possibility the Historical Society may propose to use the GMS grounds to display artwork in the summer.

Dr. Calawa commented that an old theatre curtain was donated to the Historical Society. He provided a picture of the curtain. He explained that the Historical Society procured a grant to restore the curtain, which will occur in 2013. He noted that the Historical Society would like to display the restored curtain in one of the rooms in the 1930's building.

Mr. York asked if the District has security and a fire system in that building. Mr. Martin indicated there are no sprinklers in the building, but there is a fire/heat sensor.

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Dr. Calawa indicated their goal is to use the building on weekends and in the summer so it will not interfere with classes in session. Mr. Martin commented that there is no access to the school from the building.

Mr. York asked who would pay for repairs to the building. Dr. Calawa indicated that the Historical Society will paint the rooms, install the light fixtures and clean the building. Dr. Calawa noted that the Historical Society has insurance for its collections.

Mrs. D'Alleva asked about the cost of heat and electricity. Dr. Calawa indicated the building will only be used once per month, which would keep the cost at a minimum.

Mr. York indicated that the Board will take the request into consideration and discuss it at their next meeting. He noted that Mr. Ross will have to check the security of the building and the new Fire Chief will be asked for input.

Ms. Barringer thanked the Board for their time and commented that she hopes the Historical Society can be a real part of the school district.

**F. Correspondence**

Mr. York announced that he received the following correspondence:

- 1) RSA 15:5 to be addressed at the next meeting, requested by Jason Guerrette.
- 2) Letter from Jason Guerrette regarding the challenge of campaign signs on district property. Mr. York explained that he was informed by a candidate on election day that a campaign sign was removed from the CHS side of the road by an employee. Mr. York indicated that the signs were placed between the bike path and the road, which is not school property. He noted that he spoke to Dr. Cochrane and the issue was resolved.

Mr. York suggested that the existing campaign policy be reviewed and updated, if necessary.

Mr. Martin commented that the issue regarding this area (property between bike path and road) has been in question for many years. He noted that when signs are placed there, although not school property, it reflects on the school. Mr. Martin indicated that Mr. Brunelle is going to clarify the issue with the Board of Selectmen and recommend that signs not be allowed on property adjacent to school property.

- 3) Letter from Chris Pascucci clarifying comments he made at the last Board meeting.

*Correspondence will be attached to the approved minutes.*

**G. Approval of Draft Minutes of September 5, 2012**

***Mrs. D'Alleva made a motion to approve the public minutes of September 5, 2012 as written. Mr. Barka seconded. The motion carried 3-0-0.***

**H. Community Forum**

Jason Guerrette, 11 Perry Court, thanked Mr. York for addressing the campaign sign issue. Mr. Guerrette commented in reference to the Historical Society proposal, that when the fire chief and inspector gave the Historical Society authorization to use the building it was because their request changed the occupancy of the building from educational to private. He noted that according to the language and code (building without sprinklers) will not allow them to hang the curtain in the north room. Mr. Guerrette indicated that the language "limited basis" means that there should not be a continuous flow of traffic.

Mr. Guerrette mentioned RSA 15:5 in relation to lobbyists. He noted that the NHSBA, to which the Board is a member, employs lobbyists at the State level.

Mr. Guerrette commented on the curriculum discussion from the September 5 meeting. He indicated that a comment was made that stated 42% of college students take remedial classes. Mr. Guerrette expressed concern about the preparation of Litchfield students for college.

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**I. Superintendent's Comments**

Dr. Cochrane announced the Science NECAP results were released this morning. He indicated that longitudinal shows regular improvements in NECAP science results, both with respect to average scores and the percentage of students who are scoring proficient, and also with respect to comparisons to state averages. Campbell High School's results are especially indicative of both improvement trends. He indicated that the report will be posted on the District website.

Dr. Cochrane responded to Mr. Pascucci's concern regarding the charging of student fees for athletics. He indicated that the Board previously inquired about the legality of charging general supply fees, athletic fees, and co-curricular fees. The legal opinion received indicated that State laws and legal decisions, such as the Claremont decisions from the New Hampshire Supreme Court, require that public schools provide a free education (RSA 189:1-a) and that the scope of that education is defined by state law (RSA 193-E:1), which references the Minimum Standards for Public School Approval (Ed 306). Ed 306. Dr. Cochrane noted that Ed. 306.27, relative to high school curriculum, states that districts have to provide co-curricular activities, including activities as part of the educational program. The School Board may allow "club" activities that are not sanctioned or supported by the District to operate and use school facilities, even though the club may serve the same population that the school serves. What is less clear is whether the District can provide partial support for an activity and still maintain that that it is not a district co-curricular program.

Dr. Cochrane indicated that after some research, it was discovered that wrestling was not part of the official program at CHS. He noted that there is a formal process for co-curricular activities. Wrestling is not included on the list of athletics or co-curricular activities offered at CHS. It is a self-funded program for which the district provides the transportation. Dr. Cochrane indicated that the safest position for the district would be to treat the wrestling group no differently than a community group that would like to use district facilities. However, he also indicated that he felt that wrestling was a valuable program that deserved consideration for inclusion in the district's co-curricular offerings.

Mrs. D'Alleva asked how a sport becomes a co-curricular activity or program. Dr. Cochrane indicated a written request is sent to the building principal who includes it in the co-curricular budget. The principal brings it to the Superintendent who discusses it with the LEA as it is part of the contract. The Board votes on the co-curricular budget during the budget process.

Mrs. D'Alleva asked if a co-curricular activity is not funded, can wrestling be added in its place. Dr. Cochrane indicated that is a good conversation for his next meeting with the LEA President.

**III. REPORTS**

**A. School Board Comments**

There were no Board comments.

**B. Committee Reports**

- Negotiations Committee

Mrs. D'Alleva reported that the Negotiations Committee met with the LEA Negotiation team on September 10. The next meeting will be Monday, September 24 at 4:00 p.m.

Mr. York commented that he and Dr. Cochrane will be attending the Budget Committee meeting on September 27.

Mr. York mentioned that a District Safety meeting was held on September 18. Mr. Martin reported that the district has had no losses since January. Each school was presented with an award for keeping safety foremost.

**C. Business Administrator's Update**

- Capital Plan Status

Mr. Martin indicated that there is no update on the Capital Plan status. He indicated that progress should be made once the grounds work is completed.

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**IV. OLD OR UNFINISHED BUSINESS**

**A. LMS Fire Alarm System Update**

Mr. Martin provided an update on the LMS Fire Alarm System. He indicated that the Fire Chief approved the replacement of the motherboard, which is a temporary repair. He mentioned that if the panel breaks down, it will take two weeks to receive the part. He noted in that event, the options would be for the school to be on fire watch or there is a possibility we would not be able to use the building. Mr. Martin indicated that he has drafted the request for bids for the replacement of the fire alarm system, which is under review by the Fire Chief and Kevin Lynch, town building inspector. He mentioned that Tri State Fire Protection reviewed the draft and recommended to add several more strobes in compliance with the fire code.

- Prequalified Vendor Bid List

Mr. Martin presented a prequalified vendor bid list for the LMS Fire Alarm System installation to the Board. He commented that he will send the draft request for bids out for legal review as well. Mr. Martin asked Board members to approve the prequalified vendor bid list, for which approval gives the District authority to get formal bids for the work.

**B. Athletics Funding**

This topic was addressed in the Superintendent's comments.

**V. NEW BUSINESS**

**A. Acceptance of Donations**

- Printer

It was announced that an HP color laser printer is being donated by Cheryl Berhane (a Litchfield School District employee) to the District. The printer is functional and has network connectivity.

Mr. York asked about the printer's use. Mr. Martin indicated the printer s for classroom use.

Board members were concerned about the cost of supplies for the printer the District would incur. Dr. Cochrane indicated that he will speak with the administration to be sure the teacher understands the expectations of the budget relative to the use of the printer.

Board members discussed the donation briefly.

***Mr. Barka made a motion to accept the donation of an HP color laser printer from Cheryl Berhane. Mrs. D'Alleva seconded. The motion carried 3-0-0.***

Mr. York was concerned that more teachers will come forward with more printers for their classrooms. He asked Dr. Cochrane to come forward with an update on the budget status regarding printing.

Dr. Cochrane indicated that the technology plan was not funded last year. He indicated that as equipment ages out, there are needs for technology and equipment, which are a great concern relative to the budget. Dr. Cochrane commented that it is his responsibility to bring a technology budget to the Board that makes sense and looks at the value added notion.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

Mrs. D'Alleva inquired about a purchase of \$13,000 for replacement countertops. Mr. Martin indicated that was for a series of two countertops for the Art rooms at CHS. He explained that the laminate was lifting and it was requested that the countertops be replaced with a stronger finish that can handle the extreme usage.

**VII. PUBLIC INPUT**

**A. Community Forum**

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Jason Guerrette, 11 Perry Court, referenced comments Dr. Cochrane made regarding adequate education. He commented that when we determine the course of education for our children, it does not matter what the School Approval Standards say. He commented that we should do what is right for our children and worry about what the union contract says later.

Mr. Guerrette commented on the LMS fire alarm system and expressed surprise that the Business Administrator wrote the document. He requested a copy. Mr. Guerrette indicated there are four major brands of fire alarms to choose from and they are all proprietary. He commented we are not replacing a fire alarm system, but buying a fire alarm panel. Mr. Guerrette indicated that we have zones in our system, which he believes should be removed so that we can move to an addressable system. He commented that an addressable system will eliminate lead times and is the right thing to do.

Mr. Guerrette commented that taxpayers should be concerned with the budget, but do not have the time for the day to day business of the district. He suggested that the District have conversations with people in the community who are tradesmen to save money as folks in town will volunteer to help with the evaluations of systems.

Mr. Guerrette referred to the purchase of the countertops for the art room and commented that he replaced laminate in his previous job and it is much cheaper than what was purchased.

**VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

*Upon a motion by Mr. Barka, the Board entered into non-public session at 8:10 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. D'Alleva seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. D'Alleva, the Board returned to public session at 10:30 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**X. ADJOURN**

*Mr. York made a motion to adjourn at 10:31 p.m. Mrs. D'Alleva seconded. The motion carried 3-0-0.*

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

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John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Derek Barka

September 19, 2012

Attachment to the September 19, 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 September 19, 2012 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

From: Jason Guerrette  
Sent: Wednesday, September 19, 2012 8:50 AM  
To: John York  
Cc: Brian Cochrane  
Subject: RSa 15:5

John,

I do not see anything in tonights agenda addressing RSA 15:5.

Can you please provide me and the public with an update on what the district is going to do about coming into complaince with the law?

Jason

From: Jason Guerrette  
Sent: Wednesday, September 19, 2012 8:52 AM  
To: John York  
Cc: Brian Cochrane  
Subject: Election signs

John,

From what I have come to understand, you challenged the existence of campaign signs along Albuquerque in front of CHS on Primary election day.

For that I commend you if you indeed presented such a challenge.

Can you please update me and the community on your findings as in the past, sign along CHS were strictly prohibited.

Jason

**From:** Chris Pascucci

**Sent:** Wednesday, September 05, 2012 10:22 PM

**To:** Brian Cochrane; John York

**Cc:** Mary Prindle; Dennis Miller; Derek Barka; PDAlleva-external domain

**Subject:** To Clarify

Good evening,

Just to clarify my comments tonight, because from the response I received, there may be a mis-understanding. On a personal note, I do agree with the Nashua school districts policy to ask the parents without any financial hardship to chip in a small percentage of the cost of their own childrens school sports. However, my comments tonight did not ever once refer to my personal opinion.

I was referring solely to Mr Miller's comments both in formal school board meetings, as well as his comments this past week in the Litchfield web forum blog, where he says (referencing the districts attorney) that practice is "illegal".

"If" what the Nashua school district (as well as many other school districts are doing with parent participation with some of the costs), is indeed illegal, then the Litchfield School District is currently and knowingly in violation of the law. Further, knowing that this practice is illegal, this school board should never have allowed the wrestling issue go to warrant last election. Just the same way we could never allow the entire third grade to go to warrant, you cannot allow any other legal mandated program to go out for a vote.

Anyway, any disagreement aside, breaking the law is never to be tolerated, so I am respectfully asking Dr Cochrane, and this school board to get immediate legal clarification with this issue. If our attorney made a mistake interpreting the law, then please let this community know that. If it truly is illegal to ask parents for any money to help with their childrens sports, then this school district must immediately fund wrestling, hockey and other co-curriculars that are not currently fully funded by taxpayer dollars.

Thank you,  
Chris Pascucci

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for September 26, 2012**

**(approved as written 10-3-12)**

**In Attendance:**

John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mrs. Deb Mahoney, Director of Human Resources  
Mr. Scott Thompson, Principal, GMS  
Mrs. Kerry Finnegan, Asst. Principal, LMS  
Mrs. Laura Rothhaus, Principal, CHS  
Mr. John Patterson, Director of High School Athletics  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

**6:30 p.m.**

- A. Call to Order
- B. Pledge of Allegiance

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

- C. Review & Revision of Agenda

There were no revisions to the agenda.

- D. Summary of Non-Public Actions from the September 19, 2012 non-public session:

*Mr. Barka made a motion to approve the non-public minutes of September 5, 2012 as written. Mrs. D'Alleva seconded. The motion carried 3-0-0.*

*Mrs. D'Alleva made a motion to accept the nomination of Matthew Cawley, CHS Special Education teacher, at a salary of \$50,325 for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 3-0-0.*

- E. Presentations & Recognitions

There were no presentations or recognitions.

- F. Correspondence

There was no correspondence.

- G. Approval of Draft Minutes of September 19, 2012

*Mrs. D'Alleva made a motion to approve the public minutes of September 19, 2012 as written. Mr. Miller seconded. The motion carried 3-0-2, with Mr. Miller and Mrs. Prindle abstaining.*

- H. Community Forum

Chris Pascucci, 12 Colonial Drive, expressed gratitude to Dr. Cochrane for his response relative to Mr. Pascucci's correspondence regarding a clarification of his comments about charging fees for athletics/co-curricular activities. Mr. Pascucci asked for affirmation that any sport that is called a co-curricular must be offered for free by the school (district) and is funded by taxation. Additionally, a co-curricular activity or sport is funded privately because it is classified as a club.

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Dr. Cochrane affirmed Mr. Pascucci's statement. He indicated that the safest position for the District to take is to treat these programs (i.e. hockey, wrestling) as self-funded and not to provide transportation or a stipend for the activity. Dr. Cochrane commented that the District provided the transportation for the programs, but doing so strengthens the notion that it is a co-curricular activity.

Mr. Pascucci commented that it was not his intention to question the legality of the matter. He indicated that he inquired because of the article regarding Nashua charging fees for co-curricular activities, for which they are in violation of the law. Mr. Pascucci commented that he brought up the subject because Mr. Miller said it was illegal to charge fees for co-curricular activities. He noted that it is not illegal to charge fees if the activity is classified as a club. Mr. Pascucci asked how many of the existing co-curricular activities should be reclassified as clubs to take some the burden off of the taxpayers. He suggested the Board invite community input regarding the reclassification of co-curricular activities. Mr. Pascucci believes that the wrestling warrant article was not supported because of the process. He indicated that parameters and boundaries are necessary.

Dr. Cochrane commented that the Board inquired about charging general fees and specific fees. He noted that it is appropriate to charge a fee for materials/supplies for classes, but it may be "safer" if students want to pay material fees for optional aspects of courses.

Mr. Pascucci agreed, but commented that boundaries should be defined. He believes the voters are more than generous to give what it takes to get the job done. He commented that we should work together.

Mr. York read a statement from the Public Participation at Board Meetings policy:

*c) "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. Other channels are provided for School Board consideration and disposition of legitimate complaints involving individuals, which should be referred to the Superintendent for appropriate action.*

*The Board vests in its Chairperson or other presiding officer authority to terminate the remarks of any individual or close community forum when they do not adhere to the rules established above as to content or time limitation."*

He requested Mr. Guerrette comply with the Public Participation at Board Meetings policy.

Jason Guerrette, 11 Perry Court, commented that he was providing clarification to the recorded comments during the September 19, 2012 Community Forum. He indicated that when commenting about an adequate education he was referring to the Collective Bargaining Agreement and not School Approval Standards. Mr. Guerrette also provided clarification regarding recorded comments during the aforementioned Community Forum regarding assistance from community members with systems evaluations. Mr. Guerrette indicated he was making reference to the Capital Plan.

Mr. Guerrette referred to Dr. Cochrane's comments about the District taking the safest position. He commented that the District does not always take the safest position. He indicated that if that is the case with the default budget, one should be provided that most closely resembles the language of the law.

I. Superintendent's Comments

- NHDOE ESEA Waiver Application Update

Dr. Cochrane provided an update regarding the NHDOE ESEA Waiver (Elementary and Secondary Education Act). He indicated that the waiver request is to modify the part of ESEA that determines if a school is in need of improvement. He noted that assessments would still be required; however, the goal of student proficiency by 2013-2014 would be eliminated. Dr. Cochrane explained there are four strands to the proposal:

- Standards, Instruction and Assessments
- Data Collection and Use
- Teacher and Leader Effectiveness
- Transforming Struggling Schools.

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Dr. Cochrane indicated that the district processes of evaluation of teachers and administrators would be required to be revised. The state will implement an educator effectiveness system connected to student performance, including competency attainment. The laws and procedures to help improve school performance are not working well. The update provided reflects a plan to move forward and outlines priorities.

Dr. Cochrane indicated that a Continuum of Assessment for Deeper Learning is included in the update. The Continuum consists of:

- Traditional State Assessments
- New Common Core State Standards
- Common Performance Tasks
- Learning Tasks
- Student Designed Projects.

Dr. Cochrane mentioned that he was involved with the group that was writing the waiver and will report on the status of the waiver in the coming months.

**III. REPORTS**

A. School Board Comments

There were no Board Member comments.

B. Committee Reports

- Negotiations Committee

Mr. Miller reported that the Negotiations Committee met with the LEA Negotiating Team on Monday, September 24, 2012. The next meetings are scheduled for October 29, November 8 and 19, and December 3.

**IV. OLD OR UNFINISHED BUSINESS**

A. Litchfield Historical Society Proposal Discussion/Approval

Mr. Martin provided an update of the condition of the 1930's building. He noted that Mr. Ross, Facility Manager, discovered the following:

- Most of the lighting was removed and ceiling is exposed. Light fixtures will have to be purchased and installed.
- One lock on front door that needs to be replaced and for security purposes will have a different lock.
- Everything is connected to the main fire panel and tested.
- All emergency lighting and fire extinguisher was inspected by Tri-State
- Heat is set for 60-62 degrees. We would have to heat 1/3 of the building for Historical Society use over the weekend.
- Second egress (fire escape) is questionable for supporting a lot of weight as main support leg has large split. For liability reasons, we will repair or replace.

Mr. Martin indicated that Mr. Ross requested the building not be used during inclement weather until the entrance has been cleared, which is not done until the snow has ended.

Mr. York commented that at the previous meeting, Mr. Guerrette mentioned that some laws/sections may impede use of the building or rooms. Mr. Martin affirmed that Mr. Guerrette's statement was correct as there are limitations on the parameters of the percentage of flammable material on walls. He noted that the main use of the building is primarily a school building. He recommended the Fire Chief confirm that the wall hanging will not exceed code.

Mr. Guerrette commented that the occupancy of the building would be a mixed use and that it would be classified as the highest rated occupancy. He noted that code would defer to the highest level of safety.

Mr. York indicated that the list of issues in the building can be provided to the Historical Society. He commented they will have to alleviate the problems if they intend to use the building.

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Mr. Martin offered to have Mr. Ross provide costs for the items. He indicated that he is concerned about oil use. Mr. Martin commented that he understands it is community effort, but is concerned about the increase in expected oil usage with respect to cost.

Mr. York indicated that the Board is not ready to vote on the proposal in light of the issues in the building.

Dr. Cochrane suggested that Mr. Martin inform the Historical Society of the issues of liability and the cost concerns. He indicated that the Board may want to give the Historical Society the opportunity to help mitigate some costs.

**V. NEW BUSINESS**

**A. RSA 15:5**

Dr. Cochrane indicated that Mr. Guerrette raised concerns about RSA 15:5 in relation to the NHSBA. He noted that the issue was raised in Merrimack. RSA 15:5 prohibits the use of state funds to pay for lobbyists. The NHSBA offers valuable services and is worth the membership fee districts pay. Dr. Cochrane indicated that the safest position would be to ensure compliance in changing how we use appropriated funds. He pointed out that state money cannot be used, but district money can be used to pay the fee. Dr. Cochrane commented that one way to comply with the law is to separate revenue funds when they are received or differentiate them by the time or period in which they are received.

Mr. Martin indicated that the District pays the membership fee to the NHSBA in July using District funds as the first check from the State is not received until October.

Dr. Cochrane commented that we will take the issue seriously and ensure compliance to minimize risk. He indicated that the District will continue to investigate the issue and ensure compliance. Dr. Cochrane noted that Dean Michner, NHSBA, is registered as a lobbyist [although it is not his function], but it only so that he is able to keep abreast of legislation.

**B. 2012-2013 Tuition Rates**

Mr. Martin presented the 2012-2013 Proposed District Tuition Rates. He noted that tuition rates are as follows:

- Elementary \$10,982.63
- Middle \$10,713.37
- High \$12,638.16

He also proposed the reinstatement of a 50% discount for students of employees. Last year Board voted not to approve the discount.

Mr. Barka asked if we receive education funds for student who tuition into the district. Dr. Cochrane affirmed that the District receives state education aid for those students.

Mr. Miller asked about the rationale for the discounted tuition. Dr. Cochrane indicated that it would be additional revenue for the District.

Mr. Miller commented that the policy regarding admission of non-resident students indicates that it is the decision of the Board to approve or disapprove of a tuition request. He indicated that the revenue from tuition cannot be spent and must be used to offset the tax rate. Mr. Miller commented that the policy may need revision.

***Mr. Barka made a motion to approve the 2012-2013 tuition rates as presented. Mrs. Prindle seconded. The motion carried 5-0-0.***

***Mr. Barka made a motion to approve the 2012-2013 proposed employee discounted tuition rates as presented. Mrs. Prindle seconded.***

***Mrs. D'Alleva amended the motion to change the employee discount on tuition rates to 25%. There was no second. The amended motion failed.***

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*The original motion to approve the 2012-2013 proposed employee tuition rates failed 2-2-1, with Mr. York and Mrs. D'Alleva opposing and Mr. Miller abstaining.*

C. FY14 Budget Presentations:

- Athletics/Co-Curricular

Mr. Martin asked the Board if they wanted the same process used is to highlight line items with a difference of \$2500 with the Board asking questions on other accounts. New or expanded position will be verbally discussed.

GMS Co-Curricular:

Mr. Thompson indicated there are not major changes to the budget.

LMS Co-Curricular and Athletics:

Mrs. Finnegan indicated the following changes:

- Increase of \$2813.12 in Athletics Transportation
- Increase of \$3,306.09 in Co-Curricular Transportation

Mr. Miller asked for clarification of transportation of students by school bus only.

**Action: Mr. Martin to provide clarification for transportation by school buses only.**

Mrs. Finnegan requested funding for an academic assistance program advisor as there are not enough Title I funds this year. She indicated that the position would be a stipend position.

CHS Co-Curricular:

Mrs. Rothhaus commented that the New York trip was added this year because it is an academic trip.

Mr. York asked about the amount budgeted for t-shirts for freshmen. Mrs. Rothhaus indicated that the t-shirts are for a freshmen welcome. She mentioned that CHS would like to run an environmental club that carries a stipend of \$1600.

CHS Athletics:

Coach Patterson reported that we will go out to bid for athletic trainer services as requested by the Budget Committee.

Coach Patterson indicated the following changes:

- Increase of \$5740 in supplies
- Increase in NHIAA rates

Mr. Miller asked about an increase in the line item for equipment reconditioning. Coach Patterson indicated that helmets have to be reconditioned each year, as well as other equipment that wears out and is used annually.

Mr. York asked about the line item for new weight room equipment. Coach Patterson indicated that the number of participation have increased from 18 to 140 students this year.

Mr. York indicated that CHS Athletics increased \$13,386.

CHS Athletics Transportation:

Mr. Martin indicated that there is a 3.5% rate increase in the First Student contract.

Mr. York was concerned that some smaller athletic teams' transportation is more costly than the larger teams (i.e. football team). The Board discussed alternate options of transportation for the smaller athletic teams.

Coach Patterson requested expansion of the Administrative Assistant's hours to 20 hours per week and through the summer. Mrs. Mahoney indicated the position is currently paid for 188 days.

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CHS Co-Curricular Transportation:

Mrs. Rothhaus commented that transportation costs have increased because of the increase in the contract. She mentioned included in the transportation budget are the Music Festival trip to Hollis, which is new this year; Student Council conferences, and ELO opportunities (i.e. Project Safeguard transportation to St. Anselm).

Coach Patterson commented on the passing of Mr. Manseau's wife. He indicated that the outpouring of love for Mrs. Manseau was amazing to witness. Mrs. Rothhaus agreed and asked to take a moment to remember Charlene Manseau who passed away on Saturday from EEE.

- Curriculum Development

Dr. Heon mentioned that there is a small increase of \$500 in standardized testing this year for grade 1 testing. The Dues and Fees line item have increased.

Mr. York asked about the increase in non-LEA course reimbursement. Dr. Cochrane indicated that each year we ask who would be likely to have an interest in courses. He noted that there has been a significant increase.

Mr. York commented that the only increase is in Professional Development. Dr. Cochrane indicated that there are no requests for textbooks. He noted that we are starting to see new texts for Common Core.

Dr. Heon reported that there are pedagogical shifts demanded by Common Core State Standards (CCSS). The focus is on literacy and increased rigor in text complexity. She commented that the standards have increased and we will be asking students to read more complex texts. Dr. Heon indicated that we will have to expect to add more informational texts. She reported that Pearson gave the District a new set of Envisions texts for grades 1-5 that are aligned to CCSS.

- Transportation

Mr. Martin indicated that there is a 3.5% increase in the transportation contract for FY14. He noted that the cost for evacuation drills was removed from the budget as First Student is doing these during regular runs. Vocational education transportation is requesting an additional bus. He explained that we need another physical bus to meet the District's needs. This is driven by the reduction of a bus in the FY13 budget.

Dr. Cochrane indicated that because there is one less bus and traffic to and from Nashua is heavy, students are delayed in arriving and departing the Vocational school. Dr. Cochrane commented that he is concerned because there is a delay in arrival/departure time, students are missing instruction time and may withdraw from the program.

Mr. Martin indicated that Hudson and Nashua have been assisting with the problem.

- School Board

Mr. Martin indicated that the only increase is in legal services.

- SAU

Dr. Cochrane indicated the only significant change is a decrease of \$1250 in leases driven by a decrease in copies.

Business & Finance:

Mr. Miller asked about a line item for movie licensing. Mr. Martin explained that movies may be shown by different groups and organizations that use our facilities. He noted that the entertainment licensing is coverage for the owner of the facilities to ensure that the District will not be required to pay royalties on movies shown in its facilities by after school activities and outside groups/organizations. Mr. Martin indicated that Shaker Regional had a similar issue where movies were shown and they would have to pay royalties unless they purchased the licensing. He commented that all SAU's are being advised to purchase the licensing to avoid these charges.

Mr. Miller asked for a breakdown of movies shown in District facilities by outside groups and/or organizations.

Mr. Martin reported:

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- A decrease of \$6500 in Professional Services
- A 4% increase in the price of software from the vendor as well as installation of a new module for a Vendor Access Center, which will allow vendors to communicate electronically with the District for purchases, invoicing, and payment. A second module for p-cards will enable us to download data from BMO into the software for p-card users.
- Increase in supplies
- Decrease of \$1860 in equipment replacement.

Human Resources:

Mrs. Mahoney reported that the HR budget has decreased by \$1519 due to a reduction in advertising.

- Salary Guidelines

Dr. Cochrane reported that the SAU is analyzing non-LEA employee salaries as they perform a market survey. He noted that newly hired administrators have been placed on the new salary/benefit model and all others are on the current schedules. Dr. Cochrane expressed concern over the recent employee turnover. He cautioned if we insist they move to the new model, we may not be able to retain valued and skilled employees.

Dr. Cochrane informed the Board that according to the Affordable Health Care Act part time employees who work 30 hours per week or 130 hours per month will be eligible for health insurance. He suggested that part time employee work schedules be examined.

Mr. Martin indicated that employers are required to offer insurance to employees or employers will be fined \$3,000 per employee.

Dr. Cochrane assumed the Board does not want the SAU to increase the number of part time employees eligible for health insurance. He commented that some positions may be exceptions. Dr. Cochrane discussed with the Board the possibility of restructuring work schedules for part time employees in order to maintain current levels of services. The Board agreed with starting to reduce all part time positions to 5.5 hours or less per day. This will require additional staffing.

Mr. Miller suggested applying for a waiver of the requirement under the Affordable Health Care Act. He offered to research the criteria.

Dr. Cochrane mentioned that the existing health care plan cost is projected to increase. He commented asked the Board to consider providing direction on offering non-LEA employees that are not part time a more aggressive waiver to incentivize employees to opt out of the health insurance.

Mrs. Mahoney suggested that she survey the group of employees that fall into the non-part time, non-LEA category regarding offering a waiver. She indicated she would bring a recommendation that may save money for the District back to the Board based on results of the survey.

## **VI. MANIFEST**

The manifest was circulated and signed by the Board.

Mr. York asked for clarification on the purchase of the countertops for the art rooms, a \$13,000 purchase. Mr. Martin explained that the purchase was encumbered on an FY12 purchase order. This was a requirement of the NEASC accreditation for CHS. He noted that the Board was informed of the response to NEASC Committee and the Board did not object to the replacement of the countertops.

Mr. York indicated the work was supposed to be completed in June. Dr. Cochrane explained that everyone involved in the repair/replacement thought we were installing a more high quality surface that would last. Mr. Mower's class was slated to complete the work to meet the requirement of his course and to save costs. Dr. Cochrane indicated that this was a NEASC requirement. He noted that there was no intention to mislead anyone. He explained that the project was for "laminare replacement" and not to replace with laminate.

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Mr. York indicated that there should be more clear communication in the future.

Dr. Cochrane assured the Board he will see to it that departments communicate effectively.

**VII. PUBLIC INPUT**

**A. Community Forum**

Jason Guerrette, 11 Perry Court, referred to the countertop replacement. He indicated that when he was a Board member he did not see the NEASC recommendation and does not recollect hearing the countertop replacement would be high end and not laminate. Mr. Guerrette commented on the health insurance waiver indicating that the current practice in the private sector is to charge a higher premium for the spouse of the employee on the plan as it is cheaper for each partner to be on a single plan.

Mr. Guerrette commented, with regard to SERESC, only 6-8 district provide funding, but is available to use by all districts in the state. He indicated that Litchfield is one of the districts that provide funding and disagreed that it be passed to the taxpayers. He asked why the budget proposals presented this evening were not on the website.

Mr. Martin indicated that the proposals are working documents that will change often and does not want to give the perception that this is the budget that is going to be presented at Deliberative Session.

Mrs. Prindle suggested adding wording that these documents are a work in progress. Mr. Martin indicated they will be published if it is the Board's wish.

Mr. Guerrette commented [with regard to course reimbursement to teachers] that no tuition reimbursement is common business practice. Mr. Guerrette requested more information on bid projects.

Mr. Martin was planning to go to bid on snow plowing. He noted that Mr. Bennett mentioned the town is interested in responding to that bid. He indicated that he will be speaking to the Town Administrator regarding the requirements for plowing for the District and return to the Board with a recommendation. He does not recommend a public bid if the town is responding.

**VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

*Upon a motion by Mr. Barka, the Board entered into non-public session at 9:45 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.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Miller, the Board returned to public session at 10:29 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.*

**X. ADJOURN**

*Mrs. Prindle made a motion to adjourn at 10:30 p.m. Mr. Miller seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27  
Litchfield, New Hampshire 03052**

**Approved Public Hearing Minutes for October 3, 2012  
(approved as written 10-10-12)**

**PUBLIC HEARING**

**ACCEPTANCE OF DONATIONS & UNANTICIPATED SALE OF TEXTBOOKS**

**Public Hearing, RSA 198:20-(b) – Call to Order 6:15 p.m.**

***RSA 198:20-(b) – Appropriation for Unanticipated Funds Made Available During Year.***

Mr. York opened the public hearing at 6:15 p.m.

**Superintendent’s Report**

The Superintendent presented the following donations to the District for acceptance by the Board:

- GMS PTO donation in the amount of \$3,800 for the purchase of a SmartBoard for GMS
- GMS PTO donation in the amount of \$8,146.00 for the purchase of a Climbing Wall for GMS

The Superintendent presented the following for acceptance by the Board:

- Unanticipated revenue from the sale of Math textbooks in the amount of \$9,029.04

Dr. Heon will use the revenue from the sale of the textbooks toward the purchase of supplemental math resources and professional development to support the instruction of the Common Core State Standards.

**Board Comments**

Mr. Miller expressed gratitude to Dr. Heon for finding buyers for the textbooks and finding a way to reinvest the funds into the District.

**Community Comments**

There were no community comments.

**Board Action**

- GMS PTO donation in the amount of \$3,800 for the purchase of a SmartBoard for GMS

***Mr. Miller made a motion to accept a donation in the amount of \$3,800 as unanticipated revenue for the purchase of a SmartBoard for GMS. Mrs. Prindle seconded. The motion carried 5-0-0.***

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- GMS PTO donation in the amount of \$8,146.00 for the purchase of a Climbing Wall for GMS

*Mr. Miller made a motion to accept a donation in the amount of \$8,146 as unanticipated revenue for the purchase of a Climbing Wall for GMS. Mrs. Prindle seconded. The motion carried 5-0-0.*

- Unanticipated revenue from the sale of Math textbooks in the amount of \$9,029.04

*Mrs. Prindle made a motion to accept unanticipated revenue in the amount of \$9,019.04 from the sale of Math textbooks, which will be reinvested in curriculum resources. Mr. Miller seconded. The motion carried 5-0-0.*

**Public Hearing closes at 6:30 p.m.**

The Public Hearing closed at 6:22 p.m.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for October 3, 2012**

**(approved as written 10-10-12)**

**In Attendance:**

John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Matthew Bennett, Buildings & Grounds Coordinator  
Mr. Scott Thompson, Principal GMS  
Mr. Dave Ross, GMS Facility Manager  
Mr. Tom Lecklider, Principal LMS  
Mr. Anthony Koblenz, LMS Facility Manager  
Mrs. Laura Rothhaus, Principal CHS  
Ms. Sue Ayer, CHS Facility Manager  
Mrs. Devin Bandurski, Director of Special Services  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

**6:30 p.m.**

- A. Call to Order
- B. Pledge of Allegiance

Mr. York called the meeting to order at 6:32 p.m.

- C. Review & Revision of Agenda

There were no revisions to the agenda.

- D. Summary of Non-Public Actions from the September 26, 2012 non-public session:

*Mr. Barka made a motion to approve the non-public minutes as written. Mrs. D'Alleva seconded. The motion carried 3-0-2, with Mr. Miller and Mrs. Prindle abstaining.*

*Mrs. Prindle made a motion to accept the nomination of Linda Meltzer as part time LMS Reading Specialist for a prorated salary of \$30,866.50 for the 2012-2013 academic year. Mr. Barka seconded. The motion carried 5-0-0.*

- E. Presentations & Recognitions

There were no presentations or recognitions.

- F. Correspondence

Mr. Miller indicated that the Board was copied on an email correspondence to the Superintendent regarding RSA 15:5. Dr. Cochrane noted that the question was for a clarification of the RSA. He indicated that legal opinion will be sought for clarification on mechanisms for ensuring that it is district funds which are used to pay for NHSBA membership fees.

- G. Approval of Draft Minutes of September 26, 2012

*Mr. Barka made a motion to approve the public minutes of September 26, 2012 as written. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

- H. Community Forum

Robin Corbeil, 4 Nesmith Court, commented about an incident that occurred at CHS last week. She indicated that there was no Blackboard message sent to parents in the district and that she was informed through her own children that

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attend the high school. Mrs. Corbeil indicated that if parents are informed, they can have good conversations with their children about their choices. She noted that there are many students that make good decisions and that parents should support those decisions.

Mrs. Corbeil referred to the Board’s conversation on September 26 regarding the possibility of a reduction of hours for paraprofessionals in the next budget. She asked the Board to be creative when discussing the issue as some paraprofessionals cannot afford to have their hours reduced.

I. Superintendent’s Comments

• State Accountability Report

Dr. Cochrane commented that as a result of the most recent Claremont Decision, the NHDOE has developed and implemented an accountability mechanism to determine if students are receiving the “opportunity for an adequate education”. Dr. Cochrane presented to the Board the 2011-2012 NH Performance Indicators Report for each of the three schools along with some comparison data with other school districts.

Dr. Cochrane indicated that GMS scored a 3.4 overall for adequacy. He noted for elementary school the cut score is 2.3. LMS scored a 2.8 for adequacy, and the cut score for middle schools is 2.3. CHS scored a 2.9 and the cut score for high schools is 2.1. Dr. Cochrane commented that in comparison with other districts, GMS is doing very well on the academic indicators, LMS is in line with its comparisons, and CHS was slightly lower than its comparison high schools. CHS scored very well in the areas of attendance and dropout rate which pushed their overall scores up. He added that overall CHS scored higher than Alvirne and the two Nashua high schools and similar to Merrimack and Hollis Brookline. The accountability reports will be posted on the District website.

• Incident at CHS

Dr. Cochrane reported on an incident that occurred last week at CHS regarding hashish brownies. He indicated that there were about 10 students involved in the purchase of hashish “brownies” and after a thorough investigation school and athletic policies were applied to determine consequences in all cases. However, there were a variety of differences to the cases. For example, all students who either were found to possess or admitted possessing the brownies on school property received the same consequences (10 day suspension). The reason for the differences in consequences were that students violations were different. Some paid but did not receive the "brownie" and thus were never in "possession". Some received the brownie but never possessed it on school property. The other differentiation was for athletes versus non-athletes. The athletics policy on drugs is not limited to situations that occur on the school property (athletics are voluntary and we can establish a different set of expectations) so students who never possessed on school property and who are athletes all had the same consequences as indicated by the policy.

Dr. Cochrane reported that he spoke to some of the students involved and their parents. He indicated that students were very truthful, remorseful and apologetic during the investigation and that parents were very cooperative, supportive and concerned that their children learned from this experience and make better decisions in the future. Dr. Cochrane commented that the identification of the students, by law, is confidential. He noted that based on the investigation’s findings administration chose not to distribute a formal announcement about the situation. This was based, in good part, on the indication that this was isolated behavior.

• Enrollment

Dr. Cochrane indicated that as of October 1, 2012 GMS has 494 students in PreK – 4; LMS has 479 students; CHS has 505 students. The total number of students enrolled in the District is 1,478. He commented that enrollment is not dropping as much as was expected. He noted that enrollment projections predict a slow but steady reduction in students which will result in a more significant loss in revenue than it will in expenses.

**III. REPORTS**

A. School Board Comments

There were no Board member comments.

B. Committee Reports

• Budget Committee

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Mr. Barka reported that the Budget Committee met on September 27, 2012. The Committee is reviewing town budgets. He noted that there was a discussion regarding guidelines for warrant articles. Mr. Barka indicated that the Budget Committee discussed voters approving new hires. There was an inquiry regarding repairing the GMS parking lot and the CHS parking lot.

Mr. Martin indicated that the GMS parking lot repair will be addressed in next year's budget proposal.

Mr. Barka commented that some Committee members inquired about payment for the LMS fire panel. He indicated that they were curious if the reserve funds will be used before the end of the year to pay for the fire panel. Mr. Martin indicated that he cannot use the funds without approval from the Board. He noted that this work is not paid with the general funds, but is paid out of the trust funds.

Mr. Barka reported that a Committee member requested the bid results for the athletic trainer can be shared.

- Negotiations Committee

There was no update from the Negotiations Committee. The next meeting is October 29.

**IV. OLD OR UNFINISHED BUSINESS**

A. Movie Viewing Update (second)

Mr. Martin reported that he has not yet received a response from his inquiries.

B. Review of Admission & Tuition of Non-Resident Students (JECB)

Mr. Miller requested a review of the Admission & Tuition of Non-Resident Students policy at the September 26 Board meeting during a discussion of District tuition rates for 2012-2013. He noted that the policy states employees that work in, but do not live in Litchfield will be offered a 50% tuition rate for the children who attend Litchfield schools. Mr. Miller suggested revising the policy to mirror the Board's decision not to offer the employee tuition discount.

Dr. Cochrane suggested that the foreign exchange student section of the policy be formalized. He indicated that he would research other policies and bring the revised policy to the Board when budget work has ended.

Dr. Cochrane mentioned that many districts are looking to help balance their enrollment by accepting tuition students to buffer the general decrease of students in the district. He noted that employees who tuition their children pay taxes in their own towns and a lower tuition rate should be offered. Dr. Cochrane commented that the tuition is revenue for the district and would be something to think about as enrollment decreases.

**V. NEW BUSINESS**

A. Prevention of Drug & Alcohol Use by Students (JICH) Discussion

Dr. Cochrane asked the Board to consider revising the Prevention of Drug & Alcohol Use by Students policy. One of the areas of concern involved the section of the policy regarding to the saliva test administered to students. CHS Nurse, Rachel Baker indicated that a saliva test is not the most accurate test and administration of the test can be problematic. He indicated that Mrs. Baker is interested in looking at a swab test product. Mr. York mentioned that a few years ago Mr. Manseau discussed switching to the swab test and the Board concurred, but it was not implemented. Mr. York asked if Mrs. Flynn can research the minutes for the discussion regarding the swabs.

Dr. Cochrane indicated that the policy language will also be researched to see where other districts are at this point in time.

B. FY14 Budget Presentations:

Mr. York instructed facility managers to highlight only those accounts with an increase or decrease of \$2500 or more.

- Buildings & Grounds

GMS:

Mr. Ross presented the FY14 GMS Buildings & Grounds budget and highlighted the following increases/decreases:

- Building Services Supplies: increase of \$1,760.29 (square footage decreased, but costs increased 5%)

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- Building Services Repairs/Maintenance: increase of \$46,526.40, which includes general repairs; aging boys/girls bathroom repairs; replace five windows; rug replacement main office; repoint bricks outside rooms 28, 29, 30; ventilators and exhaust fan repairs; sewage pumps; through wall counter flashing on roof replacement
- Utilities – Electric decrease of \$2,355.68
- Utilities – Fuel Oil decrease of \$3,405.77
- Site Improvements: Site Development increase of \$103,812 to remove/repave all parking lots, overlay driveways, add walkway in front of 30's building for safety (Mr. Bennett provided paving and excavation quotes)
- Building Improvement: Lease Payment decrease of \$52,940
- Building Improvement: increase of \$55,244.05 for purchase, installation, hook up and set up of emergency generator.

Total GMS Buildings & Grounds budget increase: \$148,227.41.

**LMS:**

Mr. Koblenz presented the FY14 LMS Buildings & Grounds budget and highlighted the following increases/decreases:

- Building Services: Repairs/Maintenance increase of \$34,385.04, which includes general repairs; rewire under portable classrooms; install VCT in 8<sup>th</sup> grade hallway and in computer room; countertop replacement; replace 11 locks; replace 8 door closures; replace 8 water bubblers; roof repairs
- Building Services: Fuel Oil decrease of \$5,795.02.

Total LMS Buildings & Grounds budget increase: \$29,055.52.

**CHS:**

Mrs. Ayer presented the FY14 CHS Buildings & Grounds budget and highlighted the following increases/decreases:

- Custodial Services: Repairs/Maintenance increase of \$2,500 for cleaning machinery
- Building Services: Repairs/Maintenance increase of \$52,779, which includes general repairs; roof repairs; plumbing repairs; locker repairs; repair/replace flooring in boys/girls locker rooms and boys/girls bathrooms; repair laminate in library; repair holes in base flashings of roof top units; install additional layer of EPDM on lower roof
- Building Services: Utilities - Propane decrease of \$6,829.61
- Building Services: Equipment Additional increase of \$5,486 for 3 outside horn speakers recommended by the police department so that emergency instructions can reach students who are outside the building during the day (i.e. physical education classes)
- Non-Instructional Equipment: Contractor Repair/Maintenance decrease of \$2,698
- Building Improvement increase of \$3,438 for heavy duty round storage building to protect grounds and maintenance equipment that is beginning to rust from the elements.

Total CHS Buildings & Grounds budget increase: \$60,697.35.

Mr. Bennett presented the FY14 District Buildings & Grounds budget and highlighted the following increases/decreases:

- Building Services: Professional Services: an increase of \$50,000 for a building needs assessment study, which Mr. Martin indicated is a placeholder and is subject to change as more details are needed
- Grounds Services: Supplies: increase of \$3,000
- Equipment Additional: increase of \$10,499 for:
  - A Top Dresser to reduce serious compaction of all fields
  - A New Paint Machine for more efficient field painting
- Equipment Replacement: a decrease of \$2000
- GMS Grounds Services: Repairs/Maintenance: increase of \$15,000, which includes finishing the fencing along 3A by the softball Little League field; tree removal; parking lot and driveway sweeping; cleanout catch basin; remove/replace three basketball hoops, poles and concrete bases (GMS PTO has offered to donate \$1,500 to the project) – noted safety concerns
- LMS Grounds Services: Repairs/Maintenance decrease of \$5,100

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- CHS Grounds Services: Repairs/Maintenance increase of \$11,030, which includes excavation and repair of cement entrance walk; power sweeping parking lot and driveway; clean out catch basin; emergency gate repairs; miscellaneous fence damage repairs; repair track and field scoreboard; sealing and striping parking lot and driveways.

Total Buildings & Grounds budget increase of \$37,343.

Mr. Martin mentioned, with regard to snow plowing, that he spoke with Mr. Hoch and learned that the town is interested in plowing for the District. He noted it will be less expensive overall to the taxpayers. Mr. Martin indicated that he will bring a recommendation to the Board to allow the town to plow for the District.

Mr. Bennett presented a staffing request for one full time seasonal or two part time employees for landscaping as there is too much work for the two existing employees.

Mr. York asked Mr. Bennett how much time he spends on administrative work. Mr. Bennett indicated that he spends approximately one quarter of his time on administrative work. He noted that during the period of November to March when he is inside the building he spends much time on recycling deliveries, other deliveries to the schools, assisting with maintenance, etc. Mr. Bennett indicated that there is a need to have someone in the building in charge of maintenance only.

Mr. Martin indicated that the other request is for a full time maintenance manager as it is difficult for the District to maintain assets with the current staff level.

Mr. York asked if a discussion occurred with the building administrators. Dr. Cochrane indicated that there was a discussion regarding shifting staff and responsibilities. He noted administrators are protective of their existing resources.

Mr. York asked about the cost for a District facility manager. Mr. Martin indicated that a cost will be determined for the position.

Mr. Miller recommended keeping track of community use of fields as it adds to the cost of maintenance. Mr. Bennett indicated that he spoke to the Recreation Commission and they are trying to be more helpful with field use.

- Special Services

Mrs. Bandurski presented the FY14 Special Services budget and highlighted the following increases/decreases:

- District-wide Professional Services: decrease of \$18,800
- District-wide Tutor Services: increase of \$23,000
- District-wide Handicapped Tuition: decrease of \$82,766
- GMS Textbooks: increase of \$6,030 for Grade 3 literacy intervention
- GMS Equipment Additional: increase of \$7975 for video magnifiers and large screen laptop for visually impaired student
- GMS Equipment Replacement: increase of \$2,000 for one FM system replacement (older system)
- LMS Equipment Additional: increase of \$6,832 for video magnifiers and large screen laptop for visually impaired student
- LMS Equipment Replacement: increase of \$2,000 for one FM system replacement (older system)
- District-wide Psychology Services: Professional Services: increase of \$3,000 for counseling for out of district placement and out of district psychology services (beyond what can be provided in school)
- District-wide Speech Services: Professional Services: increase of \$17,000 for outside evaluations and services for out of district students
- District-wide Transportation: increase of \$100,306.92 as number of students receiving transportation increased as did out of district placements.

Total FY14 Special Services budget increase: \$68,589.12.

Mrs. Bandurski indicated that we use four different transportation companies and the cost has increased for out of district placements.

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Dr. Cochrane asked if there is a way that transportation directors can coordinate trips headed in the same direction. Mrs. Bandurski indicated that transportation companies currently combine transportation where they can.

Mr. York commented that the Budget Committee will inquire if the increased budget is the result of the additional cost from students who are now receiving services that should have been in the past. Mr. Miller indicated that the real question is why was \$297,000 budgeted last year and \$187,000 spent. Mrs. Bandurski indicated that she would provide explanatory data regarding what was spent and what is projected for transportation.

Dr. Cochrane suggested that a student by student accounting across the years would be helpful. Mrs. Bandurski noted that students who transfer from one school to another, as well as anticipated placements, cause cost increases.

Mrs. Bandurski presented the following staffing requests:

- 6 paraprofessionals (5.5 hours) in anticipation of services that will be needed
- 3 of our existing paraprofessionals will go from 4 days to 5 days
- 1 of our existing paraprofessionals will go from 4 hours to 5.5 hours
- An autism behavioral specialist as we will have increased cost for behavioral consultations. This position will assist in programming, consultation, increasing student and teacher success, decrease students going out of district, and decreasing paraprofessionals.

Mr. York commented that the Board had a discussion of potentially reducing part time paraprofessionals' hours based on health care eligibility. He asked if the new/expanded position requests take that possibility into consideration. Mrs. Bandurski indicated that based on that discussion, two additional paraprofessionals would be needed.

Dr. Cochrane mentioned that the principals were asked how they would keep paraprofessionals' hours under 30/week. He noted that Mr. Thompson suggested (at the elementary level) 4.5 six-hour days.

Mrs. Bandurski indicated that if we add two paraprofessionals [as previously stated], the positions can be for 17 hours each, which will cover the half-day components. She noted that students would have an opportunity to generalize their skills with other people. Mrs. Bandurski commented if it is done correctly it can be successful.

Dr. Cochrane commented that we will have more information when it is modeled among the three schools but also indicated that he anticipated a small increase in total paraprofessional hours (and therefore costs) as a result of keeping paraprofessionals' working hours under 30 per week.

- Salary Guidelines
  - SAU Comparative Data

Mrs. Mahoney reported that the SAU Office has been collecting market data for the non-teaching staff. She indicated that there is not enough information to provide a schedule for non-teaching staff. She commented that she is hopeful that there will be enough information to provide data for the Board to review. Mrs. Mahoney explained that 15 towns were used for the data collection with comparisons such as geographic, socio-economic, and district size. She indicated that in examination of all groups that are on schedules and ranges, Food Service, in general, is an area that is low in comparison to other districts.

Dr. Cochrane commented that the market analysis and short history indicate that we have to look at that area in terms of non-affiliates.

Mrs. Mahoney indicated that a solution for non-teaching staff that are at the top of their schedule/range should be addressed. She mentioned that there are several employees at the top of their schedule or range. She requested adding another step to the schedules/ranges.

Dr. Cochrane indicated that he informed principals to set up a day/time after school for non-LEA employees to speak about their concerns. He explained that these employees should be given the opportunity to be heard. Dr. Cochrane mentioned that some individual cases that will be analyzed. Guidance on those cases will be provided to the Board. Dr. Cochrane commented that Food Service as a group should be examined as this group is falling behind more significantly than others.

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Mrs. Mahoney asked Board members for direction regarding preparing a cost of a 1% adjustment for non-LEA staff. Mrs. Prindle commented that would be a good number to have. Dr. Cochrane indicated that we will try to provide information for the Board by the end of this week.

Mrs. Mahoney commented that she is looking for guidance on what to budget for the October 10 meeting. Mr. Martin suggested that we will provide a rough cost of step increases for the next Board meeting.

**VI. MANIFEST**

There was no manifest.

**VII. PUBLIC INPUT**

A. Community Forum

There was no community input.

**VIII. 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 10:35 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. 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.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Prindle, the Board returned to public session at 11:14 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.*

Mr. Miller asked about the policy for former employees having access to district buildings. Mr. Martin indicated that former employees should not have access to school buildings.

Mr. Miller mentioned that a former employee has a fob and keys to one of the school buildings. He asked how many employees have keys to LMS. Mr. Martin indicated that he will address the matter.

**X. ADJOURN**

*Mr. Miller made a motion to adjourn at 11:15 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for October 10, 2012**

(approved as written 10-17-12)

**In Attendance:** John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Hilda Lawrence, Director of Food Service  
Mr. Scott Thompson, Principal GMS  
Mr. Tom Lecklider, Principal LMS  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

**6:30 p.m.**

- A. Call to Order
- B. Pledge of Allegiance

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

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from the October 3, 2012 non-public session:

*Mr. Miller made a motion to approve the non-public minutes of September 26, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session October 3, 2012

*Mr. Miller made a motion to approve the public minutes of October 3, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

- Public Hearing October 3, 2012

*Mr. Barka made a motion to approve the public hearing minutes of October 3, 2012 as written. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

H. Community Forum

There was no community input.

I. Superintendent's Comments

There were no superintendent's comments.

**III. REPORTS**

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**A. School Board Comments**

Mr. York commented that he wanted to clarify the explanation regarding the use of Capital Reserve funds for the LMS Fire Panel provided to the Budget Committee at their meeting on October 4. He explained that the expenditure is not included under the regular maintenance budget as it is an emergency. He indicated that the Capital Reserve fund cannot be used for anything else except a capital expense.

Mr. Martin concurred and added that the fire panel is not a maintenance item and is not a general fund expense.

Mr. York indicated that if we do not approve or defer the purchase of the fire panel and pay for it with end of year general funds, we are not allowed to take money out of the Capital Reserve fund to replace the funds taken from the general fund.

**B. Committee Reports**

- **Budget Committee**

Mr. Barka reported that the Budget Committee met on October 4, 2012. He indicated that the Budget Committee is working on town budgets and that there were no inquiries for the Board at this time.

- **Negotiations Committee**

Committee members indicated that the Negotiations Committee has not recently.

**IV. OLD OR UNFINISHED BUSINESS**

There was no old or unfinished business to discuss.

**V. NEW BUSINESS**

**A. FY14 Budget Presentations:**

- **LMS**

Mr. Lecklider provided a monthly school activities update for the Board. He reported:

- The Nature's Classroom trip was successful and a great experience for the students. He thanked the parent and teacher chaperones that participated.
- Mahesh Sharma will visit LMS on October 23 and work with students and staff
- October is NECAP month – reading assessment tests have been completed and math sessions begin tomorrow; 5<sup>th</sup> and 8<sup>th</sup> grade writing tests are schedule for next week.
- Teachers are working with students on individual goal setting
- Parent Conferences are scheduled for November 5 and 6 with signups starting October 25
- The first 8<sup>th</sup> grade dance was successful
- Coordination for the Washington DC trip has begun.

Mr. Lecklider presented the FY14 GMS Principal Budget and highlighted the following increases/decreases:

- CCSS and Project Safeguard are the two largest budget items
- Regular Education Rental/Lease Equipment decrease of \$3,765
- Regular Education Supplies increase of \$2,217.28
- Math Education Textbook Replacement increase of \$23,475 due to replacing current math textbooks in grades 6,7,8 with CCSS aligned books
- Music Education Rental/Lease Equipment decrease of \$3,204.20 as we no longer lease our instruments
- Reading Education Supplies increase of \$3,222.99 for consumable reading, vocabulary and spelling books for grade 5 students
- Guidance Services Supplies increase of \$5,965 for Project Safeguard expenses (use of St. Anselm's facilities, guest speakers, supplies (some funding may be provided by PTO and fundraising)
- Guidance Services Equipment Replacement increase of \$4,276.25 for replacement of an FM system for a student – required by IEP, and replacement of an audio shoe for an identified student.

Total FY14 LMS budget increase of \$36,962.31.

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Mr. Lecklider presented New or Expanded positions requests:

- Academic Assistance Program position: mainly funded with Title I money, but there is no guarantee for that funding next year. The program is driven by the needs of the students recommended, which is a majority of 6<sup>th</sup> and 7<sup>th</sup> grade students.

Mr. York asked why these students cannot be referred to the Springboard program. Mr. Lecklider indicated that Springboard is an after school program and charges tuition. He explained that LMS offers a different program that is more prescribed. He noted that students who are struggling are referred to the CHAT team and a number of interventions are used. Mr. Lecklider noted that the cost would consist of an advisor, which would be a stipend position. Additionally, he noted the program will run four days per week.

- Math Counts: an enrichment program for math students with club competition (stipend request). Mr. Lecklider indicated that this was listed as a Board goal.
- Full Time Enrichment Coordinator: requested in the past as there is not much support for higher achieving student population. Mr. Lecklider indicated there is no dedication staff for this position, which would work with students in and out of classrooms.

Mr. Barka asked if the position can be shared with GMS. Mr. Lecklider indicated that is a possibility.

Mr. York asked Mr. Lecklider if there are any co-curricular programs he would switch for these stipend positions. Mr. Lecklider commented that the math and literary clubs are not funded at this time.

Mr. York indicated that the Board gives principals bottom line funding for co-curricular activities and it is up to the principals to decide which activities to run. Mr. Lecklider commented that a variety of audiences is serviced; however, those activities that have the most interest will be funded.

Mrs. D'Alleva asked about the difference between Math Counts and the math club at LMS. Mr. Lecklider indicated that Math Counts is more of a prescribed program and the math club is more broad information. He suggested that Math Counts and the math club could be merged.

- Food Service (second)

Mrs. Lawrence presented the FY14 Food Service Budget and highlighted the following increases/decreases:

- District-wide Food Service Operations: USDA Commodities Food increase of \$2,000
- LMS Food Service Operations: Supplies increase of \$7,000
- CHS Food Service Operations: Supplies increase of \$2,000

The total FY14 Food Service budget increase is \$16,427.21.

Mrs. Lawrence commented that nutritional requirements require an increase in fruit and vegetable servings. Fruit and vegetable servings are required to be served to students to be counted as a meal. If students do not take a fruit or vegetable serving, their purchase is charged at a la carte pricing and is not counted as a meal. Mrs. Lawrence indicated that although food service personnel include the fruit and vegetable servings with students' lunches, much of the fruits and vegetables end up in the trash.

Mr. Martin commented that Mrs. Lawrence is keeping track of the cost of the nutritional guidelines.

Mr. York asked if Food Service is charged more for trash pick-ups. Mrs. Lawrence noted that they have begun composting fruit and vegetable peelings with the help of Mr. Perreault (CHS teacher) and his recycling class. She indicated that they are also recycling cardboard and tin as well. Mrs. Lawrence noted that with the required nutritional guidelines, the additional government reimbursement is only six cents per meal. She indicated that, combined with the required ten cent increase in lunch prices for 2013-14, should yield approximately \$17,000 in revenue, which may cover the budget increase.

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Dr. Cochrane commented that this year's minimum ten cent increase in lunch prices will probably not cover the increases in the cost of food. If that is the case we should expect a loss from Food Service similar to the last few years (\$15,000). He indicated that this is an area we have to address as Food Services cannot continue to run at a deficit thus lowering the fund balance to the point where equipment repairs must be funded from the general account. Dr. Cochrane commented that we may be forced to raise lunch prices and recommended that the Board discuss the issue.

Mr. York indicated that the issue was discussed and the Board found that we were following the law with the minimum increase.

- GMS

Mr. Thompson presented the FY14 LMS Principal Budget and highlighted the following increases/decreases:

- Regular Education: Textbooks New increase of \$20,893.13 to align with CCSS, which calls for more rigorous reading and math expectations in all grade levels and in all subjects

Mrs. D'Alleva inquired about the Ready Made Center kits included in the budget request. Mr. Thompson explained when the teacher gets a manual they also get a kit for activities. He noted that only four are included in the request [one for each grade level] as teachers can share the kits. Mr. Thompson commented that the largest expense for Grade 2 is purchasing a Social Studies text to solidify Social Studies at the grade 2 level. He noted that the texts would have to go through the curriculum approval process. Seven teachers' manuals are also requested.

- Regular Education: Furniture Replacement increase of \$8,845 for 50 new desks and 50 new chairs

Mr. York commented that the desks and chairs have been requested for several years. He asked if the desks and chairs were removed because of the default budget. Mr. Martin affirmed that the desks and chairs were in the operating budget, but were removed in the default budget.

Mr. York commented that the desk and chair replacements were part of the Capital Plan discussion. Mr. Miller indicated that if you establish the plan, include it in the budget and explain it to the voters, once it is adopted it is capable of implementation. Mr. York agreed that if we adopt a Capital Plan [which would include the desks, chairs, windows, etc.] we can ask the voters to support it.

- Math Education: Supplies increase of \$4,879.34 for manipulatives and consumables for the Envision Math books that GMS received from Pearson/Foresman to align with CCSS. Mr. Thompson indicated that Cuisenaire rod kits that were introduced by Mahesh Sharma are also being requested. He noted that GMS purchased one set for every two students with a grant last year and would like to order enough for each student to have a kit.

The total FY14 GMS budget increase is \$41,580.00.

Mr. Thompson presented the FY14 GMS Non-Critical Needs budget request to the Board. He requested the following non-critical needs:

- Enrichment teacher or paraprofessional
- Health teacher as health is required to be taught although we meet the standards in our science classes
- Library paraprofessional as our librarian teaches all the classes and maintains the collection. She relies on volunteers to help maintain the collection.

Mr. York asked if these positions would be required to be on a warrant as new positions. Mr. Martin indicated that both the School Board and the Budget Committee can agree to include the positions in the operating budget, otherwise, they would be included in the warrant.

Mr. Thompson presented to the Board a request for new or expanded positions as follows:

- Expand the Assistant Principal to 4 days per week
- Add 1 hour and 10 minutes on a monthly basis to the first shift monitors and add ½ hour per month to the second shift monitors

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- Add 2 part time paraprofessionals to address the need for paraprofessionals' hours to be under 30 per week.

Mr. Miller commented that it should be noted in the budget documentation that these paraprofessionals are needed to maintain the current level of service.

Mr. Thompson provided a monthly school activities update for the Board. He reported:

- Respect was the focus for the month of September
- Responsibility is the focus for the month of October
- NECAP testing began this week with Reading today and Math on Thursday and Friday
- Students are engaged and desire to do well on the NECAP
- Staff members are working to sign up for committees
- Several enrichment events were held by the PTO (i.e. Destination Imagination)
- Steve Blount presented at an assembly for the students
- There was a Nature walk last week
- Bus evacuation drills were held on October 3 and Fire drills were performed in September
- Grade 1 traveled to Apple Acres in Windham
- PM Kindergarten Session went to Wilson Farms
- Mahesh Sharma will visit on October 22 – teachers are preparing for his return
- Cuisenaire rods are finding their way into the classroom practice
- Scarecrow Jamboree is schedule for October 26
- The PTO will hold a Halloween Bash in the gym on October 26
- The Litchfield Lions have scheduled vision screening October 21-28
- Parent Conferences are scheduled for November 5 and 6
- There will be a Scholastic Book Fair the week of November 5
- School pictures arrived in classrooms today
- The new climbing wall was installed.

Mr. Thompson commented that he observed students in grade 2 using the climbing wall. He indicated that they were very pleased. Mr. Thompson commented that the climbing wall will be especially useful for some students who do not participate in athletics.

Mr. Martin mentioned that the District is slated to lose \$25,000 in IDEA grants for special education and is requesting to move a position out of the grants fund and into the general fund. He reported that the auditors identified a problem with one of our Medicare requests. He indicated that the state has increased scrutiny of these funds and that more administrative support will be required to double-check all of our Medicare requests in the software. Mr. Martin requested expanding the Special Education Administrative Assistant's hours from 37.5 to 40 hours to per week. He noted that he spoke with Mrs. Bandurski and Mrs. Caissie and they believe that the expansion of hours will serve the state purpose.

- Salary Guidelines

Mrs. Mahoney presented to the Board comparative market data regarding non-LEA positions within the school district. She indicated that the market data reflects that the Administrative Assistant midpoint average is 3% higher than that of our district.

Dr. Cochrane commented when acquiring comparative data, it is easy to get the numbers, but it is difficult to get numbers that represent an accurate reflection. He indicated that the comparative report is a good way of presenting information that is meaningful.

Mrs. Mahoney commented that the custodian market data reflects that the average midpoint is essentially the same as the district. She recommended a step increase for satisfactory performance, but no adjustment to the steps. Mrs. Mahoney commented that the Food Service market data shows that the market midpoint is 7% - 14% higher than that of the district. She recommended a 3% adjustment to the step schedule and a 3% step increase for satisfactory performance.

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Mrs. Mahoney commented that the SAU Staff positions are unique and it is more difficult to find ranges for these positions. She indicated that there is insufficient data for some positions. Mrs. Mahoney noted that the only position that is below the market data average midpoint is the Food Service Bookkeeper. She indicated that the market data collected reflects that the average midpoint for this position is 35% higher than that of our district. She recommended a revised schedule for the position. For the remainder of the SAU positions, she recommended a step increase for satisfactory performance with no adjustment to the steps.

Dr. Cochrane commented that prior Boards had indicated that salary scales in the District should be consistent with the market and that if annual increments were built into those scales that the intent is that they be given annually. Board, salary competitiveness was discussed. He suggested if the Board does not wish to continue the current structure, the Board can choose another option.

Mr. York indicated that the Board discussed having a similar pay structure as private business – no steps, but merit increases. He commented that another structure would be a percentage range of low, midpoint, and high and the closer someone gets to the top of the range, the smaller the increase. Mr. York noted that this is a conversation we need to have.

Dr. Cochrane mentioned that 3% step schedules would not be scrutinized, but we are at a time in the economy where 3% is questioned. He noted that the only schedule that is not in sync with the market is Food Service.

Mr. Martin indicated that the cost of an increase in the salary structure for Food Service is just under \$5,800.

Mrs. Mahoney commented that other positions on ranges include monitors, tutors, psychologists, social worker and COTA. She recommended a 1% adjustment. She indicated that the administrators group, which includes the Buildings & Grounds Coordinator, is also on ranges and she recommended a 1% movement in the range, but no adjustment to the ranges.

Dr. Cochrane commented that budget timelines are relatively short and indicated that direction is needed from the Board tonight. He recommended a 1.5% adjustment for the Administrative Assistant group, 1% for the Custodians group, 1% for the Paraprofessionals group, 3% for the Food Service group, and 1% for the SAU group. Dr. Cochrane also recommended that the Board consider a \$0.25 increase for Food Service lunch prices for next year. He explained that if the Board approves the lunch price increase there will be no impact on the operating budget for the 3% increase in salaries.

Mrs. Prindle agreed with the Superintendent's salary adjustment recommendations.

Mr. York commented that the last time the Board approved a COLA, it was for those at the lower end of the schedules, but that is not what occurred that year. He indicated that last year a 1% adjustment was included in the warrant with the School Board determining the distribution, which the voters did not support. He noted the result was the default and employees got a step increase for satisfactory performance. Mr. York indicated that for two years the School Board has acknowledged that individuals on the lower end of the schedules have been impacted and for two years everyone received an increase, including those at the higher end. He noted that this was not the will of the Board.

Dr. Cochrane asked the Board for direction with regard to the timeline to complete the budget. Mr. York indicated the Board will vote on the recommendations separately.

***Mr. York made a motion to approve a 1.5% adjustment to the step schedule for the Administrative Assistant group for 2013-2014. Mrs. Prindle seconded.***

Mrs. D'Alleva expressed concern with the recommendations and commented that this is a sensitive area for the voters. She asked if people can vote to change this at Deliberative Session.

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Mr. York commented that there will be much discussion regarding this topic before Deliberative Session. He indicated that the voters have to trust us to move through the process and make recommendations. Mr. York commented that the Budget Committee can vote to accept or reject the recommendations.

Mrs. D'Alleva was concerned that the COLA's may be unsupported by voters. She acknowledged that there is a discrepancy in some salary areas and suggested that the Board address it next year.

*The motion failed 2-2-1, with Mr. Barka and Mrs. D'Alleva opposing, and Mr. Miller abstaining.*

*Mrs. Prindle made a motion to approve a 1% adjustment to the step schedule for the Custodial group for 2013-2014. Mr. Miller seconded. The motion carried 3-2-0, with Mr. Barka and Mrs. D'Alleva opposing.*

*Mr. Miller made a motion to approve a 3% adjustment to the step schedule for the Food Service group for 2013-2014. Mrs. Prindle seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.*

*Mr. Miller made a motion to approve a 1% adjustment to the step schedule for the Paraprofessional group for 2013-2014. Mrs. Prindle seconded. The motion carried 3-2-0, with Mr. Barka and Mrs. D'Alleva opposing.*

*Mrs. Prindle made a motion to approve a 1% adjustment to the step schedule for the SAU staff and a 1% adjustment to staff that are not on ranges or pay schedules (monitors, tutors, psychologists, social worker, COTA) for 2013-2014. Mr. Miller seconded. The motion carried 3-2-0, with Mr. Barka and Mrs. D'Alleva opposing.*

*Mrs. Prindle made a motion to approve a 1% adjustment to the step schedule for the Administrative Assistant group for 2013-2014. Mr. York seconded. The motion carried 3-1-1, with Mrs. D'Alleva opposing and Mr. Miller abstaining.*

Mr. York commented that the group on ranges should be discussed individually with regard to market information. Mr. Miller suggested that compensation for individual public employees should be discussed in non-public session.

**B. NHSBA Resolutions**

The 2012-2013 NHSBA Resolutions were provided to the Board for their review. The deadline to submit proposed resolutions is October 22, 2012. The Board will review the resolutions and provide recommendations at the October 17, 2012 meeting.

Mr. Miller suggested the Board review the proposed resolutions and submit any resolutions Board members would like to propose to Mrs. Flynn before the October 17 meeting.

Dr. Cochrane mentioned that he attended the Kidder Law Conference today. He reported that there was an interesting presentation on charging fees for co-curricular activities. He noted that our district has ventured more into conversation than any other groups in the State. Dr. Cochrane commented that there were some minor discrepancies between the Drummond Woodsum legal position and the opinion from our attorney. He noted that some districts differentiate between clubs and sports and some just fund the inexpensive activities. Dr. Cochrane indicated that he made a point that it is a violation of the law to only offer some activities and the presenter agreed. He commented that it was good conversation at the Board level and that we know what the law states.

Mr. Barka asked about voluntary fees. Dr. Cochrane indicated that middle school activities are not listed under the law, but offering high school activities is required. He noted that we have to fund 100% of the programs at the high school level, but we are not required to do so at the middle school level. Dr. Cochrane commented that the Drummond Woodsum attorneys argued that fees can be charged for materials in specific classes.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**LITCHFIELD SCHOOL DISTRICT**

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**A. Community Forum**

Jason Guerrette, 11 Perry Court, commented that he reviewed the specifications sheet for the LMS Fire Panel Mr. Martin sent him per his request. Mr. Guerrette noted that it was very well done.

Mr. Guerrette commented that several staff have left the district and inquired if there is a turnover issue.

Mrs. Mahoney indicated that there has recently been a large staff turnover.

Mr. Guerrette asked how many of the staff that have left have not retired. He indicated that he listened to the discussion about underpaid employees and commented that when you re-evaluate your payroll system, it is because it is difficult to fill non-bargaining positions. He commented that when you look at a payroll system and adjust salaries upward it is because you have a need you cannot fill. Mr. Guerrette referred to the proposed salary information and stated that it is difficult to agree with as someone who will be impacted by the cost. He indicated that he noticed that an overall increase has been proposed and that Dr. Cochrane stated our staff is incurring a larger than 1% cost of living increase. Mr. Guerrette commented that in the last five years he has had three jobs and when it comes to salaries and benefits employers expect you to deal with the bad economy.

Mr. Guerrette commented that he appreciates the people in our district have to pay more as do the rest of us. He indicated that we are not afforded the opportunity to go to extract money from a tax base. Mr. Guerrette believes that it is not appropriate to add a tax burden in any other way than in a warrant article. He noted that when the Board decides increase salary schedules and votes it in, it becomes part of the default budget. He believes any payroll decision should be up to the people that provide the funding.

**VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

**9:15 p.m.**

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

*Upon a motion by Mrs. Prindle, the Board entered 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. Mr. Miller seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Miller, the Board returned to public session at 10:23 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 made a motion to approve a \$5,000 performance based salary increases for Administrator's salary pool. Mr. Miller seconded. The motion carried 5-0-0.*

**X. ADJOURN**

**9:30 p.m.**

*Mrs. Prindle made a motion to adjourn at 10:25 p.m. Mr. York seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for October 17, 2012**

(approved as written 10-31-12)

**In Attendance:** John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Kyle Hancock, Director of IT  
Mrs. Laura Rothhaus, Principal CHS  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

**6:30 p.m.**

- A. Call to Order
- B. Pledge of Allegiance

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

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from the October 10, 2012 non-public session:

*Mr. Miller made a motion to approve the non-public minutes of October 3, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

E. Presentations & Recognitions

There were no presentations or recognitions.

F. Correspondence

Dr. Cochrane indicated that he received two emails:

- Jason Guerrette, 11 Perry Court, regarding information about remediation in the NH Community College System and advocating for increased rigor in high school.
- Beckie Moore of Litchfield, regarding support for the athletic trainer and concern about outsourcing the position.

Dr. Cochrane read his reply regarding the athletic trainer:

*Thank you for taking the time to express your concern. Our athletic trainer services are provided through an annual contract with Merrimack Valley Physical Therapy LLC. The contract specifies the services to be delivered but does not specify who will be providing those services, although Chip has been the service provider for several years. With service contracts of this type it is usually good practice to go back to a "Request For Proposals" every couple of years to make sure that you are getting the best combination of quality of service and cost effectiveness. For next year we are anticipating doing that. I hope that this helps clarify the situation.*

*Correspondence will be attached the approved minutes.*

G. Approval of Draft Minutes:

- Public Session October 10, 2012

*Mrs. Prindle made a motion to approve the public minutes of October 10, 2012 as written. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

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H. Community Forum

*(Community Forum was moved to the CHS Library to accommodate the amount of public attendees.)*

Brendan O'Brien, 8 Burgess Drive, expressed support for Mr. Cloutier. He commented that he understands the District is trying to save money, but Mr. Cloutier loves all the students and goes above and beyond his duties. He indicated that Mr. Cloutier puts in so much effort and the students feel comfortable with him.

Jordan Lang, 17 Mason Drive, expressed support for Mr. Cloutier. He commented that he has known Mr. Cloutier for several years. He noted that all student athletes think of him as more than just a trainer. He mentioned that a Facebook page has been opened in support of Mr. Cloutier and garnered 400 members in 48 hours. Past and present students comment on the page. He commented if the District needs to save money find it elsewhere.

Leah Stagnone, 11 Country Lane, expressed support for Mr. Cloutier. She commented that he more than just a trainer and goes above and beyond the call of duty. She noted that he works summer programs to help student athletes prepare for upcoming athletics. She indicated that he is a great role model.

Kristen Gouvieau, 9 Martin Lane, expressed support for Mr. Cloutier. She commented that she had a severe injury last year and was told she would never play sports again. She indicated that, after surgery, Mr. Cloutier helped her with her rehabilitation and she was able to participate in athletics. She commented that she was injured again, followed his advice and was able to recover quickly. She noted that she would find it difficult to continue participating in athletics with the loss of Mr. Cloutier.

Ryan Clark, 27 Naticook Ave, expressed support for Mr. Cloutier. He commented that Mr. Cloutier impacted his life. He indicated that he has seen many good teachers leave CHS and would hate to lose Mr. Cloutier. He commented that Mr. Cloutier should be proud to know he has made a difference in the lives of the student athletes at CHS.

Jacob Morgan, 40 Lance Avenue, expressed support for Mr. Cloutier. He commented that Mr. Cloutier helped him through severe injuries. He indicated Mr. Cloutier has gone above and beyond the call of duty and is not just a trainer. He noted that Mr. Cloutier cares for the students at CHS.

Dr. Cochrane indicated that there appeared to be some confusion surrounding the issue. He clarified that our athletic trainer services are provided through an annual contract with Merrimack Valley Physical Therapy LLC. The contract specifies the services to be delivered, but does not specify who will be providing those services. He noted it is usually good practice to go back to a "Request For Proposals" every couple of years to make sure that you are getting the best combination of quality of service and cost effectiveness. For next year we are anticipating doing that.

John McKenna, 3 Windsor Drive, commented that based on his experience with Mr. Cloutier and the amount of effort he puts into the student athletes, he hopes that there will be a serious evaluation of what Mr. Cloutier brings to the table when the time comes for a decision. Mr. McKenna commented it is not just about saving the money; it is also about value of services.

Kevin Quigley, 27 Aldrich Street, acknowledged that a bid proposal is sent to providers and is good business practice. Mr. Quigley commented that there is a large turnout of community and the students have an emotional attachment to Mr. Cloutier. He indicated that there is an assumption that a renewal of contract with Merrimack Valley Physical Therapy (MVPT) will keep Mr. Cloutier at CHS. He commented that there is a value in his services and asked the Board to consider the value and not just the bottom dollar.

Robin Corbeil, 4 Nesmith Court, asked the Board to consider the feedback of the group in attendance when making a choice regarding going to bid or renewing the contract with MVPT

Dr. Cochrane mentioned that he will be chairing a committee that will review the bid proposals. He indicated that he will explain the decision to the community. Dr. Cochrane commented that he does not want to stop a business

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practice based on one individual. He noted that we need to get the best value for the dollar and the best services for the students. Dr. Cochrane indicated that he believes it is best to use our normal business practices reasons. Cathy Snyder, Mayflower Drive, read a letter from her son, Troy Snyder, expressing his support for a program called Granite State Independent Living (GSIL). He wrote that he was enrolled in the Earn & Learn program last summer, which taught him to write a resume, job interviews, financial skills, what it costs to live in the adult world, and how to succeed. Mr. Snyder wrote that he learned what he needed to learn to turn his life around. He indicated that he gained friendships, got decent grades in school, attended night school, and avoid trouble. Mr. Snyder wrote that after going through the program, he wants to succeed. He indicated that other students also made profound improvements while attending this program.

Michael Boutselis, current CHS faculty member, commended the students and alumni that attended this evening's Board meeting. He commented that we should be proud of our students.

Mr. Miller echoed Mr. Boutselis' comments. He indicated that the feedback helps the Board make good decisions. He encouraged them to attend School Board and Budget Committee meetings, as well as Deliberative Session, and avail themselves of the democratic process.

Dr. Cochrane thanked everyone for coming and participating in the meeting. He encouraged everyone to remain engaged and to be involved.

*(The Board meeting reconvened in the School Board/Media Production room.)*

Scott Mason, 2 Parker Circle, mentioned that he was the snow plow contractor for the District. He acknowledged that the Board is considering the town's offer to plow for the District. Mr. Mason commented that value and time should be considered when making the decision. He indicated that he always has the schools open on schedule with no delays, parking lots are cleared before the roads are cleared, and he readies the lots for the next storm or snowfall by pushing snow banks back to accommodate more snow. Mr. Mason noted that he has been doing this job for 8-10 years. He indicated that he is not confident the town can perform the service for school to open on time since the Road Agent has to clear roads, emergency services (fire/police), and the bike path. Mr. Mason expressed concern that if the District will be without a snow plow contractor if the town cannot perform the service and Mr. Mason accepts a contract with another client. Mr. Mason indicated that he is not confident the town can provide the service with the limited manpower and equipment for the price they quoted. He asked the Board for reconsideration.

Mr. York commented that when discussing this issue, we were under the impression that the contractor was retiring. Mr. Martin indicated that Mr. Mason sold Seal Tec last year, which changed the vendor and according to Board policy, the District has to go out to bid. Mr. Martin commented that Mr. Brunelle mentioned that the town was interested in providing the service. He noted that with the response from the town, we now cannot go out for competitive bid. Mr. Martin indicated that he asked the town for a contract where the District is a priority over the town hall and town services. He noted he is waiting for the town's response.

Mr. Mason commented that he sold one half of his business and kept the snow plowing services. He also provides road striping services.

Mr. York indicated that this is a District decision, but commented that he believes it is reasonable that Mr. Mason submit a bid for the work.

Mr. Mason commented that insurance should also be considered. He indicated that he has a \$3M insurance certificate and noted that the District should ensure that the town provides one as well.

Mr. York thanked Mr. Mason for his comments.

I. Superintendent's Comments

There were no Superintendent's comments.

**III. REPORTS**

A. School Board Comments

**LITCHFIELD SCHOOL DISTRICT**

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Mr. Miller expressed his appreciation for all members of the town to get involved and encouraged community members to be involved in any issue that is important to them. He indicated that is the involvement the Board needs to understand the direction we need to take.

Mrs. Prindle personally thanked the students who attended the meeting. She indicated that we should be proud of our students. She agreed with Mr. Miller's sentiments and encouraged people to stay involved and participate.

Mr. York commented that included in the Union Leader were NH School Adequacy Summary Profiles. He provided the profiles for GMS, LMS and CHS. He indicated that on a scale of 1-4, performance for each school was rated. Mr. York commented that GMS rated 3.4, LMS rated 2.8, and CHS rated 2.9. He noted all schools were reported as providing the opportunity for an adequate education.

**B. Committee Reports**

• **Budget Committee**

Mr. Barka reported that the Budget Committee met on October 11. They are reviewing and voting on town budgets.

Mr. Barka commented that he noticed the Budget Committee was approving step raises for town employees and he asked why the Board was encouraged not to do so. He indicated that their response was that they did not realize we had step schedules. They requested a copy of the step schedules for non-LEA employees. Mr. York commented that the Budget Committee would like the market comparison data for non-LEA employees.

Mr. Miller asked if they provided that information for their employees. He indicated that the information does not address steps. He suggested that Mr. Barka inform the Budget Committee that the Board will provide the document, but that it is not germane to step increases, but that it was used as a basis for step schedule adjustments.

Mr. York commented that the Board previously suspended step increases and the Budget Committee was surprised that occurred and that we recommended step adjustments instead. He indicated this occurred when the Board was addressing the \$2M shortage in education adequacy funding. Mr. York noted that Mr. Barka asked the Budget Committee why they are debating COLA's for the non-LEA employees when the town is giving their employees step raises.

Mr. Martin commented that the Board has never changed their compensation plan, but chose not to include steps in the budget. He noted that legal counsel's advice is if the compensation plan is approved, steps should be budgeted and given.

**IV. OLD OR UNFINISHED BUSINESS**

**A. NHSBA Resolutions (Deadline for proposed resolutions Oct. 22)**

The Board chose not to present any legislative proposals.

**V. NEW BUSINESS**

**A. FY14 Budget Presentations:**

• **Technology**

Mr. Hancock presented an overview report, which included:

- 2 years of leases not funded this year because of the current budget (225 PCs total) - significant failure among current PC's, which are used for classrooms, testing laptop carts and labs. Most are 5-7 years old.
- 70 Clients at GMS Running Windows XP, which is at the end of life in April 2014
  - These PCs were 4 years old when donated by the IRS and we are in 3<sup>rd</sup> year of use
  - Hardware failures
- Increase in all Phone and Datacomm accounts due to provider transition. A collaboration with the town for annual contracts are expected to be less expensive going forward
- Several delayed items from the Tech Plan:
  - Replacing phone system at one building
  - Secondary servers at GMS and LMS
  - Replacement of CHS Computer Labs (2).

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Mr. Hancock noted that the Tech Plan stated exploring computer labs at GMS, but there is no space available at this time. He indicated thin clients can replace 3 computers per classroom, which is the next best alternative.

Mr. Barka asked how we would perform CCSS testing, which is PC based. Mr. Miller indicated the mobile lab would be used. Mr. Hancock commented that NWEA testing consumes the mobile lab for 4-6 weeks at a time.

In response to a question Dr. Cochrane commented that if we have to use the paper option for Smarter balanced Assessment Consortium testing it would slow down the results considerably. He explained that teachers would not have that information about students in front of them. He noted that it is a significant issue as LMS is more impacted than the other schools as all grades are tested. Dr. Cochrane indicated that teachers need access to that information, which is almost always technology-based. He discussed with the Board potential technology options moving forward.

Mr. Hancock presented the FY14 Technology Budget to the Board and highlighted the following increase/decreases:

- GMS Rental/Lease Equipment increase of \$24,437 – lease 40 PCs and monitors, replace all library PCs and lease 30 laptops to replace mobile computer lab
- GMS Equipment Replacement increase of \$42,000 – replacement of virtual desktop environment for all classrooms
- LMS Rental/Lease Equipment increase of \$41,101 – lease 40 PCs and 20 monitors , lease 75 laptops to replace all mobile computer labs
- CHS Rental/Lease Equipment increase of \$9,138 for payment for 2011-12 desktop lease -year 3, lease 10 new desktops and 5 new laptops for staff and teachers, lease 12 laptops to replace physics laptop cart
- CHS Software increase of \$6,700 for upgrades for SolidWorks, Chief Architect, Destiny Library Manager, CS Master Collection renewal
- CHS Equipment Replacement increase of \$4,950 to replace 2 Smartboards
- DW Professional Services increase of \$2,000 for consulting services for advanced technical topics and consultant to assist with data conversion and preparation for possible new student management system
- DW Repairs/Maintenance increase of \$8,900 for support for new District-wide firewall and web content filter, repair/maintenance of existing equipment, 1 year support/service for storage server and all district servers
- DW Equipment Additional increase of \$13,000 to add an additional network storage device as the current server is 80% full
- DW Equipment Replacement decrease of \$18,600
- LMS Technology Services: Repairs/Maintenance increase of \$3,350 for support/maintenance of IT infrastructure and wireless network
- LMS Technology Services: Equipment Additional decrease of \$16,246
- District Technology Services: Equipment Replacement decrease of \$2,400

Total FY14 Technology budget increase: \$128,907.10. Mr. Hancock noted that previous year's costs were higher.

Mr. Hancock presented the FY14 Technology Non-Critical Needs, which included:

- Upgrade lock software and hardware for key Fobs to IP-based system
- Replace color printer in Room 222
- Tools4Ever – URMA Forms and Delegation, which allows user account management to be delegated to offices, HR, etc. (Licenses for 2200 users)
- 3 Additional network switch blades to increase network capacity throughout the district
- Add second server at GMS
- Add second server at LMS
- Upgrade all PCs at CHS with max amount of memory in order to prolong life.

Mr. Hancock presented a proposal for new/expanded positions:

- Part time summer help with manual labor tasks.

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- CHS

Mrs. Rothhaus provided a brief report on school activities. She reported that:

- NECAP's have been completed
- All new teachers are attending meetings
- All 9<sup>th</sup> grade parent mailings have been sent
- Adam Mullen September Student of the Month
- Andrea Demos October Student of the Month
- Next week is Red Ribbon and Homecoming Week.

Mrs. Rothhaus thanked CHS teachers for putting students first. She commended students, parents and community members who become involved in the democratic process.

Mrs. Rothhaus presented the FY14 CHS Budget to the Board and highlighted the following increase/decreases:

- Business Education: Textbook Replacement decrease of \$3,685
- Business Education: Textbooks New decrease of \$2,844.28
- English: Textbook Replacement decrease of \$6,201
- English: Textbooks New decrease of \$3,099
- Physical Education: Supplies increase of \$3,903
- FACS: Supplies increase of \$2,434.36 as food prices have increased
- FACS: Equipment Replacement increase of \$9,840.15 (12 Reality Babies – 24 students in class with only 2 working Reality Babies)
- Technical Education: Supplies increase of \$2,397
- Technical Education: Equipment Additional increase of \$5,500 (largest expenses: electric welder; cutter head for planer)
- Technical Education: Equipment Replacement decrease of \$3,700
- Math Education: Textbook Replacement decrease of \$3,400
- Music Education: Equipment Additional increase of \$3,014 (5 source elipsodial lights; 3 altamn cell lights for auditorium lighting)
- Science Education: Textbooks New increase of \$2,573 (required for AP Biology)
- Science Education: Equipment Additional increase of \$6,395 (Robotics Engineering materials and curriculum – grant for \$25,000 will cover equipment, but has specific requirements) (this is not for FIRST Robotics)
- Social Studies: Textbooks New decrease of \$6,476.87
- Social Studies: Information Access Fees increase of \$3,460.05 (online texts for one year only)
- Guidance Services: Tuition increase of \$3,267 (students attending alternative education and at risk programs)
- Library Services: Furniture Replacement increase of \$4,565 (10 new chairs)

Total FY14 CHS budget increase: \$58,173.28.

Referring to Science Education, Mr. York asked about the proposed Robotics Engineering courses. He asked why equipment is budgeted if CHS has not received the grant at this time. Mr. Martin indicated that the grant will offset the equipment cost.

Dr. Cochrane commented that the grant specifies running 4 courses and some of those courses are already run at CHS. He noted that what is asked for in the budget is for Vex Robotics (different than FIRST). He indicated that the clarification regarding this expenditure, as well as the sequence of the four courses, will be provided.

Mr. York noted that only \$6,400 is budgeted for materials and asked about the remaining \$17,000 of the grant. Mrs. Rothhaus indicated that we have to purchase the curriculum, upgrade the computer software, and buy the kits.

Mrs. Rothhaus presented FY14 CHS Non-Critical Needs to the Board, which includes:

- 2 portable nets used outside for activities when the gym is used by outside groups (weather permitting)
- Set of workout mats
- Additional AED Trainer for the CPR unit in Health
- Palm projector (for lectures in the gym)

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- Student supervision at New England Drama Festival
- Change part time guidance counselor to full time as there is a high population of at-risk students and college-bound students
- Upgrade and repair the Public Address system.

Mrs. Rothhaus presented new/expanded positions for FY14 as follows:

- 1/2 time Reading Specialist
- Environmental Club stipend
- Increase hours for Athletic Director's Administrative Assistant
- Increase Main Office Receptionist's hours by 60 additional hours throughout the school year
- Add a Technology class and expand Tech Ed teacher's hours
- Add 10 additional summer days for Guidance staff
- Expand Guidance Administrative Assistant to year round position or add additional days for the summer
- Expansion of summer school program (self-funded).

- Debt Services

Mr. Martin presented the FY14 Debt Services budget to the Board, which reflects a decrease of \$42,000 in interest.

B. Business Administrator's Report – September 2012

Mr. Martin presented the September 2012 finance report to the Board. He reported:

- The audit field work is completed
- Completed the initial analysis of salaries and benefits budget expenditure projections for this year
- Budget expenditure projections are showing an unencumbered available budget for salaries/benefits of \$138,107
- Based on current spend rate projections, it appears we will not be able to absorb the out of budget grade 1 and CHS Special Education teachers and the 8 out of budget Special Education paraprofessionals within the historical under spend in salaries and benefits
- Current projected spend rate is 99.5% of the operating budget
- Chief O'Brion confirmed the need for the improved outside audio notification system included in the CHS budget as a safety recommendation and agreed that GMS and LMS should add the outside audio notification for safety
- As of October 15 there are 97 free/reduced lunch students – at the end of FY12, there were 176 free/reduced lunch students.

Mr. York commented that the State approved legislation to allow districts to hold over 2.5% of end of the year funds. He suggested a warrant article asking for voter permission to do so. Mr. Martin indicated that the legislature passed the 2.5% holdover as emergency revenue to use when needed.

Dr. Cochrane commented that if everyone comes in on budget and no costs increase, we are projected to spend 99.5% of the operating budget. Mr. Martin indicated that this year's budget was tight and we had many budgeted positions to fill. He commented that with regard to the Special Education Capital Reserve and the Buildings & Maintenance Capital Reserve, the recommendation from legal counsel is to draw the funds down and place two articles on the warrant to replenish the funds if there are end of year operating budget funds remaining at the end of the year.

Dr. Cochrane indicated that if we do not take the money out of the Capital Reserve Fund now, we cannot use those funds to replenish the general fund.

Mr. Martin presented the FY14 Benefit Rates to the Board. He reported that:

- The NH Retirement System set their rates for the 2014 and 2015 budgets. The Teachers' employer's contribution rate was set at 14.16% (a 25.31% increase from this year's rate).
- The NH Retirement System set the Employee employer's contribution rate at 10.77% (a 22.39% increase from this year's rates).
- The guaranteed maximum health rate increase from LGC is 5.1%.

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- The actual dental rate increase from LGC is 1.2%.
- LGC has set our 2013 Return of Surplus for both Medical and Dental:
  - The return for medical insurance will be \$67,060.28
  - The return for dental insurance will be \$19,471.17
  - An additional health insurance return of the same amount will be received in 2014
  - These amounts include both employer and employee contribution returns.
- Unemployment compensation's actual cost will be an increase of \$8,341 (an increase of 17.9% over current rates).
- The guaranteed maximum increase of Workman's Compensation is 7.0%, pending notification of 2014 rates.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

A. Community Forum

There was no community input.

**VIII. 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 9:35 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. Mr. Miller seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Miller, the Board returned to public session at 10:35 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.*

Dr. Cochrane discussed recent cases of school districts that are considering allowing students from other districts to attend their schools via tuition. He indicated that Bow School District is having conversations with Dunbarton and some parents from Hooksett are suggesting that the town reconsider their tuition relationship with Manchester. Dr. Cochrane noted that the Hooksett School District is similar in size to Litchfield. He suggested that there may be opportunities moving forward to look at the possibility of a controlled tuition agreement that would allow us to maintain and enhance the quality of education while decreasing the burden to the taxpayer. He commented that CHS has the space for additional students. Dr. Cochrane suggested the Board have a discussion regarding controlled tuition in the near future.

Mr. Barka suggested that we work with a community that has similar values to Litchfield.

**X. ADJOURN**

*Mr. Miller made a motion to adjourn at 10:45 p.m. Mrs. Prindle seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

**LITCHFIELD SCHOOL DISTRICT**

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# 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

October 17, 2012

Attachment to the October 17, 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 October 17, 2012 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

This is an enquiry email via [Litchfield School District](#) from:  
Beckie Moore XXXXXXXXXXXXXXX

**Name:** Beckie Moore

**Email:** XXXXXXXXXXXXXXX

**Subject:** Chip Cloutier

**Message:** I am writing to you to express my concerns about putting Chip's position out to bid. I believe that in his time with Litchfield he has proven his worth to us. He has done a great job preparing our athletes, protecting them from injury and after any unfortunate injuries he has been instrumental in returning them safely to their sport. Chip takes the time to develop a rapport with these student athletes and he knows when to push them forward and when to hold them back. It would be an unfortunate loss to our athletes, present and future, to let someone with Chip's skill set and dedication go. I believe we owe it to our student athletes to give them the best we can to prepare them for their sports, protect them as best we can, and return them safely to their sport of choice, Chip is the guy for that. Please carefully consider the consequences to our students at putting this position out to bid. We might just get what we pay for...

**From:** Jason Guerrette XXXXXXXXXXXXXXXX  
**Sent:** Monday, October 15, 2012 10:12 PM  
**To:** John York; Mary Prindle; Patricia D'Alleva; Dennis Miller; Derek Barka  
**Cc:** Brian Cochrane  
**Subject:** 65% of NH students need remedial classes

Good evening,

While we can all applaud those that actually reach the highest levels of achievement graduating from our schools, what really happens to the vast majority. Those that are truly bright and gifted will always succeed regardless of the adversity in their lives. But those that struggle are really the ones we should be looking to help.

Roughly 95 percent of the students who attend one of the state's seven community colleges come from New Hampshire. Though many performed well academically in high school, 65 percent of all entering freshmen need some degree of remedial help, **according to Ross Gittell, chancellor of the community college system.**

**BACKGROUND:** More than six out of 10 high school graduates need remedial help upon enrolling in one of the state's seven community colleges.

**CONCLUSION:** Addressing the college preparation gap should be on the agenda of every school board. It should be the concern of every parent and employer.

<http://www.nashuatelegraph.com/opinion/editorials/979181-465/nh-high-schools-must-narrow-college-prep.html>

**From:** Brian Cochrane  
**Sent:** Tuesday, October 16, 2012 7:59 AM  
**To:** 'Jason Guerrette'  
**Cc:** John York; Mary Prindle; Patricia D'Alleva; Dennis Miller; Derek Barka  
**Subject:** RE: 65% of NH students need remedial classes

Hello Jason:

I've met Dr. Gittell. He was a guest at the September meeting of the NH State Board of Education Math Task Force that I am a member of. I was pleased that he used the opportunity to speak of the need to work together to address the problem K-16. He also agreed with me that the problem is more complex than simply criticizing high schools. The point that I was making at the meeting was that high schools greatest successes are often taking students who have shown little interest in K-12 education, who have weak grades in early high school and have not enrolled in college preparatory classes -- and work with them to enable them to actually graduate high school and be admitted to 2-year or 4-year colleges, albeit with the requirement to take one or more non-credit classes to remediate skill weaknesses. However, typically the teaching that they receive in remedial classes at college is not superior to that in high school (it is usually the reverse). What has changed is the student's motivation to get to class, to attend to the teacher, and to get the work done...something that they had ample opportunity to do in middle school and high school but often could not be coaxed to do. We already do a good job and expend a great deal of resources supporting and remediating these students, but it is worth it. My

greater concern at this point is those students who are in the next “tier” of achievement...college bound but who could leave high school much better prepared and who should not need remedial work, but because they might not be pushed to extend themselves academically...end up doing so. Offering students opportunities for college-level work while still in high school, through dual enrollment programs and Advanced Placement courses, can allow students to both develop their skills and develop the confidence to aspire to go to college.

I enjoyed the last quote in the editorial. “Public education in America must be made more rigorous. If that costs money, the investment is worth every penny.”

Increasing the rigor of all courses and programs so that students are pushed to develop the knowledge, skills and dispositions necessary for college and career success has been a major focus of my work since July 1 and that of the School Board thus far as well. Part of that work will be the implementation of the Common Core State Standards. There will be other changes that we will discuss moving forward, including an increased focus on math, writing and higher order thinking.

Best regards.

Brian

Brian Cochrane, Ph.D.  
Superintendent of Schools  
Litchfield School District - SAU 27

October 17, 2012

To The Litchfield School Board:

I am a third year student at CHS. I realize it is budget season and I am asking the board to financially support a program that I was in this past summer. It is called the Granite State Independent Living earn & learn program (GSIL for short). I attended this program Monday thru Friday 9 a.m until 1 p.m. I went to class on Monday thru Wednesdays where I learned how to write a resume, learned job interviews learned financial skills and, what it cost to live in the adult world and how to succeed. I earned a credit and a half for school and made \$7:25 an hour I worked at Pet-co on Thursday & Fridays other students worked different jobs according to their interest.. More important than any of that I learned what I needed to do to turn my life around. You see CHS was not as easy as I thought High School would be, I struggled, I failed, I gave up, I got in trouble. By my second year even with the assistance I was given and the Yes programs which were very helpful in keeping me at school it wasn't enough I had lost confidence that I would succeed and graduate. When Mrs. Rothhaus and my mother came to me with this program I was really hesitant I didn't think anything could help. Mrs Rothhaus told me she thought this would be good I should try it she believed in me and hey I get paid to go to school I decided to give it a shot. Wow what this did for me is still a bit overwhelming I quickly learned that \$7:25 an hour will never support a family and doesn't go far. I learned how important and education is. I learned you can take a group of kids that don't know one another from numerous walks of life and they have the same struggles as you. I have gained friendships that will never end. I have turned my life around I now get decent grades I am carrying a full load at CHS along with night school to make up classes that I flunked. I avoid trouble. I want to succeed and with what I learned from GSIL and the support from CHS I will succeed! Talking with my former class mates from GSIL and telling them about the letter I was going to write they wanted to make sure you understood how this program turned us around the F's are now B's & C's we don't miss school we want to continue our education. We had a small graduation program this summer out of 15 students 13 had perfect attendance and the other 2 only missed 1 day we all felt we did pretty good for a bunch of former slackers. I was proud to show Mrs. Rothhaus she was right and honored that she showed up for graduation to let me know how she had the faith in me. Please this is a program that will help many students turn it around . Being a town that supports academics I ask that you support this

program. Thank you for your time.

Sincerely,

Troy Snyder.

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Draft Minutes for October 31, 2012**

**(approved as written 11-14-12)**

**In Attendance:** John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member (*excused*)  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION 6:30 p.m.**

- A. Call to Order
- B. Pledge of Allegiance

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

C. Review & Revision of Agenda  
There were no revisions to the agenda.

D. Summary of Non-Public Actions from the October 17, 2012 non-public session:  
*Mr. Miller made a motion to approve the non-public minutes of October 10, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

E. Presentations & Recognitions

F. Correspondence  
Mr. York acknowledged that a letter from Gil Walton will be read during Community Forum.

G. Approval of Draft Minutes:

- Public Session October 17, 2012

*Mrs. Prindle made a motion to approve the public minutes of October 17, 2012 as written. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

H. Community Forum  
The Board received a letter from Gil Walton, resident of Litchfield, in support of the high school athletic trainer. Mr. York read the letter, which was filled with strong support and reasons to retain the current high school athletic trainer. The letter was electronically signed by over 100 families.

*The letter will be attached to the approved minutes. .*

Robin Corbeil, LMS staff, extended an invitation to the annual LMS Veterans Day breakfast and ceremony. The event will be held at LMS on November 9. She noted that all Litchfield veterans are invited to join the event and to RSVP to LMS by telephone at 424-2133.

I. Superintendent's Comments  
Dr. Cochrane expressed his gratitude to all those involved in the emergency management process regarding the recent storm. He was thankful to those involved in the decision making process to close the schools due to the storm. Dr. Cochrane indicated that because of information that the storm would reach severity by 2:00 p.m. on

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Monday, the emergency response team recommended that schools err on the side of caution when making their decisions. He noted that closing school is always a difficult decision, which almost always results in complaints.

Dr. Cochrane commented that he received a complaint that the decision to close schools for Tuesday was made too late on Monday night. He explained that the schools had power until approximately 10:00 p.m. He noted that he made the announcement fifteen minutes after the loss of power. Dr. Cochrane indicated information is rarely available to be able to call school off the night before. He explained that the general guidelines are that staff is informed at approximately 5:00 a.m. and parents are notified at approximately 6:00 a.m. Dr. Cochrane announced that anyone having questions, concerns, or feedback may call or send an email.

Dr. Cochrane expressed gratitude to Mr. Pinciero, Litchfield Road Agent, for coordinating efforts. He noted that the Fire Chief and Captain, as well as the Building Inspector, District staff and town staff assisted in making this a smooth situation. He thanked the community for their patience and understanding.

**III. REPORTS**

**A. School Board Comments**

Board members discussed meeting dates in November.

Mrs. Prindle indicated that November 13 is Fall Sports Awards Night at CHS. She commented that she would like to attend.

Mr. York suggested that the Board cancel the November 13 meeting and move up the time for the November 14 meeting to 5:30 p.m. He asked Board members to send all recommended changes to the budget to Mrs. Flynn by November 9 to be collated.

**B. Committee Reports**

- Budget Committee

Mr. Barka reported that the Budget Committee met on October 18 and 25. He indicated that the Budget Committee is reviewing and voting on town budgets. He noted that Committee members requested the following:

- RFP for the Athletic Trainer
- List of towns for non-LEA salary comparisons.

Mr. Barka reported that there was a lengthy discussion regarding the town providing plowing for the schools. He noted that some Committee members expressed concerns.

Mr. Martin indicated that the town withdrew their offer to plow the schools. He noted that he will prepare a Request for Proposals (RFP). Two vendors have requested a copy of the RFP. Mr. Martin noted there will be an announcement in the newspaper. He indicated that the town committed to plow the schools if it snows and the District does not secure a contractor at that time.

Mr. York commented the Board of Selectmen made the decision to withdraw the proposal for the town to plow the schools this year. He indicated that the Selectmen had a discussion about plowing priorities and it was decided that the Road Agent would not be able to guarantee that the schools would be open on time if snow plowing were needed.

- Negotiations Committee

The October 29 LEA Negotiations meeting scheduled for October 29 was cancelled because of the storm. There will be a meeting on November 8 and another potential meeting in November.

**IV. OLD OR UNFINISHED BUSINESS**

There was no old or unfinished business.

**V. NEW BUSINESS**

**A. FY14 Budget Presentations:**

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- Salaries & Benefits

The FY14 Salaries & Benefits budget was presented to the Board for review.

**B. FY14 Superintendent's Recommended Budget**

Dr. Cochrane presented the FY14 Superintendent's Recommended budget to the Board. He commented that he wanted to present a strategic approach to this year's budget. He distributed a budget overview to the Board that outlined four areas of focus in the FY14 budget:

- Common Core State Standards: Higher Learning Expectations for all Students
  - Align instruction with CCSS
  - Acquire resources that align with the Standards
  - Increase rigor to achieve college/career readiness
  - Focus on higher order thinking through performance assessment and personalization.

Dr. Cochrane indicated that he is having conversations with CHS regarding the Program of Studies. He noted that scheduling/programming and ELO policies/practices will be reviewed as well.

- Special Education: Moving from Response/Compliance to Proactive Program Delivery
  - Examine current intervention practices
  - Increase staff capacity to best meet the educational needs of the whole child
  - Create consistency with the level of supports/services provided to students with disabilities.

Dr. Cochrane commented that he will reach out to external resources to assist in performing a self-study to examine current programs in light of current and emerging needs.

- Educational Technology: Rebuilding Capacity to Support Educational and Administrative Functions
  - Shift to server-based computing (thin client) at GMS
  - Rebuilding 1-1 mobile computing capacity
  - Continue "smart classroom" implementation with increased multimedia access
  - Support higher order thinking and writing through performance assessment and personalization
  - Develop capacity to implement Common Core online adaptive assessments through the Smarter Balanced Assessment Consortium (SBAC).

Dr. Cochrane indicated that we have to determine and address priorities. He noted that we have limited functionality in the student information system. Dr. Cochrane pointed out that there are a series of computers in the district that are only capable of running Windows XP. He commented that desktops will yield a longer period of usage than laptops.

- Buildings & Grounds: Moving from Minimizing Damage to Scheduled Maintenance
  - Increase coordination capabilities
  - Strategic investment in equipment/maintenance
  - Develop long-term replacement costs and schedules.

Dr. Cochrane indicated that we need to determine a more strategic way of spending money in terms of maintenance. He noted that once the CHS bonds are paid there will be a potential to use those monies for some work that has been continually deferred. Dr. Cochrane commented that all maintenance items should be entered in to the system and prioritized.

- Executive Summary

Mr. Martin presented the FY14 Superintendent's Requested Budget Executive Summary to the Board. He reported that the request for the General Fund is \$20,539,495, which excludes food service and grants. He noted that the total request is an increase of \$954,811 or 4.88% from the approved 2013 default operating budget.

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Major areas of change include the following:

- Staff Reductions:
  - \$25,444.16: All district part time staff positions scheduled for 6.0 hours per day (30 hours per week) in 2013 have been reduced to 5.5 hours per day in 2014 in order to keep these positions from becoming medical benefits eligible under PPACA in January 2014.
  
- New & Expanded Positions:
  - Special Education (to meet IEP requirements)
    - \$19,411.86: Two additional paraprofessionals at GMS at 17 hours per week [to replace the .5 hours per day cut from the current 6 hour staff ]
    - \$31,402.30: Two new 5 day paraprofessionals at GMS
    - \$12,560.49: One new 4 day paraprofessional at GMS
    - \$4,199.38: Expand one GMS paraprofessional position from 4 hours per day to 5.5 hours per day
    - \$15,701.15: One new 5 day paraprofessional at LMS
    - \$28,395.80: Special Education Teacher – transfer 30% funding from IDEA grant to general fund due to expected reduction in IDEA grant
    - \$3,847.82: One additional 1.5 hours per day paraprofessional at CHS [to replace the .5 hours per day cut from the current 6 hour staff]
  - Special Education (not IEP required)
    - \$3,060.22: Expand Administrative Assistant from 37.5 hours to 40 hours per week [needed for increased administration of Medicaid billing]
    - \$84,034.69: District-wide Autism & Behavioral Specialist [with an offset of \$71,000 in out-of-district tuition]
    - \$69,378.43: LMS Teacher to reinstate the Student Support Services Program
  - Other:
    - \$614.31: Additional hours at GMS for training of monitors
    - \$3,663.71: Academic Assistance Program LMS (previously funded by grants)
    - \$946.41: Additional 60 hours for CHS Athletics Administrative Assistant
    - \$854.87: Additional 5 days for CHS Guidance Counselor
    - \$6,799.30: Additional 500 hours for seasonal Grounds staff
    - \$2,435.49: Expansion of Buildings & Grounds Coordinator responsibilities
    - \$7,255.15: Technology Summer Intern

Mr. Martin indicated that the District-wide Autism & Behavioral Specialist would net the District a savings of \$71,000 in out-of-district funding [for a student to be brought back into the district].

Dr. Cochrane explained that students go through a developmental process and if appropriate resources are provided it may keep them performing well in the district. He noted that this is a financial benefit. He commented that part of this request is responding to bring a student back into the district; the other is trying to work with students and provide a broader array of services to keep students in the district.

Mr. Martin indicated that another position requested is the LMS teacher to reinstate the Student Support Services, which was previously grant funded. He explained that when the grant funding ended the position was not requested to be reinstated.

Dr. Cochrane commented that the case management load for that person has been increased so much that services have been diminished. He explained that we want to be able to meet needs in the district. Dr. Cochrane noted that Mrs. Bandurski is in the process of finalizing the case load chart, which consists of the number of certified staff, paraprofessionals, and out of district placements. He indicated that it will reflect the percentage of students identified and those impacted by going out of district.

Mr. Martin indicated that the IT Summer Internship would be a paid position for 12 weeks (480 hours) at \$14.00 per hour. He explained that the candidate would be a college student who is required to have a paid internship.

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Mr. York expressed concern regarding the internship cost per hour.

Dr. Cochrane indicated that we had a discussion to hire someone for \$12.50 per hour or to use a paid intern. He noted that Mr. Hancock would prefer someone who a stronger technical background and does not require training.

Mr. York commented that when Mr. Hancock presented the IT budget he mentioned that he wanted to hire summer assistance to help with wiring. Mr. Martin indicated that he did not recall that conversation.

Mr. Martin reported that the net increase from the new/expanded position requests and savings from the reduction in hours is a budget increase of \$273,864.77. Of this amount, \$94,822.19 is for positions required to meet IEP's. He noted that requested new autism/behavioral specialist would have offsetting savings of \$71,000 in the out-of-district tuition account.

Other major increases include:

- Current out-of-budget special education IEP hires (1 teacher/8 paraprofessionals) \$195,761.48
- Current out-of-budget grade 1 teacher \$58,143.43
- NH Retirement rate increases \$229,590.85
- Buildings & Grounds increase in repairs, maintenance, equipment, professional services \$207,535.06
- IT increase to equipment, software and support \$113,748
- Common Core State Standards increase \$64,027.92
- Emergency Management (outside speaker notification for all three schools – recommended by police department) \$25,855
- Salary increases (1% COLA for non-LEA non-administrator staff and a \$5,000 salary increase pool for administrator staff) \$30,962

Total major increases to the FY14 budget: \$1,199,489. All other accounts in the budget were reduced by \$244,678.

Mr. Martin reported that Food Service fund requested 2014 operating budget totals \$598,476, which is an increase of \$13,430 or 2.3% from the 2013 approved budget. Mr. Martin noted that the single largest increase is the projected increase in food costs to meet new federal guidelines. He indicated that Board approved 3% increase in food service salaries totals approximately \$35,000.

Mr. Martin reported that the Grants fund has been level funded for 2014 at \$575,000.

Mr. Martin reported that benefit changes were provided and reviewed at the previous Board meeting. He indicated that LGC will be returning surplus monies to the district and its employees during the 2013-2014 budget year. He noted that we will budget a credit of \$68,251 as the district's share of the return of surplus. Mr. Martin commented that we have to determine how many and which employees are entitled to receive a share of the return, as well as determine the amount of that share. He pointed out that \$20,000 was budgeted for unknown PPACA fees. Mr. Martin mentioned that every district is concerned with the unknown determination of these fees with no IRS regulations at this time.

Mr. Barka asked if there are exceptions or technicalities to the 30 hour requirement. Mr. Martin indicated that there is no definition of seasonal employment and IRS guidelines are unknown. He commented that the PPACA guidelines are 30 per week, which could impact an employee who holds two positions and whose hours total 30 or more.

Mr. York mentioned that he read an article regarding PPACA requirements. He indicated that there were conversations that regulations may reflect eligibility for medical insurance may be based on the hours employees worked the previous year. He noted that it will be unknown even after the November 6 election.

Mr. York commented that the main areas of concentration for reductions are in Buildings & Grounds, IT, Emergency Management, and COLA's. He asked about the increase in supplies. Mr. Martin indicated supplies increased \$30,611 of which some requests are CCSS and Buildings & Grounds. He noted that we are giving Buildings & Grounds more responsibility.

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Mr. York commented that the Board had a discussion regarding outsourcing for mowing, fertilizing, and vendor maintenance, which he felt was met with resistance. Mr. Martin indicated that the Board requested quotes, which were more costly.

Mr. York commented that it is easier to manage a vendor than to manage the hours a person spends mowing grass. Mr. Martin indicated that there are other grounds responsibilities that outsource vendors do not perform (i.e. field painting). He noted that fertilizing an athletic field is different than residential fertilizing. Mr. Martin commented that we can ask for quotes again. Mr. York encouraged the district to ask for quotes.

**Action: Mr. Martin to provide quotes from field maintenance vendors.**

Mr. Martin distributed a list of all the Superintendent's reductions to Principals and Directors budgets.

The Board reviewed the list of Superintendent reductions to the 2014 general fund needs budget requests.

Dr. Cochrane referred to a reduction in the Site Development account and mentioned that he is recommending the GMS parking lot improvements be placed on the warrant. He commented that most of the complaints about the parking lot are slips and falls. Dr. Cochrane noted that a smooth parking lot may result in more dangerous icy conditions instead of just a few spots of ice. He indicated there is no compelling evidence that replacing the lot will solve the problem. Dr. Cochrane suggested once the CHS bond is paid, we can concentrate on replacement of the parking lot.

Mrs. Prindle commented that the Superintendent's budget presentation was helpful. She indicated that it is the Board's responsibility to be strategic in our budget. She noted that the bottom line is spent where it needs to be spent. Mrs. Prindle was supportive of the strategic approach.

Dr. Cochrane commented that many of the budget requests listed were reduced by half. He asked Board members if they would like to use the bottom line number they will vote on November 14 and leave the re-allocation of funds to the Administration or vote line by line.

Mr. Martin commented it would be acceptable if the Board would like to reduce the bottom line of each account and we would determine the re-allocation of funds in the accounts.

Dr. Cochrane commented that other than a small amount of reductions, everything in the budget impacts something relatively strategic. He noted that when presenting our budget to the Budget Committee, our main responsibility is to have justifications that make sense and show that the requests are strategic.

Mr. York requested a breakdown of the location summary that would reflect the areas of increases.

**Action: Mr. Martin to provide a breakdown of location summary reflecting areas of increases.**

Mr. York asked Mr. Barka if there is any feedback from the Budget Committee regarding the inquiry of why the town would budget 3% step increases for their employees and discourage the Board from doing so. Mr. Barka indicated there has been no response.

Mr. Barka asked if all new paraprofessionals are IEP driven. Mr. Martin indicated that those listed are new for next year. He noted that the Autism & Behavioral Specialist would be offset by \$71,000 in out-of-district tuition; however, if not approved we would add the \$71,000 back into out-of-district tuition.

Dr. Cochrane commented that we will provide the numbers of identified students as justification.

Mr. York asked if Wrestling was included in the budget. Mr. Martin indicated that it is in self-funded and in athletics transportation.

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Mr. York asked if there is more information from the Department of Safety (DOS) regarding the regulations for small buses. Mr. Martin commented that the DOS presented to the NHASBO group and stated that they do not believe it was the intent of the legislature to make transporting students less safe. He noted they refuse to change their regulations.

Mr. York mentioned that he read that Hooksett is going to request separation from Manchester. He noted that the School Board instructed the Superintendent of Hooksett and their legal counsel to begin the process before the next school year for budget reasons. Mr. York suggested that this Board may want to have a discussion with the Hooksett School Board.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

A. Community Forum

There was no community input.

**VIII. 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 8:40 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 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; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Prindle, the Board returned to public session at 9:15 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.*

**X. ADJOURN**

*Mrs. Prindle made a motion to adjourn at 9:17 p.m. Mr. Barka seconded. The motion carried 4-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant



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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

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Derek Barka

October 31, 2012

Attachment to the October 31, 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 October 31, 2012 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

To: Litchfield School Board and Superintendent Cochrane

From: Parents of Campbell High School Athletes

Subject: Athletic Trainer Position at Campbell High School

Date: 10/19/2012

Hello,

We understand that the position of athletic trainer at CHS is part of this year's Litchfield School Board budget discussions. Specifically, that the position is being placed out for bid. We truly understand that the school board looks out for the welfare of all students of the district and not just the student athletes. However, we also understand that sometimes the lowest price is not a true representation of "Value". While awarding to the lowest bidder for anything may look practical on the surface, the true value may not be reflected in a low number.

Chip Cloutier has proven over many years to be a great asset to the CHS Athletic Department, to many of our children, and maybe to some of yours. He has proven his worth is well beyond the skills of his practice. Chip not only administers to our children through his athletic training and physical therapy background, he has also shown a dedication on a human level that cannot be summed up in a line item in a budget. He is dedicated, passionate, involved, caring, knowledgeable, and professional. He has a real connection to our kids, our school, and to the parents who have signed this document. If you want further proof of Chip's effectiveness, just ask the student athletes of CHS.

We respectfully ask that the board take into consideration more than just a number and work to negotiate an equitable solution that involves keeping Chip Cloutier in the position of CHS Athletic Trainer.

Respectfully Submitted By:

Gil, Tyler, and Sierra Walton.....Kevin, Lynn, Connar, and Ethan Quigley.....  
Dana, Christine, and Jack Tremblay.....Ed, Robbin, and Kyle Kopaczynski.....  
Chuck, Noreen, Stephanie, and Benjamin LaBatt.....Hugh, Maureen, and Michael Killoran.....  
Bob, Kathy, Meaghan, Scott, and Colin Dyer.....Jeff, Kelly, and Connor Douglas.....  
Travis, Kathy, Patrick, Tyler, and Trevor O'Mara.....Mark, Patty, Max, and Krysten Gouveia.....  
Kim, Bill, Michael, Sean, and Nicole Gray.....Barbara and Alex Trevains.....John, Melissa, and Christian McKenna.....  
Shaun, Tammy, Jennifer, and Shaun Jr. McLaughlin.....Nancy, Thomas, James, Steven, and Daniel Amadio.....  
Patricia Elliott.....George, Robin, Caitlin, and Brendan O'Brien.....Andrew, John S, Frieda, and John J Cialek.....  
Todd, Maureen, Olivia, and Julia Martinage.....Bill, Jackie, Caitlin, and Tim Heaton.....  
Marc, Doreen, and Sam Harvey.....Chuck Sr, Pam, Hannah, and Chuck Neild.....  
Ted, Cheryl, Kristen, Jake, and Jordan Lang.....Jason, Judy, Jayla, and Tyler Brennen.....Steven and Dawn Cataldo.....  
Robert and Dianna Wright.....Kim, Barry, Christian, Ethan, and Alex Wallenmaier.....Debbie, Harry Nordyke.....  
Jim Mckearin.....Michele and Tom Kuegler.....Jake and Samantha Parzych.....Michael, Karen, Adam, and Julia Hayward  
Marion, Dave, Amanda, and DJ Simoneau.....Lori, Jim, Eric, and David Burke.....Deb Decoteau-Gilbertson and Anthony  
Decoteau.....Lisa, Ernie, Andrew, and Andrea Demos.....Ken and Kari Fruzen.....Rhonda Landrau.....Dawnie Desmarais  
Catherine and Neil King.....Bob, Cara, Liam, Corey, and Connor Gannon.....Doug, Linda, and Luke Orlando.....Rich, Cheryl,  
Vinny, and Rachael Bucci.....Jason and David Allen.....Ruth, Scott, Julia, and Olivia Christino.....  
Sandy, Jay, and Sarah Vance.....David, Sue, Tyler, and Jake Guarino.....Kam, Sandy, Alyssa, Kyle, and Evan Mun  
Lisa and Jessica Belzil.....Peter, Beckie, Zach, and Ryan Moore.....Leo, Susan, Daniel, and Chantal Simard.....  
Debbie, Jeff, and Aly O'Donnell.....John, Lori, and Connor Perry...Monika, Courtney, Ashley, and Kaitlin Gannon

LITCHFIELD SCHOOL DISTRICT

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LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27  
Litchfield, New Hampshire 03052

Approved Minutes for November 14, 2012  
(approved as written 12-5-12)

- In Attendance:** John York, Chair *(arrived late)*
- Mary Prindle, Vice Chair
- Dennis Miller, Board Member
- Patricia D’Alleva, Board Member
- Derek Barka, Board Member
- Dr. Brian Cochrane, Superintendent
- Mr. Steve Martin, Business Administrator
- Mrs. Deb Mahoney, Director of Human Resources
- Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION** **5:30 p.m.**

- A. Call to Order
- B. Pledge of Allegiance

Mrs. Prindle called the meeting to order at 5:30 p.m.

- C. Review & Revision of Agenda

There were no revisions to the agenda.

- D. Summary of Non-Public Actions from the October 31, 2012 non-public session:

*Mrs. Prindle made a motion to approve the non-public minutes of October 17, 2012 as written. Mrs. D’Alleva seconded. The motion carried 4-0-0.*

- E. Presentations & Recognitions

There were no presentations or recognitions.

- F. Correspondence

There was no correspondence.

- G. Approval of Draft Minutes:

- Public Session October 31, 2012

*Mrs. D’Alleva made a motion to approve the public minutes of October 31, 2012 as written. Mrs. Prindle seconded. The motion carried 2-0-1, with Mr. Miller abstaining.*

- H. Community Forum

Chris Pascucci, 12 Colonial Drive, offered comments regarding the GMS parking lot. He commented that the money to maintain the asset was included in the initial budget presentation and should be restored to the budget. He noted that the parking lot is a District asset and the Board is responsible for maintaining assets. Mr. Pascucci indicated that the GMS parking lot is in poor condition and a bad winter could cause more damage. He commented that this is the Board’s opportunity to adhere to the process, which consists of the following steps: identify the problem in advance (which has been done); discuss it with department heads (which has been done); include in the Board approved budget; move the budget on to the Budget Committee for further vetting; and work as team as good stewards of the citizen’s tax dollars. Mr. Pascucci indicated that maintenance of assets should not be on a warrant article. He asked Board members when discussing budget items, be mindful of the 2003 and 2004 warrants regarding voter choice. Mr. Pascucci asked Board members to consider the will of voter when adding new positions.

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55 I. Superintendent's Comments  
56 There were no Superintendent's comments.

57  
58 **III. REPORTS**

59 A. School Board Comments  
60 Mr. York mentioned that he received an email from Frank Byron, newly elected State representative for Litchfield.  
61 He noted that Representative Byron requested to come to a Board meeting to discuss the development of potential  
62 legislation on behalf of Litchfield. Mr. York suggested extending an invitation to both Representative Byron and  
63 Representative Boehm to have an opportunity to discuss suggestions for legislation. He suggested if the Board is in  
64 agreement, we can invite the Representatives to the December 5 meeting.

65  
66 Dr. Cochrane suggested that administrators meet with the State Representatives prior to the December 5 Board  
67 meeting. Mr. York asked the SAU to extend the invitations to Representatives Byron and Boehm.

68  
69 B. Committee Reports

70 • Budget Committee  
71 Mr. York reported that the Budget Committee met on November 8 and are still discussing and voting on town  
72 budgets.

73  
74 • Negotiations Committee  
75 Mr. Miller reported the Negotiations Committee met with the LEA on November 8. Dr. Cochrane commented that  
76 both sides presented their initial proposals. The next meeting dates are November 19 and December 3.

77  
78 C. October 2012 Enrollment Report

79 Dr. Cochrane reported that there are 1,482 students in the District as of the end of October 2012. He commented  
80 that the enrollments have been stable. Dr. Cochrane indicated that the projections reflect a slow gradual decline in  
81 enrollment consistent with what is happening in the State.

82  
83 Dr. Cochrane mentioned that he spoke with the Superintendent in Hooksett regarding their high school tuition  
84 situation. He commented that he expressed that Litchfield was interested in having a conversation regarding  
85 Hooksett high school students attending CHS. Dr. Cochrane indicated that there is a good parallel between the two  
86 communities and that a smaller school environment may appeal to many Hooksett residents. He noted that he  
87 relayed that the Board will discuss when to approach the Hooksett Board. Dr. Cochrane indicated that they may  
88 look at an option to allow parents to choose the school their children will attend. He noted that Hooksett has a  
89 similar student high school population with strong academics. He commented that the idea is worth pursuing and  
90 would be mutually beneficial to both districts.

91  
92 Mrs. D'Alleva asked if our fixed costs would change with additional students from Hooksett. She also asked how  
93 their School Board would work with ours going forward.

94  
95 Mr. York indicated that the fixed costs will remain the same, but there could be some minor staffing changes. Dr.  
96 Cochrane indicated that in some cases the sending district has minority representation on the SAU Board.

97  
98 Mrs. D'Alleva asked about the length of the commitment by Litchfield. Dr. Cochrane indicated that the  
99 commitment would be for a minimum of four years, but is typically longer.

100  
101 Mr. Barka expressed interest in Hooksett's NECAP scores.

102  
103 Dr. Cochrane indicated with the number of classes taught at CHS class sizes would increase into the low 20's; CHS  
104 would need approximately 3 additional teachers and one guidance counselor. He noted it is worth a conversation.  
105 Mr. York recommended a letter of interest be drafted and suggested that we meet with their School Board.

106  
107  
108

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109 **IV. OLD OR UNFINISHED BUSINESS**

110 A. Wrestling Agreement

111 Mr. Martin indicated that the Wrestling Agreement between the District and Litchfield Wrestling had expired. He  
112 noted that he drafted a new one year agreement because Dr. Cochrane mentioned he would like to consider  
113 incorporation of Wrestling into the budget. Mr. Martin indicated that the estimated cost to run the program is  
114 \$10,030, which Litchfield Wrestling would pay the District in two installments.

115  
116 Dr. Cochrane commented that next year we will do a cost benefit analysis and examine the number of co-curricular  
117 activities, the number of participating students, and the associated costs. He indicated that the District should offer a  
118 variety of programs that are affordable and that appeal to a variety of students.

119  
120 ***Mr. Miller made a motion to approve the revised Wrestling Agreement as presented. Mr. York seconded. The***  
121 ***motion carried 5-0-0.***

122  
123 Mr. Miller clarified that Wrestling is a club and not a co-curricular.

124  
125 **V. NEW BUSINESS**

126 A. Business Administrator's Report – October 2012

127 Mr. Martin presented the October 2012 finance report to the Board. He reported that regarding salaries and benefits  
128 we are significantly spending higher than our budget. He noted we do not have a projected under spend in salaries  
129 and benefits. Mr. Martin encouraged the Board that a decision regarding the use of the Special Education Capital  
130 Reserve fund is needed prior to the second half of the school year. Mr. Martin reported that in speaking to the  
131 District's auditor and legal counsel, he determined that the Board can motion to use the funds, but not to draw the  
132 funds down right away. Mr. Martin asked the Board to make a motion to authorize the use of Special Education  
133 Capital Reserve funds to cover any projected over spend in Special Education salaries and benefits, if needed.

134  
135 Mrs. D'Alleva asked how the suggested motion is different than withdrawing the money before the end of the year.  
136 Mr. Martin explained that the motion is specific to delay withdrawal of the funds if needed.

137  
138 Mrs. Prindle asked why this cannot wait until March. Mr. Martin indicated a different Board could be seated and  
139 they may choose not to expend the funds, in which case the District would be in a deficit situation. He noted that the  
140 fund was established for the stated purpose.

141  
142 Dr. Cochrane commented if we are not able to use the reserve fund, we would have to take a more conservative  
143 fiscal direction and start reducing levels of service so that we could respond to unforeseen fiscal issues.

144  
145 Mrs. D'Alleva asked if we have refund the monies that we use from the reserve fund. Mr. Martin suggested that one  
146 option would be to withdraw the money now and draft a warrant article to replenish the reserve fund if there is  
147 money available in the general fund at the end of the year.

148  
149 ***Mr. York made a motion to allow the SAU to use the Special Education Capital Reserve fund for the 2012-2013***  
150 ***school year if needed to cover over expenditure in Special Education salaries/benefits and out-of-district tuition.***  
151 ***Mr. Miller seconded.***

152  
153 Mrs. D'Alleva stated for the record that the Board is not making this decision lightly. Mr. Miller commented that  
154 we have had some extraordinary circumstances in Special Education over the last year. He noted that when this  
155 fund was established it was done so to insulate the District from an unanticipated identified student enrollment. Mr.  
156 Miller mentioned that we now have several that have moved into Litchfield and this is the direction to take.

157  
158 ***The motion carried 5-0-0.***

159  
160  
161  
162

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163                   • Snow Plowing Contract Award

164 Mr. Martin announced the snow plowing contract award to the Board. He noted there were four proposals and two  
165 low bids were identical. He indicated that the snow plowing contract was awarded to the current snow plowing  
166 vendor, Scott Mason of Industrial Traffic Lines.

167  
168 Dr. Cochrane commented that the District has dealt with the current vendor for several years and part of the RFP  
169 was the type and amount of equipment the vendor readily has at its disposal. The successful vendor scored better in  
170 that area.

171  
172 Data Communications:

173 Mr. Martin mentioned that the District will submit a Request for Services through the E-Rate program. He  
174 explained that using this program the District is not allowed to negotiate with any vendors as E-Rate is responsible  
175 for distribution of the request. He noted that we anticipate a contract in the April/May timeframe.

176  
177 Mr. Martin indicated that the District and Town have spoken with two primary vendors for data communications.  
178 He commented that although it is not clear what the Town's plan may be, the major companies agreed to combine.

179  
180                   • LMS Fire Alarm RFP Award Discussion

181 Mr. Martin discussed awarding of the LMS fire alarm contract with the Board. He requested that if the Board  
182 perceives this as a bid, that the Board approves the final vendors. Mr. Martin expressed concern regarding the  
183 Board meeting schedule. He indicated that the bids are due on November 19 and there are no other Board meetings  
184 in November after November 14. He noted that one vendor requires a signed contract at least three weeks in  
185 advance. Mr. Martin indicated that if the vendor that requires a signed contract three weeks in advance is awarded  
186 the project, the Board would need to provide their approval. He noted that the next meeting is December 5, which  
187 would be too late as the work is slated to be done over the Holiday Recess when students are not in school.

188  
189 Mr. York asked why the work could not be performed during a school vacation week (i.e. February). Mr. Martin  
190 indicated that the Holiday Recess gives the vendor more than one week to complete the work.

191  
192 Mr. York commented that the difference between the two vacation weeks is approximately one or two days. He  
193 indicated that the Board may not want to award the low bidder.

194  
195 Dr. Cochrane asked for the status from the Fire Chief in terms of a timeline to complete the work. Mr. Martin  
196 indicated that the original agreement with the Fire Chief is to complete the work over the Holiday Recess. He  
197 commented that rescheduling the project to the February vacation would most likely not be a problem, but that he  
198 would have to go out for another bid.

199  
200 Dr. Cochrane asked if there is protocol for scheduling a one item Board meeting. Mr. Miller indicated that the Chair  
201 can call a special meeting to address only that business. He suggested that once the bids are received the SAU can  
202 relay to the Board the successful vendor. Mr. Miller noted that if there is any disagreement, the Chair can call a  
203 special meeting.

204  
205 Mr. York asked Board members to keep November 28 open for a possible meeting.

206  
207 B. FY14 Budget: School Board Recommendations

208 Dr. Cochrane commented on the Grade 1 teaching position. He noted that last year's enrollment projections for  
209 Grade 1 were 93. He explained that in 2011 when Litchfield lost \$2M in education adequacy aid we reduced the  
210 position to be fiscally responsible. Dr. Cochrane indicated that when the money was returned to the District, we  
211 added the position back. He noted that projections for Grade 1 for 2013-2014 are 82. He suggested that we will  
212 monitor the situation and keep the position in the budget; however, if enrollment numbers for Grade 1 are 88 or  
213 below, we will make a decision to reduce the position. He commented that if enrollment numbers result in 89 or  
214 above, we will fill the position.

215  
216

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217 Mr. York commented that the Budget Committee may not accept that justification. Mr. Barka commented that we  
218 would be following the class size policy by keeping the position in the budget.  
219

220 Mr. Miller commented that Grade 4 is at 117. He suggested keeping the position in the budget and if the enrollment  
221 for Grade 1 does not warrant an additional teacher, we could use that position for Grade 4.  
222

223 Mr. Martin provided a list of the Superintendent's Requested Budget Adjustments. He noted that some of the  
224 adjustments have already been entered into the budget.  
225

226 Board member began discussing their budget recommendations.  
227

228 Mr. York recommended a \$100,000 reduction to the District-wide Transportation account. He commented that the  
229 actual expenditures in 2011 and 2012 were lower and the budget request is \$200,000 higher. Mr. York indicated  
230 that the reduction almost level funds transportation.  
231

232 *Mr. York made a motion to reduce the District-wide Transportation account (Object 519) by \$100,000. Mrs.*  
233 *D'Alleva seconded.*  
234

235 *Mr. Miller made a motion to amend the reduction to \$25,000. There was no second.*  
236

237 Mr. Martin commented that he checked with Special Services and there is currently \$5,000 balance in that account.  
238 He mentioned that there is a court case which could result in the District transporting an out of district placement  
239 that could cost as much as \$30,000. Mr. Martin indicated that there is an additional \$40,000 - \$50,000 in the request  
240 as we are trying to get more physical buses for special education and vocational education. He noted he is  
241 comfortable with some reduction, but asked Board members to consider what is spent this year.  
242

243 *Mr. Miller amended the motion to reduce the District-wide Transportation account (Object 519) by \$25,000. Mrs.*  
244 *Prindle seconded. The motion carried 5-0-0.*  
245

246 *Mr. Barka made a motion to reduce Account 1000110000-110, Regular Programs Salaries – 6<sup>th</sup> Periods, by*  
247 *\$33,034. Mrs. D'Alleva seconded.*  
248

249 Mr. Barka asked if 6<sup>th</sup> periods are necessary. Dr. Cochrane commented that with a different approach to scheduling  
250 we may be able to reduce them.  
251

252 *Mr. Miller amended the motion to reduce Account 1000110000-110 by \$17,000. Mr. Barka seconded. The*  
253 *motion carried 5-0-0.*  
254

255 Special Programs – Paraprofessionals

256 Mr. Barka asked if instead of reducing paraprofessionals' hours to less than 30 hours per week, can we offer them  
257 100% self-paid health insurance. Mr. Martin indicated that the District could be fined if the employee(s) go the  
258 exchange and discover the District did not offer them what they offer other employees.  
259

260 Mr. York commented that we do not know if what we propose will work if the government decides to use the hours  
261 from the previous year.  
262

263 Mrs. Prindle expressed concern regarding the issue and suggested leaving it in the budget and making appropriate  
264 budget adjustments.  
265

266 Mrs. D'Alleva commented that it is not wise to ignore that there may be significant cost.  
267

268 Dr. Cochrane indicated that only a percentage of paraprofessionals would be eligible for the benefits on the basis of  
269 working over 30 hours. He noted that many are covered by their spouse's insurance, but that some do not have  
270 health care.

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271  
272 Mr. Miller indicated that a growing number of companies will not cover the employee's souse if they are already  
273 covered.  
274  
275 Mr. York suggested careful wording of a warrant article to appropriate a specific amount of funds in the event it is  
276 needed or health insurance for paraprofessionals. Mr. Miller indicated that if the article fails, we will not be able to  
277 spend any money on health insurance.  
278  
279 Mr. Martin suggested a warrant article for a capital reserve fund for benefits. Dr. Cochrane indicated if the article  
280 fails, the District and Town will be on the same end of a lawsuit.  
281  
282 Mr. York suggested continuing with the budget decisions and tabling this item until the end.  
283  
284 Account 1000215000-734, Equipment Additional  
285 Mr. Miller asked if the requested I-Pads are IEP driven. He wanted to know why the staff needs I-Pads.  
286 Mr. Martin indicated that the two I-Pads for use by the teacher are used for other students they service who do not  
287 need a dedicated I-Pad. He noted that Mr. Hancock's preference is tablets vs. I-Pads. Mr. Martin commented that  
288 Mr. Hancock's concern is Apple's manageability.  
289  
290 SERESC  
291 Mr. Barka asked what the District receives for its participation with SERESC. Dr. Cochrane indicated that there are  
292 many benefits. The cost is based on \$3.50 per student and there are 15 member districts. He noted that members  
293 receive 5% discount in tuition for the Brentwood School; they host meetings for Special Services directors and  
294 Curriculum directors, and Superintendents from the South Central Region of the State.  
295  
296 *Mr. Miller made a motion to reduce Account 1000221000-810, Dues, by \$1,750. Mr. Barka seconded. The*  
297 *motion carried 5-0-0.*  
298  
299 *Mr. Miller made a motion to reduce Account 1000221000-610, Supplies, by \$250. Mrs. D'Alleva seconded. The*  
300 *motion failed 2-3-0, with Mr. Miller and Mrs. D'Alleva in support.*  
301  
302 Mr. York, Mr. Barka and Mrs. D'Alleva each suggested reductions to Non-Union Course Reimbursements. Dr.  
303 Cochrane indicated that all administrators are allowed to take two courses per year per contract. He noted that last  
304 year there were only four requests. He explained that funding is based on a 4 credit UNH course. Dr. Cochrane  
305 indicated that this year there have been 13 requests.  
306  
307 *Mr. Miller made a motion to reduce the District-wide Non-Union Course Reimbursement account (Object 270) by*  
308 *\$10,000. Mrs. D'Alleva seconded. The motion carried 5-0-0.*  
309  
310 *Mr. Miller made a motion to reduce Account 1000233200-580, Travel, by \$500. Mrs. D'Alleva seconded. The*  
311 *motion carried 4-1-0, with Mrs. Prindle opposing.*  
312  
313 *Mr. Miller made a motion to reduce Account 1000263000-442, Equipment Rental, by \$1,300. Mrs. D'Alleva*  
314 *seconded. The motion carried 5-0-0.*  
315  
316 *Mr. Miller made a motion to reduce Account 1000263000-734, Equipment Additional, by \$4,500. Mr. Barka*  
317 *seconded. The motion carried 5-0-0.*  
318  
319 *Mr. Miller made a motion to reduce Account 1000284000-130, Overtime, by \$500. Mr. York seconded. The*  
320 *motion carried 5-0-0.*  
321  
322 *Mr. Miller made a motion to reduce Account 1000284000-738, Replacement Equipment, by \$400. Mr. York*  
323 *seconded. The motion carried 5-0-0.*  
324

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325 *Mr. York made a motion to reduce the GMS Repairs & Maintenance account (Object 430) by \$20,000. Mrs.*  
326 *D'Alleva seconded. The motion failed 2-3-0, with Mr. York and Mrs. D'Alleva in support.*  
327

328 *Mrs. Prindle made a motion to add \$7,076 to Account 1011110000-737, GMS Furniture Replacement, for 40*  
329 *desks and chairs. Mr. Barka seconded.*  
330

331 Mrs. Prindle commented that each year the desks and chairs for GMS are removed from the budget. She indicated  
332 she would like to add back to the budget 40 desks and chairs.  
333

334 *The motion carried 3-2-0.*  
335

336 *Mr. Miller made a motion to reduce Account 1011110023-110, GMS Salaries, by \$1,000. Mr. Barka seconded.*  
337 *The motion carried 5-0-0.*  
338

339 *Mr. Miller made a motion to reduce co-curricular salaries at all schools (141000-110) by \$37,000. Mr. Barka*  
340 *seconded. The motion carried 5-0-0.*  
341

342 *Mr. Miller made a motion to add \$500 to Account 1011222500-430, Repairs & Maintenance. Mr. York seconded.*  
343 *The motion carried 5-0-0.*  
344

345 *Mr. Miller made a motion to reduce Account 1011241000-534, Postage, by \$400. Mrs. D'Alleva seconded. The*  
346 *motion carried 5-0-0.*  
347

348 *Mr. Miller made a motion to reduce Account 10112610-130, Overtime, by \$2,300. Mr. York seconded. The*  
349 *motion carried 5-0-0.*  
350

351 *Mr. Barka made a motion to reduce Equipment Additional – Outside Speakers (262000-734) at all schools by*  
352 *\$25,855. Mr. York seconded. The motion carried 5-0-0.*  
353

354 *Mr. Barka made a motion to reduce Account 1011263000-430, Repairs & Maintenance, by \$3,000. Mr. Miller*  
355 *seconded. The motion carried 5-0-0.*  
356

357 *Mr. Miller made a motion to reduce Account 1011263000-610, Supplies, by \$1,000. Mrs. D'Alleva seconded.*  
358

359 *Mr. Barka amended the motion to reduce Account 1011264000-610 by \$500. Mrs. Prindle seconded. The motion*  
360 *carried 5-0-0.*  
361

362 **GMS Parking Lot**

363 Mrs. Prindle commented that she would like to add the GMS Parking Lot improvements back into the budget  
364 because it has been deferred several times and it clearly needs to be done.

365 Mr. Barka agreed with Mrs. Prindle. He mentioned that he spoke to Mr. Ross and went to GMS to look at the  
366 condition of the parking lot. He suggested that the main lot phase of the project be considered.  
367

368 Mr. Martin was unsure of the amount of the proposal for the main parking lot.  
369

370 *Mr. Miller made a motion to add \$53,000 to Account 1011420000-450, Site Development, for the GMS parking*  
371 *lot. Mr. Barka seconded. The motion carried 5-0-0.*  
372

373 *Mr. Miller made a motion to reduce Account 1021241000-891, Miscellaneous, by \$300. Mr. York seconded. The*  
374 *motion carried 5-0-0.*  
375

376 *Mr. York made a motion to reduce CHS Repairs & Maintenance (Object Account 430) by \$40,000. Mrs.*  
377 *D'Alleva seconded. The motion carried 5-0-0.*  
378

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379 **Mr. Miller made a motion to reduce Account 1031110000-110, Salaries, by \$4,310. Mr. Barka seconded. The**  
380 **motion carried 5-0-0.**

381  
382 **Mr. Barka made a motion to reduce Account 1031110000-110, Regular Program Salaries – NEASC, by \$3,000.**  
383 **Mr. Miller seconded. The motion carried 5-0-0.**

384  
385 Dues & Fees:

386 Mr. Miller wanted to know why we are paying for employee memberships in organizations. He commented that not  
387 every employer pays 100% for employee fees in an organization. Mrs. D’Alleva agreed. Dr. Cochrane explained  
388 that it is typical in education. He noted there are some cases where there are membership fees for students. He  
389 indicated it should not be automatic each year, but is usually for people for exemplary service.

390  
391 Ropes Course:

392 Mr. Miller commented that we are spending much money on the Ropes course. Dr. Cochrane commented that he  
393 was not comfortable with the rationale. He expressed concern that the course has diminishing returns. Mr. York  
394 commented that this was a course created for a specific individual and believes we should not have programs that we  
395 have no one to run.

396  
397 **Mr. Miller made a motion to reduce Account 1031110008-430, Repairs & Maintenance, by \$800. Mrs. Prindle**  
398 **seconded. The motion failed 2-3-0.**

399  
400 **Mr. Miller made a motion to reduce Account 10311100112-640, Textbook Replacement, by \$300. Mrs. D’Alleva**  
401 **seconded. The motion carried 5-0-0.**

402  
403 CHS Other Programs Miscellaneous

404 Mr. Miller commented that each year CHS purchases T-shirts for the incoming freshman class. He indicated that  
405 the students can purchase the t-shirts.

406  
407 **Mr. Miller made a motion to reduce Account 1031141000-890, Miscellaneous, by \$945. Mrs. Prindle seconded.**  
408 **The motion failed 2-3-0.**

409  
410 **Mr. Miller made a motion to reduce Account 1031142000-391, Game Officials, by \$2,200. Mrs. Prindle**  
411 **seconded.**

412  
413 Mr. Miller believes that we should drop the Police coverage and costs for Wrestling should be self-funded.

414  
415 **The motion carried 5-0-0.**

416  
417 **Mr. Miller made a motion to reduce Account 1031142000-430, Repairs & Maintenance, by \$400. Mrs. D’Alleva**  
418 **seconded.**

419  
420 Mr. Miller commented that these repairs are budgeted in another budget as well.

421  
422 **The motion carried 5-0-0.**

423  
424 **Mr. Miller made a motion to reduce Account 1031142000-610, Supplies, by \$2,500. Mr. Barka seconded.**

425  
426 Mr. Miller commented that Wrestling supplies should be self-funded.

427  
428 **The motion carried 5-0-0.**

429  
430 **Mr. Miller made a motion to reduce Account 1031142000-734, Equipment Additional, by \$1,000. Mrs. D’Alleva**  
431 **seconded. The motion carried 5-0-0.**

432

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433 *Mr. Miller made a motion to reduce Account 103142000-810, Dues & Fees, by \$65. Mrs. D'Alleva seconded.*  
434 *The motion carried 5-0-0.*

435  
436 *Mr. Miller made a motion to reduce Account 1031212000-130, Overtime, by \$500. Mr. York seconded. The*  
437 *motion carried 5-0-0.*

438  
439 *Mr. Miller made a motion to reduced Account 1031212000-890, Miscellaneous (NECAP-Food), by \$750. Mrs.*  
440 *D'Alleva seconded. The motion carried 4-1-0, with Mrs. Prindle opposing.*

441  
442 *Mr. Miller made a motion to reduce Account 1031213400-610, Supplies, by \$300. Mrs. D'Alleva seconded. The*  
443 *motion carried 5-0-0.*

444  
445 *Mr. Barka made a motion to reduce Account 1031222200-110, Library Salaries (Extra Hours), by \$1,659. Mr.*  
446 *Miller seconded. The motion carried 5-0-0.*

447  
448 *Mr. Barka made a motion to reduce Account 1031222300-734, Equipment Additional (MP3 Players), by \$825.*  
449 *Mr. Miller seconded. The motion carried 5-0-0.*

450  
451 *Mr. Miller made a motion to reduce Account 1031241000-534, Postage, by \$1,500. Mrs. Prindle seconded. The*  
452 *motion carried 5-0-0.*

453  
454 *Mr. Miller made a motion to reduce Account 1031241000-737, Furniture Replacement, by \$500. Mr. D'Alleva*  
455 *seconded. The motion carried 4-1-0, with Mr. Barka opposing.*

456  
457 *Mr. Miller made a motion to reduce Account 1031262000-622, Electric, by \$2,200. Mr. York seconded. The*  
458 *motion carried 5-0-0.*

459  
460 *Mr. Miller made a motion to reduce Account 1031263000,442, Equipment Rental, by \$1,000. Mrs. D'Alleva*  
461 *seconded. The motion carried 5-0-0*

462  
463 *Mr. Miller made a motion to reduce Account 1031263000-610, Supplies, by \$500. Mr. York seconded. The*  
464 *motion carried 5-0-0.*

465  
466 *Mr. Miller made a motion to reduce Account 1090232000-534, Postage, by \$600. Mrs. D'Alleva seconded. The*  
467 *motion carried 5-0-0.*

468  
469 *Mr. Miller made a motion to reduce Account 1090232000-550, Printing, by \$400. Mr. York seconded. The*  
470 *motion carried 5-0-0.*

471  
472 *Mr. Miller made a motion to reduce Account 1090283000-540, Advertising/Recruiting, by \$1,500. Mrs. D'Alleva*  
473 *seconded. The motion carried 5-0-0.*

474  
475 *Mr. Miller made a motion to reduce Account 1090284000-610, Supplies, by \$500. Mrs. D'Alleva seconded. The*  
476 *motion carried 5-0-0.*

477  
478 **Superintendent's Requested Budget Adjustments:**

- 479
- 480 • 1021110023-xxx: Add LMS Summer Reading (Literacy) Program previously funded by grant  
481 monies. 1 Coordinating teacher, 3 teachers & 3 paraprofessionals. Salaries & Benefits:  
482 \$13,137.94. (Note: School Board reduced this by \$1,000 for Coordinating Teacher) – **Adjusted**  
483 **total \$12,137.94.**
  - 484 • 1000222100-xxx: Add Curriculum Director's National Conference **\$2,200**
  - 485 • 1031241000-xxx: Add CHS Principal's National Conference **\$2,200**
  - 486 • 10xx263000-422: Reduction in Snow Plowing Contract based on low responder to RFP (**\$6,473**).

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487 Mr. Miller made a motion to approve the Superintendent’s Requested Budget Adjustments as presented (minus  
488 the \$1000 reduction by the Board) for a total addition of \$10,064.94. Mr. York seconded. The motion carried  
489 5-0-0.

490  
491 **Already Entered in Budget:**

- 492 • 1031141000-580: Deleted the \$1,000 for administrator travel for the NYC ELO
- 493 • 1031141000-890: Level fund for a savings of \$1,345
- 494 • 1031142000-610: Reduced \$3,625 to \$34,000 for a net increase of \$2,115 from 2013 requested budget
- 495 • 1031272400-519: Removed \$4,253 Wrestling from the Transportation budget
- 496 • 1031272600-519: Deleted the \$1,000 for travel for the NYC ELO.

497  
498 **Mr. Barka made a motion to accept all the Superintendent’s additional recommendations that were entered in the**  
499 **FY14 Budget. Mrs. D’Alleva seconded. The motion carried 5-0-0.**

500  
501 Paraprofessionals:

- 502 • 17 Positions
- 503 • Budget \$114,000 for insurance
- 504 • Single Plan \$6,710

505 Board member discussed the advantages and disadvantages of reducing paraprofessionals’ hours to less than 30 to  
506 avoid paying fines under the PPACA.

507  
508 Mr. Martin commented that regulations state that the “hold harmless” is using an employee’s individual salary.

509  
510 Dr. Cochrane indicated that it would be wise (in terms of budgeting and planning) to reduce their hours to less than  
511 30 per week.

512  
513 Mrs. D’Alleva agreed and commented that we have to make the attempt to avoid being fined.

514  
515 Mr. York suggested a warrant article to protect the District for a benefit fund for the transition.

516  
517 Mr. Martin stated that the Net School Board change to the FY14 Budget is (\$128,373.06). The Litchfield School  
518 Board 2014 General Fund total is \$20,399,899; the 2014 Food Service total is \$598,476; the 2014 Grants Fund total  
519 is \$575,000. The Total Recommended 2014 Budget total is \$21,573,375.

520  
521 **VI. MANIFEST**

522 The manifest was circulated and signed by the Board.

523  
524 **VII. PUBLIC INPUT**

525 A. Community Forum

526 There was no community input.

527  
528 **VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

530  
531 *Upon a motion by Mr. Miller, the Board entered into non-public session at 9:55 p.m. under RSA 91-A:3II (a) The*  
532 *dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the*  
533 *investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2)*  
534 *requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a*  
535 *public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any*  
536 *person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr.*  
537 *York seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs.*  
538 *D’Alleva, yes; Mr. Barka, yes.*

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543 **IX. RETURN TO PUBLIC SESSION**

544 *Upon a motion by Mr. Miller, the Board returned to public session at 11:18 p.m. Mrs. D'Alleva seconded. The*  
545 *motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka,*  
546 *yes.*

547 **X. ADJOURN**

548 *Mrs. D'Alleva made a motion to adjourn at 11:20 p.m. Mr. Miller seconded. The motion carried 5-0-0.*

550  
551 Respectfully submitted,

552  
553 Michele E. Flynn  
554 School Board Administrative Assistant

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LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for December 5, 2012

(approved as amended 12-12-12)

**In Attendance:** John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member (*excused*)  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Scott Thompson, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mrs. Laura Rothhaus, Principal, CHS  
Mr. Cam Viola, Student Representative  
Ms. Jayla Brennan, Student Representative  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

**6:30 p.m.**

- A. Call to Order
- B. Pledge of Allegiance

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

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from the November 14, 2012 non-public session:

*Mr. York made a motion to approve the non-public minutes of October 31, 2012 as written. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

E. Presentations & Recognitions

- Athletic Fundraiser Proposal

Coach Patterson proposed an athletic fundraiser to sell retired Campbell athletic uniforms. He noted that the uniforms have been in storage for some time

***Mrs. Prindle made a motion to approve the Athletic Fundraiser to sell retired CHS athletic uniforms. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

- Girls Basketball Fundraiser Proposal

Coach Patterson presented a fundraising request for the CHS Girls Basketball team to raffle Celtics tickets for a game on February 13, 2013. He explained this will generate some revenue to assist participating team members in financing the cost of new warm-up clothing and sweat suits.

***Mrs. Prindle made a motion to approve the Girls Basketball Raffle Fundraiser. Mrs. D'Alleva seconded. The motion carried 3-0-1, with Mr. Miller abstaining.***

- LMS Gaga Pit Donation

Mr. Lecklider presented a donation from Home Depot to LMS for the materials and labor to construct a Gaga Pit. He explained that a Gaga Pit is a game at Nature's Classroom, which is similar to dodge ball and you can only be hit

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below the knees. He noted that the Student Council proposed the Gaga Pit to be built at LMS. Mr. Lecklider indicated that materials were requested from Home Depot who agreed to donate the lumber and labor. The Pit will be constructed this Spring. He noted that there will be minimal upkeep, which will be done by the Student Council.

***Mr. Miller made a motion to accept the donation from the Londonderry Home Depot valued at \$800 for the building of a Gaga Pit at LMS. Mrs. Prindle seconded. The motion carried 4-0-0.***

- LMS Spirit Fundraiser

Mr. Lecklider presented a fundraising request for the LMS Spirit Team to sell baked goods and hot cocoa at McQuestin Farm during their Christmas tree selling season. He explained the funds would help offset the costs of warm-up clothing and other items.

***Mrs. Prindle made a motion to approve the LMS Spirit Team fundraiser to sell baked goods and hot cocoa at McQuestin Farm. Mr. Miller seconded. The motion carried 4-0-0.***

The School Board welcomed Student Representatives Cam Viola and Jayla Brennan.

F. Correspondence

Mr. York congratulated John Curtin, Jr., a CHS student, on becoming an Eagle Scout. He noted that Mr. Curtin was named Eagle Scout on October 24, 2012. The School Board is sending a congratulatory letter.

G. Approval of Draft Minutes:

- Public Session November 14, 2012

***Mrs. Prindle made a motion to approve the November 14, 2012 public minutes as written. Mr. Miller seconded. The motion carried 4-0-0.***

H. Community Forum

There was no community input.

I. Superintendent's Comments

Dr. Cochrane welcomed Cam Viola and Jayla Brennan to the Board meeting. He mentioned that he had a good conversation with Mr. Viola, Ms. Brennan, Mr. McDonough, and Mrs. Rothhaus. Dr. Cochrane commented that the Board looks forward to their input. Dr. Cochrane reported that he was informed that the CHS Winter Concert was very successful last evening. He noted that the business of the District is ongoing and we are well into the year with our hard working staff. Dr. Cochrane reported that Blizzard Bags were sent home last week and a message will be forthcoming to parents via Blackboard.

**III. REPORTS**

A. School Board Comments

Mr. York suggested the Board discuss and approve a time (of day) for Deliberative Session, which is scheduled for February 2, 2013. He noted that the Board of Selectmen have scheduled the Town Deliberative Session on February 7, 2013.

Mr. York announced that a letter was sent to the Chair of the Hooksett School Board to request a discussion regarding accepting some Hooksett high school students at CHS. He indicated that the Hooksett School Board had a discussion at their Board meeting last night.

B. Committee Reports

- Budget Committee

Dr. Cochrane reported that the Special Education budget was presented to the Budget Committee and was well received. He noted that Mrs. Bandurski provided some background information regarding the special education process. Dr. Cochrane reported that there was much discussion about the two proposed new positions and special education transportation. He indicated that the Committee asked to re-examine transportation costs. Dr. Cochrane mentioned that Committee members were surprised at the cost of transporting special education students.

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- Negotiations Committee

Mr. Miller commented that two additional meetings have been scheduled.

C. Principals' Reports

GMS:

Mr. Thompson reported:

- Mahesh Sharma visited and worked with teachers and students in classes
- Additional math materials were ordered and received using funds gained from the sale of old textbooks
- New online reading pilot program being offered by reading specialist, Chris Tate using the Moodle platform
- Fourth grade students were chosen for Student Council
- Food drive being organized this month to help the Food Pantry
- Good turn-out for Parent Conferences
- Fourth graders learned about voting process before the national election and voted for themselves for President, Governor and Representative
- Ms. Seiden will begin rolling out a comprehensive guidance plan that addresses: Self-Awareness, Self-Management, Social Awareness and Relationship Skills
- Ms. Seiden started a new group for third graders called Kindness Counts Service Group, which is a service learning program designed to harness and focus the students' desire to help others
- Paula Cullen Kent has been organizing the Scarecrow Jamboree for 30 years
- Sue Seabrook coordinated the Litchfield Lions Club annual vision screening for students in grades 1-4
- Barb Labelle and Heidi Miller organized the Veterans Day Assembly
- Tiger Times was published at the end of November
- An additional three-day session was added to the PreK program using existing personnel and facilities
- Bus evacuation drills were completed on October 3
- The annual Holiday Chorus will be held on December 11
- PTO completed a survey to determine what direction to take regarding enrichment activities: survey results indicated the greatest needs are Math, Science and Reading . A committee will be formed
- PTO raised over \$8,500 in their fall fundraiser.

LMS:

Mr. Lecklider reported:

- There were 25 Class Acts recipients for the 1<sup>st</sup> quarter
- Lady Raiders Volleyball team are Tri-County Champions; Boys and Girls Soccer teams advanced to Tri-County playoffs
- An Enrichment Assembly with 2020 Vision Quest presentations by Randy Pierce was held and was well received
- Veterans Day Ceremony was very successful
- Mailed letters to troops overseas
- Carolyn Leite has 3 students who qualified for the State Band
- Sue Carlson began the "Math Counts" Program, an extra-curricular enrichment program with competitions in February
- Mahesh Sharma visited in October and worked with all math teachers and students
- Math supplies are being purchased that align with Professor Sharma's strategies and CCSS
- NECAP tests completed late October
- Work on CCSS alignment continues
- Several teachers attended a workshop on CCSS with Fred Wolff
- Audra McCollem and Mr. Lecklider attended a conference in Concord in November as part of the NH Performance Assessment Network
- Parent Conferences were successful and all signups are online, which fill up quickly – parents have been accommodated beyond the two days conferences were held
- The Holiday Concert will be held on December 18 and a dance will be held on Friday.

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Dr. Cochrane commented that Audra McCollem is piloting an assignment that she developed for her Social Studies class that aligns with the performance assessment goals of the NH DOE. Student presentations will be this Friday and Dr. Cochrane will be in attendance for some.

CHS:

Mrs. Rothhaus announced that we lost a CHS senior last week. He was a very bright student. She thanked staff and students who attended the funeral in Rochester. She thanked First Student for transportation.

Mrs. Rothhaus reported:

- Professional Learning Communities are focusing on the goal of improving student learning
- Professional Learning Communities are dedicated to NEASC responsibilities
- Blizzard Bags have been sent home
- Work continues on CCSS
- Andrea Ange and Dawn Miller coordinated the Penguin Plunge
- The Harlem Wizards game was successful
- Students of the Month: Andrea Demos, October; Amanda Ledoux, November
- The Winter Concert was held last night
- On December 19, Australian students will be coming to CHS to participate in a concert
- Dennis Perreault continues his dedication to the Recycle Program
- Meredith Potter organized the Laugh Everyday 5K Allison Corf Walk
- Homecoming was very successful.

Andrea Demos, 5 Moose Hollow Road, reported that four students (Joshua Flynn, Zachary Waggoner, Molly Gillespie, and herself), accompanied by Denise Freeman, Phil Martin, Bill Hicks, and Mrs. Rothhaus, were speakers at the Connecticut Association of Public School Superintendents about graduation rates at CHS, as well as core competencies. She commented that we spoke about what it means to be a student at CHS and it was nice to show them how to use resources. Ms. Demos noted that it was thrilling to speak with the other presenters.

Dr. Cochrane mentioned that he spoke with Paul Leather, Deputy Commissioner of Education, who said the CHS group was well received and received many compliments on their presentation. He congratulated Mrs. Rothhaus and the students.

**D. Student Representatives Report**

Cam Viola, Student Council President/Student Representative, thanked the Board for inviting both student representatives to their Board meetings. He reported that the Student Council held Make a Difference Week and collected 1,544 items; LMS collected approximately 500 items, for the Food Pantry. The Holly Ball will be held on December 15 and the money raised is for needy families in Litchfield. He reported that Tree Lighting funds go toward a scholarship.

Jayla Brennan, Student Representative, announced the Student Council is holding a clothing drive during which they will sell clothing to raise funds.

Mr. Viola commented that a former graduate was a guest speaker at CHS. She spoke to juniors and seniors about being a drug addict. He noted that her story moved many students and was a very nice presentation. Mrs. Rothhaus commented that it was a powerful story and she offered to participate in Project Safeguard.

**IV. OLD OR UNFINISHED BUSINESS**

There was no old or unfinished business.

**V. NEW BUSINESS**

**A. Work Camp Use of LMS or CHS for Summer Outreach**

Ken Therrien and Marc Therrien of Work Camp NE requested the use of CHS for two weeks in July 2014 as the base for work camp in Litchfield. Mr. Therrien explained that Work Camp NE is a non-profit ministry that provides a daytime program where students from around the country participate and perform minor home repairs for under-

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resourced, disabled or elderly residents. He noted that the group was at CHS in 2003 and 2007. Mr. Therrien indicated that students pay tuition of \$325, which pays for the group's insurances and operating costs. He noted that no salaries are paid. He noted that the group uses the school for 14 consecutive days/nights. The students are out during the day performing work on sites and arrive back at the school for dinner and to sleep. Mr. Therrien indicated that when the group leaves, they clean the classrooms, floors, any rooms or areas that they used. He noted that we have our own cooks and are a completely self-contained organization. Mr. Therrien offered to provide references and recommendations from other schools.

Mr. Miller mentioned that his son and daughter both participated in this program. He commented that it is a great way to experience life beyond the community.

Mrs. Prindle expressed support for the program and request.

Mr. Martin informed Mr. Therrien, if the Board approves the request, he should make an appointment to meet with Ms. Ayer, Site Facility Manager, so that she can demonstrate the use request software,.

***Mrs. Prindle made a motion to approve the request by Work Camp NE to use CHS for work camp for a maximum of 2 weeks in July 2014. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

**B. Building Maintenance Capital Reserve – Motion to Expend**

***Mrs. Prindle made a motion to authorize the expenditure of \$49,881.67 for the purpose of replacing the LMS fire control panel and alarm system from the capital reserve fund created under the provisions of RSA 35:1-b for the purpose of funding capital improvements, building maintenance and repair. Mr. Miller seconded. The motion carried 4-0-0.***

**C. FY14 Warrant Articles Discussion**

Mr. Martin presented draft warrant articles to the Board. Mr. York indicated that the Board review the articles and provide input.

Mr. Martin indicated that the draft warrant articles were sent to legal counsel for review and feedback.

Mr. Miller referred to Articles 6 and 7 relative to replenishment of capital reserve funds and expressed concern about asking voters to approve population of those funds. Mr. Martin explained that, although we would prefer not to draw those funds down, legal counsel suggested the articles as a way to replenish the funds if we have year end monies.

Mr. York wanted to know if the District will use the existing special education capital reserve fund this year. Mr. Martin indicated that we believe we will have to use the special education reserve funds. He noted that the District will approach the Board in the Spring to ask for approval to spend those funds if it is determined the reserve funds are needed. Mr. Martin noted [with regard to the building maintenance capital reserve] we historically spend 100% of our buildings and maintenance budget to maintain our assets.

Dr. Cochrane acknowledged that the budget will be tight. He indicated that the Budget Committee understands the initiatives that are in progress and they are aware LEA negotiations have commenced. He noted that the Budget Committee seems supportive of special education and will consider reducing other areas. Dr. Cochrane indicated that the Budget Committee expects us to be lean next year because of what will be implemented next year (CCSS) and rebuilding technology. He believes that the District will receive the funds requested for the core academic mission. Dr. Cochrane commented that he would rather replenish the capital reserve funds that are used and budget more aggressively. He indicated that there will not be excess this year or next to allow for that flexibility if we do not reserve funds that will allow us to respond to small contingencies.

Mr. Miller suggested adding smaller amounts to the capital reserves over several years. He commented that it would be more acceptable to replenish the funds gradually than to ask for the whole amount in one year.

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Mr. York agreed and commented that he would like to see budgets more aggressively managed. He noted that there is a public perception that we have more money in our budget.

Mr. Miller commented that he would rather not include Articles 5, 6, or 7. (Article 5: creation of expendable trust to offset health insurance costs, including PPACA taxes, in future years) Mrs. Prindle agreed that these articles would be excessive to recommend to voters at one time.

Mr. Miller asked if we include Articles 4, 5, 6 and 7 (Article 4: retention of end of year funds; Article 5: health insurance trust; Article 6: replenish special education capital reserve; Article 7: replenish building maintenance capital reserve), in what order are they funded.

Mr. Martin indicated, assuming they were all approved by the voters, they would be funded in the order they appear on the warrant. He noted that Article 4, retention of year end funds, is revenue to use when needed. He indicated that it can be used to reduce the tax rate or in an emergency, which requires approval by the School Board, Budget Committee, and the Commissioner of Education.

Mrs. D'Alleva expressed concern with replenishment of the capital reserve funds without any corresponding capital maintenance plan. Mr. Martin indicated that the goal of these funds is to build them over time and to use the funds to level out expenditures on the tax rate.

Dr. Cochrane commented that he expressed to the Budget Committee his desire for multi-year budgeting (i.e. textbook replacement cycle). He indicated that we need to get some relief for deferred maintenance once the CHS bond is paid in full.

Mr. York suggested that it would be wise to keep the budget level for a year. He indicated that the warrant articles will be addressed at the next meeting with feedback from legal counsel.

Mr. Martin asked Board members if they had any suggestions for warrant articles. Mr. Miller suggested to exclude Article 3 (special meeting if teachers contract is defeated). He suggested proposing an article each year for each phase of the GMS parking lot project.

The draft warrant articles will be revisited by the Board at the next meeting on December 12, 2012.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

A. Community Forum

There was no community input.

**VIII. 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 8:17 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.*

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**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Prindle, the Board returned to public session at 9:40 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.*

**X. ADJOURN**

*Mrs. Prindle made a motion to adjourn at 9:41 p.m. Mr. Miller seconded. The motion carried 4-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for December 12, 2012**

**(approved 12-19-12 as written)**

**In Attendance:** John York, Chair (*arrived late*)  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION 6:30 p.m.**

- A. Call to Order
- B. Pledge of Allegiance

Mrs. Prindle called the meeting to order at 6:30 p.m.

- C. Review & Revision of Agenda
- D. Summary of Non-Public Actions from the December 5, 2012 non-public session:

*Mrs. Prindle made a motion to approve the November 14, 2012 non-public minutes as written. Mr. Miller seconded. The motion carried 4-0-0.*

- E. Presentations & Recognitions

*(This topic was addressed after the Budget Committee report)*

Mrs. Prindle announced that Michael Barrett, a 2012 CHS Graduate, attained the honor of Eagle Scout in September 2012. She expressed congratulations to Mr. Barrett on behalf of the School Board.

- Student Recognitions

The School Board recognized four CHS music students who were chosen to play at the All State Music Festival this year. Megan Connor, Jazz All State Choir (alto); Molly Connor, Jazz All State Honor Choir (soprano); Gabriel Desjardins, All State Orchestra (bassoon); Kian Fuertas, Jazz All State Band (bass guitar).

Mrs. Prindle announced that Phil Martin, CHS Music teacher, was selected to serve on the National Coalition of Art Standards Committee.

- F. Correspondence

There was no correspondence.

- G. Approval of Draft Minutes:

- Public Session December 5, 2012

A minor revision was made to the minutes.

*Mr. Miller made a motion to approve the public minutes of December 5, 2012 as amended. Mrs. D'Alleva seconded. The motion carried 3-0-1, with Mr. Barka abstaining.*

- H. Community Forum

There was no community input.

**LITCHFIELD SCHOOL DISTRICT**

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**I. Superintendent's Comments**

Dr. Cochrane reported that discussions have begun with leadership and curriculum facilitators at CHS regarding high school programming. He suggested the group from CHS attend a Board meeting and speak about programs at CHS, the goals they want to achieve, serving the needs of struggling students as well as advanced students. He indicated that we need to determine where we are at this point in time relative to goals and achievements, and plans for reaching those goals.

**III. REPORTS**

**A. School Board Comments**

There were no Board comments.

**B. Committee Reports**

• **Budget Committee**

Mr. Barka reported that the Budget Committee met last night and the LMS Budget was presented. He commented that the flow of information between the Committee, Board and District is moving well. He indicated that Committee members understand the strategic goals presented by Dr. Cochrane. Mr. Barka noted that Committee members are concerned with the decreasing revenue and increasing expenditures in light of the impending tax rate. He relayed that Mr. Spencer suggested placing technology equipment on the warrant as there is a chance the operating budget may not pass this year.

Mr. Martin indicated if the article fails we cannot replace any computers. He commented that a warrant article to lease computers would be more prudent because if the article fails, that does not prevent the Board from purchasing computers.

Mr. Barka reported that the Budget Committee decided to suspend voting on school budgets for a week or two because Committee members are missing. He asked that they vote on the school budgets prior to the holiday week so that district staff does not have to attend the late December Budget Committee meeting.

Dr. Cochrane mentioned that he presented information to the Budget Committee regarding the age of computers in the district. He reported there are a total of 548 student and teacher laptops and desktop computers in the district. 22% are 6-8 years old; 42% are 4-6 years old; 16% are 3-5 years old; 20% are 1-2 years old.

Mr. Martin indicated that Windows XP will not be supported by patches or updates as of April 2014.

Dr. Cochrane indicated that two years from May, assessments will be totally online. He noted that grade 4 students will be required to type a 1 page response and will be required to have keyboarding skills. Dr. Cochrane commented that K-8 electronic portfolios were required by state standards by 2008 and we have no system in place.

• **Negotiations Committee**

There was a negotiations meeting last night.

• **Enrollment Report**

Dr. Cochrane indicated there were 1,482 students enrolled in the District as of November 30, 2012. He commented that projections indicate there will be a slow, steady decline at the state level, but that individual communities will vary greatly.

**IV. OLD OR UNFINISHED BUSINESS**

**A. FY14 Warrant Articles**

Mr. Martin indicated that the FY14 warrant articles have been reviewed by legal counsel and feedback was provided.

Board members reviewed warrant articles, which included:

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Article 1: FY14 Operating Budget; Article 2: Collective Bargaining Agreement; Article 3: Special Meeting if Article 2 is not approved.

***Mr. Miller made a motion to exclude Article 3 (special meeting) from the FY14 Warrant. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

Article 4: Retention of year end funds up to 2.5%

Mrs. D'Alleva commented in light of the increases in the operating budget, she was concerned to have articles that ask the voters for more money.

Mrs. Prindle agreed, but expressed her support for the retention of year end funds.

Mr. Martin explained that the voters authorize the Board to retain up to 2.5%; the DRA determines the amount to retain; the Board can choose for the District to hold less. He indicated that this is a contingency fund. He commented that we will not have reserve funds next year and significant reductions in the budget are expected.

Dr. Cochrane commented that for many years the District has returned significant amounts of year end money to the taxpayers, but we are not currently in that situation. He commented that the Budget Committee would like to reduce areas of the budget, but there are many things that are not in our control. Dr. Cochrane indicated that there are good people on the Budget Committee asking good questions. He indicated that if one family moves into town impacting special education services, it may impact what we cut from students. He commented that he can see both sides of the argument.

Mr. Miller commented that he would rather present Article 4 than the other capital reserve articles. He noted that the ability to retain year end funds would provide flexibility toward to the tax rate to provide relief in future years. He indicated that the funds could be used toward a large expenditure or to offset the tax rate.

***Mr. Miller made a motion to include Article 4 (to retain up to 2.5% of year end funds) in the FY14 Warrant. Mr. Barka seconded. The motion carried 3-0-1, with Mrs. D'Alleva opposing.***

Article 5: creation of an expendable trust for offsetting health insurance costs; Article 6: to replenish the Special Education Capital Reserve; Article 7: to replenish the Building Maintenance Capital Reserve.

***Mr. Miller made a motion to exclude Articles 5, 6 and 7 from the FY14 Warrant. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

Article 8: include statement of estimated tax impact in future warrant articles.

***Mrs. D'Alleva made a motion to include Article 8 in the FY14 Warrant. Mr. Barka seconded. The motion carried 4-0-0.***

**B. 2013 NHSBA Resolutions – Voting**

Board members reviewed and voted on NHSBA Resolutions. These decisions will provide Mrs. Prindle (Board Delegate to the Assembly) with guidance for the upcoming NHSBA Delegate Assembly in January 2013.

***Proposed Resolutions***

***Resolution 8: The Stafford School Board proposes that a resolution be adopted that would create legislation to amend the State Common Core Testing that will begin in the 2014-2015 school year to allow special education students to be tested at their grade level rather than the placement of their current school grade.***

The adoption of this resolution was recommended by the NHSBA Board of Directors.

Board members expressed concern that the proposed resolution would require special education students to be tested at a grade level that is above what their capabilities.

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Dr. Cochrane commented that there is no measure in place to determine if the student is making progress.

**Mr. Miller made a motion not to support the NHSBA's recommendation for Proposed Resolution 8 at the Delegate Assembly. Mrs. D'Alleva seconded. The motion carried 4-0-0.**

**Resolution 9:** *The NHSBA supports targeting 100% of any future New Hampshire state revenues derived from legalized gambling to additional funding of public education.*

The adoption of this resolution was not recommended by the NHSBA Board of Directors.

Board members agreed that this was an unrealistic resolution.

**Mrs. D'Alleva made a motion to support the NHSBA's recommendation for Proposed Resolution 9. Mr. Barka seconded. The motion carried 4-0-0.**

**Resolution 10:** *May it be resolved that the NHSBA supports a move away from automatic employee pay/step increases in favor of pay increases based on performance.*

**Alternative Adoption recommended by the NHSBA Board of Directors:** *The NHSBA supports local boards and their responsibility for establishing the structure, accountability, advocacy and delivery of instruction within their local district. This includes statutory changes that affirm this managerial policy confided exclusively to public employers. Specifically, governing bodies have the right to determine standards for evaluation, compensation, selection, layoff and retention, discipline, assignment and transfer, and other traditionally accepted managerial rights so as to continue public control of governmental functions.*

Mr. Miller pointed out that the alternative adoption has no recommendation.

**Mr. Miller made a motion to authorize Mrs. Prindle to abstain from voting on adoption or alternative adoption of Proposed Resolution 10. Mr. Barka seconded. The motion carried 4-0-0.**

**Continuing Resolutions**

**Resolution 1**

*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)*

**Resolution 2**

*NHSBA supports new legislation or administrative rules that impose penalties against school district employees who breach their employment contracts. (2011)*

**Resolution 3**

*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)*

**Resolution 4**

*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)*

**Resolution 5**

*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)*

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**Resolution 6**

*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. Cochrane indicated that if the Board supports part of this resolution it cannot be parsed out. Mr. Barka commented that something sustainable is necessary for the future.

The consensus of Board members was not to support the resolution.

*Mr. Barka made a motion to authorize Mrs. Prindle to vote against Resolution #6 or to abstain if the motion includes all seven resolutions. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

**Resolution 7**

*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. (2012)*

*Mr. Barka made a motion to authorize Mrs. Prindle to support the NHSBA's position for Resolutions 1-5 and 7. Mr. Miller seconded. The motion carried 4-0-0.*

*Mr. Miller made a motion for Mrs. Prindle to use her discretion when voting for NHSBA Officers. Mr. Barka seconded. The motion carried 4-0-0.*

**V. NEW BUSINESS**

**A. 2013 Deliberative Session Time Discussion**

The School District Deliberative Session is scheduled for February 2, 2013. Mr. Martin indicated that Attorney Graham is not available that day. He commented that Attorney Graham suggested the Board reschedule for February 9, 2013.

Mr. York commented that February 9 holds challenges: it is the Town's snow date (the Town's Deliberative Session is scheduled for February 7); if it snows there will be no alternate date for the District Deliberative Session. Mr. York suggested rescheduling Deliberative Session for February 6, 2013 with a snow date of February 9, 2013.

Mr. Miller agreed and suggested starting at 7:00 p.m. and 10:00 a.m. on February 9 in the event of inclement weather.

Board members were in agreement.

**B. Discussion: Budget Committee Budget Presentation at Annual Meeting**

Mr. York commented that the School Board should present the budget. He noted that the Budget Committee will present the school and town budgets at the Budget Hearing in January. Mr. York noted that the Board needs to present their thoughts on the budget after the Budget Committee makes their recommendations.

Mrs. Prindle commented that Deliberative Session is our only opportunity to make a presentation to the voters.

*School Board Consensus: for the School Board to present their budget at Deliberative Session.*

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

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**VII. PUBLIC INPUT**

A. Community Forum

There was no community input.

**VIII. 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 7:32 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. 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.*

A. Approval of Draft Non-Public Minutes of December 5, 2012

*Mr. Miller made a motion to approve the non-public minutes of December 5, 2012 as written. Mrs. Prindle seconded. The motion carried 4-0-1, with Mr. Barka abstaining.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Miller, the Board returned to public session at 8:09 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.*

**X. ADJOURN**

*Mr. Miller made a motion to adjourn at 8:15 p.m. Mr. York seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for December 19, 2012**

**(approved as written 1-2-13)**

**In Attendance:** John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
State Representative Frank Byron  
Mrs. Deb Mahoney, Director of Human Resources  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

**6:30 p.m.**

- A. Call to Order
- B. Pledge of Allegiance

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

- C. Review & Revision of Agenda

There were no revisions to the agenda.

- D. Summary of Non-Public Actions from the December 12, 2012 non-public session:

*Mr. Miller made a motion to approve the non-public minutes of December 5, 2012 as written. Mrs. Prindle seconded. The motion carried 4-0-1, with Mr. Barka abstaining.*

*Mrs. D'Alleva made a motion to accept the resignation of Karla Lees, LMS Special Education teacher, as of December 21, 2012 and to release her from her contract. Mr. York seconded. The motion carried 5-0-0.*

- E. Presentations & Recognitions

- Staff Recognition

Mr. York recognized Mr. Phil Martin, CHS Music teacher, who was selected to serve on the National Coalition of Art Standards Committee.

- State Representative Frank Byron

Representative Byron addressed the Board. He offered to relay information regarding education from Concord to the School Board. He noted that this is the time of year when people submit proposed laws to the Legislature. Legislative Service Requests (LSRs) are collected, but no action is taken at this time. Mr. Byron explained that submissions are now closed and LSRs must be signed by their sponsors by January 11, 2013. He provided a list of LSR's relative to school and/or education for the Board. Mr. Byron noted there is no wording for the proposed laws and/or changes, but it provides a sense of what is happening. He indicated that staff or Board members wishing to testify in Concord may notify him or Rep. Boehm for the timeframe in which testimony will be taken. Representative Byron commented that he will contact the Board with any news or updates.

Dr. Cochrane asked Representative Byron if he would make the time to visit the SAU and speak to the Administration in the district regarding fiscal legislation relative to the downshifting of cost to district and town.

Rep. Byron agreed and commented that Rep. Boehm may be interested in doing so as well.

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Mr. York asked if there is a timeframe for you to revisit the Board after legislation begins moving through the House and Senate. Rep. Byron indicated that the Legislature will begin late January/early February and continue until June.

F. Correspondence

Mr. York announced that he received correspondence from Work Camp NE thanking the Board for allowing them to request use of the district facilities for a summer work camp in 2014, and for approving the request.

G. Approval of Draft Minutes:

- Public Session December 12, 2012

***Mr. Miller made a motion to approve the public minutes of December 12, 2012 as written. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mr. Barka abstaining.***

H. Community Forum

There was no community input.

I. Superintendent's Comments

Dr. Cochrane commented about the situation in Newtown, CT last Friday and how effectively, quickly and passionately the faculty and staff attended to our students. He indicated that the Alert Now notification to GMS parents was times so that the message would be received before the students arrived home. A second message that went to the entire district was sent over the weekend. He indicated that he was at GMS Monday morning to greet staff, parents and students. Principal Thompson and teachers were also on duty inside and outside the building on Monday morning and were visible. The Litchfield police presence also had an officer at the school and police had increased visibility around the schools. Dr. Cochrane commented that many parents expressed their thanks and appreciation for the staff's handling of the situation and talking through concerns with students. He thanked the district faculty and staff and congratulated them for their work this week to help people feel safe and welcome in the schools.

**III. REPORTS**

A. School Board Comments

Mr. Barka commented that many parents at GMS were very appreciative of the ways the staff handled the tragic situation that occurred on Friday in Newtown, CT.

Mr. York acknowledged that it was a difficult day for anyone involved in education. Mr. York reported that the District Safety Committee met on Tuesday and discussed the security at each school and what precautions school may plan to take. The School Board will be asked to approve the undertaking of a full evaluation of safety processes for all schools. Mr. York commented that it is important we are looking at all current processes and procedures, assess any areas of concern and address them. He noted that we would like to think our community is safe and we will do everything we can to ensure something such as what occurred in Newtown, CT does not happen here.

Mr. Miller mentioned he spoke with someone who suggested purchasing bulletproof blankets that hang over the door. He indicated the blankets cost approximately \$1,500 each. He commented that something like this would keep the students and staff much safer.

Mr. York commented that one of the questions at the Safety Meeting was about the cost of safety items that may be recommended. He indicated that he informed the Safety Committee members that cost decisions are the responsibility of the Board and that their job is to review safety procedures and report concerns.

B. Committee Reports

- Budget Committee

Mr. Barka reported that the Budget Committee met on December 13 and 18. He noted that voting on district budgets began last night. Mr. Barka reported that the GMS budget was reduced by \$39,000 and School Board Legal Fees was reduced \$3,500. He commented that there was a long discussion regarding technology and their intent is

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to reduce technology by \$80,000. Mr. Barka reported that the remainder of the budget voting will be on Thursday night. He indicated that they are considering about \$480,000 in reductions. Mr. Barka commented that they are concerned about revenue loss and tax impact.

Mr. Miller commented that the special education capital reserve will mostly like be depleted next year. He was concerned about the ramifications of underfunding special education.

Dr. Cochrane mentioned that he explained there are very few things you can do after November/December to save any significant amount of money. He indicated that he explained about applying mid-year corrections in case of underfunding. He was concerned about the consequences of being underfunded next year.

Mr. Miller commented that last year the Budget Committee cut \$200,000 from special education and if that budget had been approved by the voters, we would have to cover that reduction. He noted that we may not have seen the end of IEP's and that he expects the district's percentage of identified students will continue to rise somewhat and get closer to the state average.

Dr. Cochrane indicated that in some cases we can identify where the reductions will be focused. He noted that some maintenance at GMS will have to be deferred. He commented that technology is the unknown area. Dr. Cochrane indicated that we will have to rework the entire strategy for technology. He commented we may have to set a whole new lower set of goals and expectations. Dr. Cochrane noted we do not know if we will have any computers that are compliant for testing in two years at GMS and LMS. He indicated if we do not have the technology we might have to bus students from those schools to CHS for their testing.

Mr. Miller asked what research was done on supplies and other accounts to justify that there is ample funding. Dr. Cochrane indicated there was significant money left in the high school budget to which an \$80,000 reduction may be applied. He commented that there are times when historical averages apply for justification and there are times when they do not. Dr. Cochrane noted that the approved budget is lower than what was recommended. The Budget Committee's response was that was not what we spent.

Mr. Martin commented that there are two budget formats we are able to report/compare against: the original approved budget or the revised budget, which includes expenditures. The Board may want to consider instructing the SAU to use the revised budget rather than the approved budget, which would reflect what was spent.

Mr. York asked if there is a way to show the approved budget, revised budget and transfers. Mr. Martin indicated that transfers are reported on the end of year report that is provided to the Budget Committee.

Mrs. D'Alleva commented that this is a good argument for the capital maintenance plan. Mr. Barka commented that may not come to fruition. Mr. York commented if the Budget Committee applies large reductions, we may have to wait another year. He indicated that when capital improvements have been consistently deferred it will most likely result in a large expense. Mr. York commented that we are responsible to maintain our assets and the time for deferring these items has to stop.

Mrs. D'Alleva suggested placing the capital maintenance plan in a warrant article. Dr. Cochrane commented that he does not support taking items out of the budget and putting them in articles. He indicated that action sets precedent. He noted that we will find other ways to maintain what we have.

Mrs. D'Alleva disagreed and commented that the capital maintenance plan has been discussed for years and if it is included in the budget the people do not have a choice. Dr. Cochrane observed if you continually pull items from the budget and place them in a warrant article, the result is budgeting by warrant article. Mr. Martin agreed with Dr. Cochrane.

- Negotiations Committee

Mr. Miller commented that there is nothing new to report. Dr. Cochrane asked Mrs. Leite to give a brief update on the series of LEA meetings.

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Mrs. Leite commented that the LEA is in the process of discussion, which is ongoing. She noted a decision is expected shortly.

**IV. OLD OR UNFINISHED BUSINESS**

**A. FY14 Warrant Articles**

Mr. Martin provided the revised FY14 Warrant Articles to the Board. He noted that no approval is needed at this time.

**V. NEW BUSINESS**

**A. Business Administrator's Report – Nov 2012**

Mr. Martin presented the November 2012 Finance report to the Board. He reported that he documented the district revenue status. Mr. Martin commented that he has been historically conservative in revenue estimates, and would rather be under the estimate than over. He asked Board members for direction when estimating adequacy aid as it is problematic this year due to another 5% reduction.

Mr. York did not seem concerned about being over in revenue as what is left over is returned to the taxpayers. Mrs. D'Alleva commented that we should give voters the worst case scenario.

Mr. Miller commented that the fund retention warrant does not include state revenue. Mr. Martin clarified that it does include state revenue. He explained that the DRA bases what you can retain from a formula based on assessed valuation. He noted that the fund balance retained could contain unanticipated revenues. Mr. Martin reminded the Board that one of the primary drivers of this legislation was to try to level out tax rates. He noted that if the article passes, the Board can decide what percentage to retain.

Mr. Martin reported that plans for the LMS fire alarm system were submitted for review and the vendor is going to perform preliminary work this week. Mr. Martin reported that our application for healthy food reimbursement of six cents per meal was denied because we did not meet the guidelines. The application will be resubmitted.

**B. FY14 Default Budget (Tentative)**

Mr. Martin reported that the FY14 Default budget is not yet available. He commented that he met with legal counsel on Monday and that the attorney is reviewing the default budget.

**C. 2012-2013 School Board Meeting Calendar**

Dr. Cochrane asked Board members to review and revise the 2012-2013 meeting calendar. He indicated that he will be away on February 20, 2013 and requested to move that meeting to February 13, 2013. Dr. Cochrane informed the Board that presentations and review of the high school program will take place over three meetings: January 9, 23 and February 13, 2013.

The Board agreed with the schedule change.

**D. High School Program of Studies**

Dr. Cochrane indicated that he does not expect any major changes to the CHS Program of Studies or student course selections, but would like to review high school programming as a whole. He noted that presentations and review of the programs will take place January 9, 2013, January 23, 2013 and February 13, 2013. Dr. Cochrane commented that we will undergo a similar process with LMS. He indicated that data review document will be completed over the holiday break. Dr. Cochrane plans to provide a list of questions for the group from CHS to the Board for their input. Once the list of questions is complete, it will be sent to the high school group for responses.

**E. 2013-2014 School Calendar**

Dr. Cochrane indicated that Londonderry surveyed parents in their district regarding changing the school year calendar. He noted that it will be discussed at the South Central meeting this week. He commented that he assumes we will run the existing structure for next year's school calendar in Litchfield. The Board agreed.

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**F. School Safety**

Dr. Cochrane indicated that the District Safety Committee met yesterday. He noted that he would rather charge the school safety committees and District Safety Committee with discussing safety concerns.

Dr. Cochrane indicated that the security cameras at the school entrances (buzz in system) only captures the individual from one perspective. He noted that other people could be out of view and could enter the building without being seen. Dr. Cochrane commented that the receptionist at CHS has a good view of people who enter the school and come into the lobby. At LMS the area of proximity is blocked and at GMS there is not a full view of the lobby.

Dr. Cochrane indicated that we have to deal with protocols and clarity of responsibility. He noted that improving security at the school entrances cannot ensure complete safety. Dr. Cochrane expressed concern over security for the LMS portables. He noted that students have to leave the portables at different times or for period changes. He suggested a card swipe system for students who have to go into the building from the portables. Dr. Cochrane indicated that schools need to take ownership, work through the safety committees and come back with recommendations to the Superintendent and the Board. He noted that issues of visibility, protocols and monitoring people after they enter the building must be addressed. Dr. Cochrane commented recommendations may result in additional surveillance.

Mr. Miller commented that five years ago we presented a warrant for proximity locks for GMS and LMS, but the article failed. He noted that perhaps people may be more receptive to that idea.

Mr. York commented that CHS is more secure than the other schools, which presents major concerns. He indicated the town will need to have a serious discussion regarding the issue.

Dr. Cochrane indicated he will direct the safety committees to submit their recommendations by the end of February or early March. Mr. Martin indicated that Chief O’Brion will attend a District Safety meeting and discuss some options.

Board members suggested changing the keys at GMS and LMS. Mr. Martin indicated that is already being done along with changing the alarm code at CHS. The new keys will be marked “do not duplicate”. Dr. Cochrane thanked Mr. Miller for his suggestion of the blankets.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

A. Community Forum

**VIII. 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 8:02 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.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Miller, the Board returned to public session at 8:44 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Miller, yes; Mrs. D’Alleva, yes; Mr. Barka, yes.*

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*Mr. Miller made a motion to authorize the Superintendent to offer a contract to a new teacher hire at LMS. Mrs. Prindle seconded. The motion carried 5-0-0.*

Dr. Cochrane reported that the preliminary drop out data is available from the NH DOE. He indicated that state data does not count GED student as drop outs. He noted that the preliminary state Campbell dropout rate for 2011-2012 is 3.24%. The Federal dropout calculations differ from the state and place the CHS 2011-2012 dropout rate lower than the state calculation.

**X. ADJOURN**

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for January 2, 2013

(approved as amended 1-9-13)

**In Attendance:** John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mrs. Deb Mahoney, Director of Human Resources  
Mr. Scott Thompson, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. NON-PUBLIC SESSION: RSA 91-A:3II (a, c)**

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

*The Board entered into non-public session at 5:35 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. (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.*

**II. RETURN TO PUBLIC SESSION**

*The Board ended non-public session at 6:35 p.m.*

**I. PUBLIC SESSION**

A. Call to Order

Mr. York called the meeting to order at 6:45 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from the December 19, 2012 non-public session:

*Mr. Miller made a motion to approve the non-public minutes of December 12, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

E. Presentations & Recognitions

F. Correspondence

Mr. Barka commented that he received a complaint that the lunch menus were not posted prior to the start of January.

G. Approval of Draft Minutes:

- Public Session December 19, 2012

*Mr. Miller made a motion to approve the public minutes of December 19, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

H. Community Forum

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Mr. Pascucci commented on the recent budget process. He indicated that the budget process went well and the process worked the way it was meant to work. He praised the Budget Committee's efforts and complimented Mr. Barka for his representation of the Board and commented that the process was not easy or pleasant. Mr. Pascucci commented that Dr. Cochrane showed leadership as an administrator, educator and business man. He indicated that Dr. Cochrane put forth a set of goals and the Budget Committee agreed to fund them. He noted that tough decisions were made as well as concessions and sacrifices. Mr. Pascucci asked that all elected officials work together to present the budget to the voters. He asked that adversarial feelings be put aside and elected leaders actually lead with regard to the budget. Mr. Pascucci asked that the School Board and Budget Committee explain the justifications behind each decision and work together to present the budget to the voters.

I. Superintendent's Comments

Dr. Cochrane announced that a contract was ratified by the Litchfield Education Association (LEA) on December 21, 2012. He indicated that the Board discussed the contract in non-public session. Dr. Cochrane commented that it was a difficult time to negotiate this crucial contract. He thanked Negotiation Committee members and all involved in the process. Dr. Cochrane commented that Litchfield has many excellent teachers who know the importance of quality teaching. He noted that research shows that if you lose a highly effective teacher, depending on the size and demographics of the district, it can take between five to as much as eleven years to find a highly effective teacher. Dr. Cochrane commented that this contract is an opportunity to show teachers the Board and Administration values good teaching. He indicated that hard negotiating on both sides brought a good and fair agreement the town can afford. He noted it will ensure the quality of instruction stays high and improves over time.

**III. REPORTS**

A. School Board Comments

Mrs. Prindle thanked all involved in the negotiations process for their hard work.

Mr. Miller thanked Mr. Barka for his representation of the Board on the Budget Committee. He indicated that Mr. Barka's performance was outstanding. He thanked Dr. Cochrane and Mr. Martin, as well as all other administrators, for their representation of the District during the budget presentation process. Mr. Miller commented that in his email to the Budget Committee Chair regarding proposed reductions, he indicated that the reductions would be crippling to the District. He explained that the Budget Committee reduced over \$583,000 from the FY14 Recommended Budget, which leaves an increase of approximately \$232,000 (+ or -) over this year's budget. He indicated that the District is facing over \$700,000 in costs that are beyond their control (i.e. retirement costs, special education costs).

Mr. Miller commented that there is a marked increase in special education and associated costs, which will most likely result in the use of the special education reserve fund this year. Mr. Miller noted that special education hires increased, which are IEP driven. He indicated that there are six new paraprofessionals budgeted next year with required expenses. There are more expected increases. Mr. Miller commented that staff and co-curricular will face reductions and the level of those reductions will be crippling to the District. He noted that he heard a call to unity this evening, but believes it is disingenuous for the Board to follow something detrimental to the students of the District.

Mrs. Prindle agreed with Mr. Miller's statements.

Mr. York expressed concern over the reductions and other emails that Mr. Barka shared with him from the Budget Committee. He commented that his disappointment in the Budget Committee is relative to the areas of the reductions they recommended. Mr. York indicated that Committee members seemed focused on how the budget relates to the default budget. He commented that should not have been their concern and should not have been used as their reason for the reductions. Mr. York indicated that there was concern over revenue by the Budget Committee. He noted in the past, some of the same Committee members expressed that they should not be involved with revenue. He commented that Dr. Cochrane, Mr. Martin and Mr. Barka were in agreement regarding the concerns on some of the reductions. Mr. York noted that Mr. Miller sent an email asking the School Board to consider allowing the Budget Committee to present the budget at Deliberative Session if the Board decides not to

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recommend the budget. He indicated that the Board can then present their position and suggestions for items that should not be reduced.

Mr. Barka commented that he somewhat disagreed with Mr. Pascucci's statements. He commented that there was much cooperation for some of the reductions and technology was left intact. He noted that there were not deep reductions to special education, but that he had an issue with the \$150,000 reduction in salaries and benefits. Mr. Barka commented he would have preferred total reductions in the range of approximately \$400,000.

Mrs. D'Alleva commented that changes can occur at Deliberative Session.

Mr. Martin indicated that we have \$730,000 in fixed cost increases and we are looking to reduce \$500,000 in other areas.

Mr. York referenced the Behavioral Specialist position and expressed concern that the Budget Committee referenced the warrant article from 2003 stating that new positions be placed on the warrant, but ignored the 2004 warrant article that states if both boards agree [and the position is required by state and federal laws] it can be included in the budget.

B. Committee Reports

- Budget Committee

Mr. Barka reported that the Budget Committee met on December 27, 2012. He indicated that the District Warrant and the Teachers' Contract will be presented to the Budget Committee tomorrow night.

- Negotiations Committee

Mr. York congratulated the Negotiations Committee for their work on a contract that was ratified by the LEA.

C. Principals' Reports

Mr. Thompson reported:

- The last remaining Smart Board was installed
- The annual Holiday concert was held on December 11
- Grade 4 completed their annual State House trip
- NWEA winter benchmark testing will begin this Friday and continue throughout January
- Grades for the second quarter close January 18
- Report cards will be sent on January 25
- GMS was chosen to participate in NAEP on February 12
- Fit Kids is coming back to Grade 4
- IDM team continues work to develop school-wide curriculum –based math assessments
- The GMS Emergency Response team is reviewing the Safety Plan
- Kindergarten registration is scheduled for January 8 from 5 – 7 pm and January 10 during the school day
- Student Council has commenced
- Food drive over 300 items for the Food Pantry
- Mrs. Johnstone organized a staff sing-a-long before the holiday break.

Mr. York asked about the types of security measures the school safety committee is discussing. Mr. Thompson indicated that they are considering rekeying the building.

Mr. Lecklider reported:

- The LMS Band concert was held on December 18
- Geography and Spelling Bees will take place this month and the winners will advance to the State level of competition
- Green Raiders Team has been active in moving the recycling program forward with a plastic bottle recycling program

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- The LMS Giving Tree raised over \$2,100 for needy families in Litchfield
- NWEA testing commences in January
- Work continues to align CCSS
- LMS is part of the Performance Assessment Network
- The Fisher Cats will be promoting their literacy program on January 23
- Boys Basketball is 4-2; Girls Basketball is 3-3; Spirit Team will begin competitions in February
- The first Math Counts competition will take place January 28
- The Fire Panel was installed successfully.

Mr. Martin noted that the plan for the fire panel system was modified by the engineer and will result in a slightly higher cost as speakers were installed outside to alert students [who may be outdoors] of fire in the building.

Mr. Lecklider reported:

- The LMS safety committee is auditing safety and security at LMS
- Second quarter ends January 29
- The Washington DC trip is planned for May.

The CHS Principals Report was provided for the School Board.

D. Curriculum Report

**CHS Core Values, Beliefs and Learning Expectations Committee**

Mr. York commented that there are two positions up for election this year. He noted that this committee will most likely carry on through the Spring. He indicated that two Board members would like to be part of this committee.

Mrs. D'Alleva asked why this is being done and if it is required. Dr. Heon indicated that re-evaluating core values, beliefs and learning expectations is required by NEASC.

Mr. Miller believes that the formation of this committee falls under policy for the Board to approve the committee and its membership. He commented that the Board is responsible for everything that happens. Mr. Miller expressed concern about the committee operating on its own and the decision of that committee may not be well received.

Dr. Heon noted that NEASC requires all faculty to vote on all things in the NEASC report.

Dr. Cochrane indicated that NEASC is intended to be significantly independent. He commented that he has concerns to some extent about NEASC and other outside organizations that bring in their own values that are adopted. Dr. Cochrane indicated it is worth a broader conversation about the role of NEASC in the high school model.

Mr. Miller indicated that ultimately the taxpayers are funding the NEASC co-chairs who come to visit. He noted that Board members are the five voices of the taxpayers and should have a say in the committee. Mrs. Prindle agreed.

Mr. York asked if a motion is necessary for Mr. Miller and Mrs. D'Alleva to serve on the committee. He asked if there will be a presentation of information from the committee. Dr. Heon indicated that information can be conveyed to the Board through Principals' reports or through Board member representation. She noted that sometimes the process moves slowly when collecting data; however, the process can move quickly when we receive the report and garner the schedule.

Mr. Miller offered to share the time on the committee with Mrs. D'Alleva. Mr. York suggested a discussion regarding the committee on the January 23 agenda.

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Mr. Miller suggested the Board approve the membership of the committee according to policy. Mr. York asked for a list of the membership for the approval at the January 9 meeting. He asked for an email update for the Board as well.

**Curriculum Report:**

Dr. Heon reported:

- Work continues on the ELA curriculum to integrate CCSS and text complexity (the curriculum includes reading, writing, written language, listening);
- In Math, CCSS math transition year implementation varies among the grades and courses. Instruction of gap skills is now expected by CCSS in grades 3-5, but not expected of students in previous grades. Teachers are trying to create transitional plans for the higher level materials implementation.
- Text must meet the text complexity guidance of CCSS;
- We added a Title I math position last year in place of the reading position;
- There are expectations for Reading and Writing across the curriculum, which are more rigorous standards.

Mrs. D'Alleva asked if we are implementing rote math facts. Dr. Heon indicated that has begun at GMS and LMS. Principals are having discussion with teachers. Dr. Heon commented that she was able purchase some materials from Professor Sharma for the teachers. She indicated they are integrating his strategies with CCSS and the curriculum in order to align those strategies with what is in those materials. She noted it will take time before all teachers become comfortable with his routine.

Dr. Cochrane mentioned that there is a math research project (OGAP) that is being piloted by Nashua. He indicated that Litchfield was invited to be a pilot, but our demographics suggested the data from our small enrollment would not meet the standards. Dr. Cochrane commented that we will bring in someone from Nashua to see if it is a good fit and if it becomes available we will try to participate in an expanded pilot next year.

Mr. Miller asked if PERC Committees are already established. Dr. Heon indicated that we need volunteers. Mr. York suggested that information be placed on the District website.

- Text Complexity

Dr. Heon presented information on Text Complexity, or rigor of texts, to the Board. She explained that text complexity consists of three equally important parts:

- Qualitative dimensions of text complexity (levels of meaning or purpose; structure; language conventionality and clarity; knowledge demands);
- Quantitative dimensions of text complexity (word length or frequency; sentence length; text cohesion);
- Reader and task considerations (motivation, knowledge, experiences and tasks such as purpose and complexity of the task assigned and the question posed).

She indicated that some parameters have changed since the inception because of CCSS and the rigor was expanded. It is expected that there will be heavier emphasis in informational text throughout the grade levels. She noted the burden does not rest on just ELA, but the entire program. Dr. Heon indicated we will work toward these goals.

Dr. Cochrane referred to the distribution of communicative purposes by grade in the 2011 NAEP writing framework. The framework reflects the percentages of communicative purposes by grade in three categories: to persuade, to explain, to convey experience in grades 4, 8 and 12. He explained that this framework measures how students are responding to these types of complex texts and how students are reading conflicting complex texts.

Dr. Heon commented about the common practice for fictional writing in the lower grades. She indicated there is less emphasis on drama and poetry. Dr. Heon indicated there is a need for more non-fictional writing in the lower grades. Dr. Heon noted that included in the informational packet are titles of some exemplar texts that are appropriate for the grade levels are included for K-5 and 6-12; grade specific complexity demands and qualitative features.

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*(See attached informational packet regarding Text Complexity)*

Mr. Miller asked if the text is remotely modern in the qualitative range for grades 6-12. Dr. Heon indicated there are older texts as well as modern. She explained that part of the reason is that a text has to live through the test of time. Those listed were examined from a variety of students' points of view. She noted there is a case to be made for the quality of what they read.

Mr. Miller expressed concern that the older texts are not as interesting to students and reading may become more of a chore. He indicated what is lacking is periodicals and everyday journal pieces.

Dr. Heon commented that she is encouraged with the texts based on their level of appropriateness. Dr. Cochrane commented that to some extent we are attempting to show experienced middle and high school English people that we are not throwing all literature out.

Mr. Miller asked how much is the test score driven by student engagement. Dr. Cochrane commented that the concern is not with what they read as that they read and understand what they are reading. He expressed belief that part of being educated is getting yourself to do something you do not want to do.

Dr. Heon indicated that these are intended to be guided texts. She explained it is meant for teachers to guide students through the texts and expand their understanding of the complexity. Teachers are challenged to find ways to engage students. When a teacher develops the background knowledge and really engages the students and involves them in the literature, that activity has many benefits at multiple levels.

Mr. Miller commented that there are texts that are too excessively complex assigned and do not have the benefit of guidance by the teacher. Dr. Heon noted that those titles are purposely assigned so that students understand what they are facing in that particular course.

E. Student Representatives Report

The student representatives will attend the January 9, 23 and February 13 meetings when the high school programming is presented and discussed.

**IV. OLD OR UNFINISHED BUSINESS**

A. LEA Contract

Mr. York commented that the School Board negotiated a contract with the LEA, which was ratified on December 21 by the LEA. He announced that one of the changes was moving health care from LGC to School Care, which results in a savings that will be used to generate a contract for the teachers. He noted there will be a 3% increase in salaries for the teachers; \$29,500 in longevity payments; a new co-curricular stipend agreement. The total cost of the contract in Year 1 is \$110,329 and in Year 2 is \$162,856.

Mr. York announced the Board voted to accept the contract unanimously in non-public session. He indicated that the summary of changes, including the new step schedule and pertinent information, will be available on the District website. It is anticipated the contract will be posted on the website later in January.

Dr. Cochrane thanked the Board negotiating team and the LEA and teachers for good dialogue. He indicated the agreement resulted from hard work and is good for the District and community. He extended an invitation to the LEA to address the Board this evening and the Budget Committee tomorrow evening. Dr. Cochrane indicated the contract show significant commitment on the part of the teachers. He believes that the contract is one the community can afford. He noted that the structure and cost of the contract was important to it passing and equally important to the voters. Dr. Cochrane indicated this is a contract we need to pass and an opportunity to show our teachers that we support them and want to retain them. He commented if the contract is approved by voters, we will have more of a chance of lower turnover and stability in the coming years.

Mrs. Leite commented that the contract was ratified by the LEA on December 21 after several negotiation meetings. She indicated that School Care presented their health care options to the LEA during that time. She looks forward to

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working with the District in presenting the contract to the public. Mrs. Leite announced that she intends to attend the Budget Committee meeting tomorrow night when the contract is presented and will be available to explain the contract to community members.

**B. FY14 Budget**

Mr. Martin provided the FY14 Default budget for the Board. He indicated that the District's legal counsel is in agreement with most of what is included. The total default budget is \$21,068,383. Mr. Martin reported that the one area that legal counsel disagrees with is the cost for CCSS. He indicated that legal counsel is struggling with the RSA that governs the implementation of CCSS. He explained that the attorney's interpretation is that the District is required to implement CCSS, but the law does not require the District to purchase the materials. Mr. Martin indicated that Attorney Graham referenced this statement in RSA 193-E:2-a:

*It is the responsibility of local teachers, administrators, and school board to identify and implement approaches best suited for the students in their communities to acquire the skills and knowledge included in the frameworks, to determine the scope, organization, and sequence of course offerings, and to choose the methods of instruction, the activities, and the materials to be used.*

The law states the choice of materials is local decision, but the attorney is concerned that someone who wants to take a strict view of the law will use that statement to say that the purchase of materials is not required by law. Mr. Martin recommended the Board take a separate vote if they desire to approve the inclusion of CCSS in the default budget.

***Mrs. Prindle made a motion to increase the FY14 Default Budget bottom line to \$21,159,012 to include the purchase of CCSS materials. Mr. Miller seconded.***

Mrs. Prindle commented that we would be doing a disservice to students by implementing standards and not purchasing the texts with which to implement them.

Mrs. D'Alleva commented she would like to reflect on this before approving the bottom line of the default budget.

Mr. York suggested re-allocating money from one line to another to accommodate CCSS. Mr. Martin indicated that the default is not based on how money is spent, but how it was approved by voters.

Mr. York commented that the Budget Committee was so focused on three year averages that they did not look at actual expenditures when they made their reductions. He suggested providing expenditure reports for the Budget Committee to adequately reflect how the money is being spent. Mr. Martin suggested to have that discussion for next year's procedure. He indicated that if the Budget Committee starts setting budgets based on averages, they should use the budgets we have over spent.

***Vote: 4-1-0, with Mrs. D'Alleva opposing.***

Mr. York recommended another discussion on the default budget for the next meeting.

Mr. Barka commented that there were 2.5 teacher positions reduced in the operating budget.

**C. FY14 Warrant Articles**

Mr. Barka asked if the Board is comfortable with the recommended reductions to the budget made by the Budget Committee.

Mr. Martin was not confident that the bottom line budget increase of approximately \$232,000 (after Budget Committee reductions) will cover mandatory increases in fixed costs (i.e. retirement contributions). He indicated that approximately \$500,000 of reductions has to be identified in the budget.

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Mrs. D'Alleva referred to the recommendation to reduce 2.5 staff members. She asked why staff would have to be reduced. She commented that we are commissioned to teach students and suggested reducing non-academic items. Mr. York indicated that maintenance of buildings and assets cannot be ignored.

Dr. Cochrane commented that athletics cannot just be eliminated as we are charged to provide co-curricular activities as part of the Minimum Standards for School Approval. He indicated that we may have to consider reducing those offerings.

Mr. York commented that supplies, equipment and maintenance, equipment purchasing, repairs, and grounds have been reduced already. He indicated we have to find reductions in other places.

Mrs. D'Alleva asked about the difference between the Default budget and the Operating budget. Mr. Miller commented the difference is \$168,000.

Dr. Cochrane indicated that salaries/benefits are part of the reduction, but smaller than their actual proportion in the budget. He noted that reductions will have to be made in other areas as well.

Mrs. Prindle commented that we are on a negative trend toward education, which is not good for the community. She indicated that this may have long lasting implications.

Article 1: Recommended Operating Budget

*Mr. Miller made a motion to recommend the FY14 Operating budget for a bottom line of \$20,990,591. Mrs. D'Alleva seconded. The motion failed 1-4-0, with Mrs. D'Alleva in support.*

**Article 1 was not recommended by the Board.**

Article 2 was previously approved unanimously by the Board in non-public session.

**Article 2 was recommended by the Board.**

Article 3: To authorize the retention of year –end unassigned general funds in an amount not to exceed 2.5% in accordance with RSA 198:4-b, II.

Mr. Martin noted that the same article with alternate language was included. He indicated Board members can choose which wording they would like to use.

School Board consensus: use the alternate version of the article. The Board will vote on remaining articles at their next meeting.

**V. NEW BUSINESS**

**A. CHS Core Values, Beliefs and Learning Expectations Committee**

This agenda item was discussed earlier in the meeting.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

Jason Guerrette, 11 Perry Court, referred to Warrant Article 3 (fund retention) and commented that the money does accumulate. He indicated the issue is trust that it is spent appropriately. He noted that we do not know what the community is willing to fund because the voters do not have a choice – it is either the operating budget or the default budget. Mr. Guerrette commented that if items are placed on the warrant we will know what this community is willing to fund. He indicated when the Budget Committee reviews the budget and develops a budget to present they

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are met by acrimony from this Board about their budget and the education of our children. He commented that budgets never decrease in government. Mr. Guerrette mentioned that Mr. York eluded to the fact of technology funding. Mr. Guerrette commented that we do not have to use the very best of the very best in technology.

Mr. Guerrette referred to the default budget calculation and asked that it is published. He indicated legal counsel made serious recommendations this year and the Board chose to increase the default number despite the attorney's advice. He sternly cautioned the Board to follow the attorney's advice and recommended the Board read the LGC attorney's opinion on Default Budgets.

Mr. Miller referred to the town warrant articles, specifically the tax cap article, and suggested review of the article by legal counsel. He asked if it applies to the District if approved. Mr. York indicated that the Board of Selectmen removed the article.

**X. ADJOURN**

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

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for January 9, 2013

(approved as written 1-23-13)

**In Attendance:** John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member (*excused*)  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mrs. Laura Rothhaus, Principal, CHS  
Mr. Cam Viola, Student Representative  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

**6:30 p.m.**

A. Call to Order

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

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from the January 2, 2013 non-public session:

*Mr. Miller made a motion to approve the 2013-2015 LEA Collective Bargaining Agreement. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to approve the non-public minutes of December 19, 2012 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the nomination of Christina Negrón as a temporary LMS Special Education Teacher at a prorated salary of \$24,091.77 for the 2012-2013 academic year. Mrs. Prindle seconded. The motion carried 5-0-0.*

E. Presentations & Recognitions

1. Nike Basketball Camp Proposal

Coach Patterson and Coach Allan presented a proposal to hold a Nike Basketball Camp at CHS for the week of July 22 – 26, 2013. Coach Allan commented that they have their own equipment and are fully insured. He indicated it is a great opportunity for Litchfield and the basketball programs.

***Mrs. Prindle made a motion to approve the Nike Basketball Camp proposal. Mr. Barka seconded. The motion carried 3-0-0.***

2. High School Programming Presentations/Discussions

Dr. Cochrane commented that it has been some time since the Board reviewed the CHS program. He indicated that programming presentations will be scheduled over the next three Board meetings and will consist of a description of the programming and courses offered at CHS. Dr. Cochrane noted that the Board will look at the goals, data workup, areas of strength and areas that need improvement. He indicated that discussion will include how the high school program can continue to grow and how we should respond in those areas where we are not doing as well.

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- Humanities English Language Arts and Social Studies

Heidi Paris, CHS Social Studies Curriculum Facilitator, and Meredith Potter, CHS English Curriculum Facilitator, presented the Humanities Program to the Board.

The English Department consists of Michael Boutselis, Meredith Potter, Patrick Keefe, Aimee Burns, Erin Brown and Alex Scarelli. The Social Studies Department consists of Dennis Perreault, Justin Ballou, Heidi Paris, Nathan Cooper and David Gingras. All English department members are active members of the NH Council of Teachers of English; several are also members of the National CTE; Ms. Potter is the VP of NHCTE. Social Studies teachers' accomplishments range from award winning programs to Teacher of the Year. Mr. Perreault was a speaker at the NH Council for Social Studies and has been invited to speak at next year's conference on "Lincoln Reconstructed". He is a member of the NH DOE Professional Standards Board, the NH Supreme Court Society's Civics Task Force and the NH DOE Social Studies Curriculum Implementation Committee.

Highlights and Accomplishments:

- CHS Recycling Program was awarded Program of the Year
- Successful Youth in Government program
- NECAP Ramp Up Assembly
- Successful blend of Humanities
- Leader in Core Competencies at conferences.

Current Course Offerings:

- Grade 9: community & the Individuals
- Grade 10: American Studies
- Grade 11: World Studies or World English; Pre AP/World History or World Geography
- Grade 11 & 12 English Electives:
  - AP English
  - Senior English
  - Short Story
  - It's a Mystery
  - British Literature
  - Creative Writing Workshop
  - Journalism
  - Public Speaking/Speech Writing
- Grade 11 & 12 Social Studies Electives:
  - Lincoln Reconstructed
  - Psychology
  - Sociology
  - Foreign Relations
  - Contemporary Issues
  - AP US History
  - Economics of Recycling
  - International Economics
  - Law & Ethics

Dr. Cochrane commented that most high schools do not run English and Social Studies within a Humanities framework and even fewer use a co-teaching model. Ms. Potter commented that the program began with the 9<sup>th</sup> grade course in 2001. She indicated that the advantage is seeing the students every day.

Dr. Cochrane commented that in his opinion the biggest advantage of a Humanities approach is that it is better for students to study both the history and literature of a place and time period together.

Ms. Paris commented that one of the attractions of CHS was the Humanities approach. She indicated that it is a beneficial synthesis of English and History. Ms. Paris noted that she has been at CHS she has been teaming with her

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partner and worked on creating that experience for students. She indicated that the ability to read historical documents and see how history is reflected in the literature becomes a symbol of the times.

Cam Viola, Student Representative, commented that he has spoken with students from different schools, and asked why a student has to be a senior to take an AP class at CHS.

Dr. Cochrane indicated that juniors have taken AP courses in the past. He asked how you offer a robustness of courses you want in high school of 500 students. He noted that it is easier to schedule when there are more students. Dr. Cochrane commented that when enrollments decrease it will be challenging to maintain the quality and breadth of courses offered. He indicated that these are the topics that we have to discuss going forward.

Mr. Barka asked about the recycling course. Mr. Perreault commented that it is an academic bend toward conservation and recycling. He explained we have year to year data on what we do as a school community and contracts with outside vendors. He noted that CHS competes in national and international events primarily geared toward creativity and operation of the program. Litchfield is a member of Northeast Resource Recovery Association (NERRA). Mr. Perreault indicated that we are always looking for ways to sell our recycling. He noted that we purchased a baler and offer what we bale for sale to NERRA. Mr. Perreault indicated that we service all three schools in the District.

Dr. Cochrane referred to the data results that were provided for the Board in December. He commented that CHS Grade 11 Reading results in NECAP fared well compared with the state and against a comparison group of Bedford, Hollis, Goffstown, Merrimack, Londonderry, Gilford, Hudson, Timberlane and Nashua. Dr. Cochrane indicated that the NECAP reading scores have improved over time at CHS. He indicated that we have students who are reading complex texts, which will help as we move toward CCSS. He commented that he is pleased with the growth. Dr. Cochrane commented that although the students perform well in Reading, there is need for improvement in writing.

Mrs. Prindle suggested to add AP results to the data set.

Dr. Cochrane also reviewed SAT data. He noted that the international results are lower than the national results; the New England results are higher than the national results. Dr. Cochrane indicated that we generally perform at or above the national average, but less than the state average. In general, both our AP and SAT results are trending up over time.

Ms. Potter and Ms. Paris presented course changes.

**Proposed Course Changes**

- Senior English Required for First Semester/Second Semester remains Elective
- World Studies moving to Grade 10
- American Studies moving to Grade 11
- Dropping World Geography
- Dropping Semester Long World History
- Dropping Pre-AP English
- Honors Grade 11 History will go to 3 courses

Ms. Paris explained that the American course was moved to Grade 11 and the World Studies course was moved to Grade 10. Ms. Potter indicated that CCSS require that Grades 9 and 10 focus on World Literature and grades 11 and 12 focus on American Literature. Ms. Potter indicated that the first semester of Senior English will be focused on writing and analytical reading. The second semester will be an elective.

Dr. Cochrane commented that a major writing component focuses on one style of writing. He indicated that our students do well with descriptive writing. He noted more research based writing and persuasive writing is needed.

Mr. York asked how students tie in Sophomore and Senior Projects to these courses. Mrs. Rothhaus indicated that Sophomore Project is a community service project and Senior Project is about real life experiences. Ms. Potter noted they both have a writing component.

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Dr. Cochrane commented that CCSS will probably push to a common writing rubric. Dr. Heon commented that there is a notion of implementing district-wide writing samples two – three times per year. She noted that teachers will grade those papers together, which can have great benefit in having teachers thinking in the same way for all grade levels.

Mr. York asked by dropping Pre AP English are you looking to add more AP classes. Ms. Potter indicated that we would like to add AP Language and Literature.

Dr. Cochrane commented that the challenge is to grow a larger number of students achieving at high academic levels so that by the time they reach their junior year, you have a level of robust writing. He indicated that this will allow us to offer more AP classes, including AP English and AP Statistics. Dr. Cochrane also indicated that he will be asking the CHS administration and staff to conduct an audit of the amount of writing assignments and assessments required in each course.

Mrs. Rothhaus commented that she met with a representative from SNHU about more students taking college courses to get dual credit.

Mr. York commented that the Board wants more rigor. He did not agree with Sophomore and Senior Projects. Mr. York expressed that he would rather hold the students to a more rigorous educational process. He indicated that a decision has to be made to determine if those projects have a place with the challenges facing us. He believes our focus should be on CCSS.

Ms. Paris commented that she agrees with increasing rigor, but it is a question of practical resources. Mr. York indicated that the resources are the Board's responsibility. He encouraged teachers to come to the Board and make the request.

Dr. Cochrane commented that offering rigor and demanding rigor without a significant drop out rate is possible and is a conversation worth having.

Ms. Paris and Ms. Potter continued with their presentation.

Why the Changes:

Ms. Paris commented that the changes are being made to align with CCSS. She indicated that CCSS require greater writing in all subject areas. She noted that the Six Traits of Writing has been adopted by the entire CHS staff and the English department has established greater practice with NECAP-style writing prompts the last two years.

Ms. Potter commented that CCSS focuses more on World Literature in grades 9 and 10. The Senior English change includes a portfolio for college planning. She noted that Senior English will be an elective for the second semester.

Mr. York asked how technology has impacted the writing skills of students. Ms. Potter indicated that formal papers are typed, but informal and on demand writing is handwritten.

SAT Data

Ms. Potter commented that the focus of Humanities is continued improvement. Math and English teachers have established after school SAT prep classes and SAT Practice for English is incorporated into the spring semester of Grade 11 English. She to make continued progress in reading, students will be required to read a variety of informational, literary non-fiction, and fictional texts.

Ms. Paris commented that the focus in Social Studies will be on informational texts related to historical periods.

How Will We Meet the Needs of All Learners?

Ms. Paris indicated that Humanities will continue to practice a variety of writing prompts and will be exposed to a variety of texts. Students will continue to be expected to read and write every day. We will allow for a variety of perspectives and the blend of History with Literature.

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Ms. Potter commented that teachers will continue to develop integrated units of study and common assessments including integrated assignments.

Ms. Paris noted that curriculum instruction and assessment will focus on career and college ready skills.

Dr. Cochrane thanked Ms. Paris and Ms. Potter and commented that he is looking forward to inviting them back again for an update on their status, as well as the results of the writing audit.

The remaining presentations are scheduled as follows:

- Math and Science (Jan 23)
- Other Areas/Courses (Feb 13)

F. Correspondence

Mr. York received an invitation for all Board members to attend the National Honor Society Ceremony tomorrow evening at 6:00 p.m.

G. Approval of Draft Minutes:

- Public Session January 2, 2013

A minor revision was made to the minutes.

***Mrs. Prindle made a motion to approve the public minutes of January 2, 2013 as amended. Mr. Barka seconded. The motion carried 3-0-0.***

H. Community Forum

Chris Pascucci, 12 Colonial Drive, made the following statements:

He spoke with the Board last week about how well the budget process worked this year. There was a collaborative effort between department heads, the Superintendent, School Board and Budget Committee. It is not a perfect budget, but this year everyone worked well to get where we are now. He was saddened after he heard comments that some members of this Board became adversarial. There were comments about rallying the troops and comments of blame and confrontation rather than team work and working together. Mr. Miller commented about things that were “out of our control”. The budget is approximately \$250,000 higher than this year and Mr. Miller sees a \$500,000 shortfall, which is incorrect. All important items are being funded, core projections were preserved and there was reasonable, logical discussion. The community is battle weary. He asked if the School Board and Budget Committee can work together toward a common goal, balance the needs of the community, and not pit community members against each other. He asked Board members to reconsider their vote to recommend the operating budget and present a unified front to the voters. He stated if that process breaks down at the table, it will be because this Board would rather be adversarial.

Jason Guerrette, 11 Perry Court, made the following statements:

He reminded Board members of the oath they swore when elected. We should hold those elected to the standard of Constitution. The Chairman reminds us our financial and budget woes are mainly and significantly impacted by the downshifting of State responsibility to localities. The implementation of the Common Core State Standards is a perfect example of a mandate that is being forced upon us by the State. Article 28-a states that the State shall not mandate in such a way as to necessitate additional local expenditures by the political subdivision unless fully funded by the state or unless approved for funding by a vote of the legislative body. RSA 541-A was enacted in 1994 to prohibit expansion of any federal mandate by administrative rule. The NH Local Government Center has given us some information to provide guidance through this process. The School Board cannot decide whether or not to fund a mandate because it is the decision of the legislative body (the voters).

Mr. Guerrette supports the removal of CCSS appropriations from the default budget because it has not been approved by the voters in the past or currently. He indicated that the School Board has no authority to approve the funding and is in violation of the statutes. He commented that the law spells out exactly what is to be included in the default budget calculation. Mr. Guerrette indicated that last year’s default budget should be the starting number

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for this default budget. He commented that he hopes his argument is rationally contemplated. He stated that his goal is to hold the government accountable for its representation of the people.

**I. Superintendent's Comments**

Responding to Mr. Guerrette's statements, Dr. Cochrane indicated that the funding we do get from the state is actually labeled as adequacy funding. He noted that the RSA's are clear in saying English and Math are part of CCSS, which is a part of the adequacy funding. Dr. Cochrane commented that they fund that, but do not fund almost everything else. He disagreed with Mr. Guerrette on that point.

**III. REPORTS**

**A. School Board Comments**

Responding to Mr. Pascucci's statements, Mr. Barka commented that he voted not to recommend the budget because the core objectives were not preserved. Salaries/Benefits and Technology were not adequately preserved.

Mr. York commented that the Budget Committee meeting was lengthy. He agreed with Mr. Barka on the rationale regarding the preservation of Salaries/Benefits and Technology. He indicated that the Budget Committee did a good job, but he does not agree with some of their arguments. Mr. York believes the technology and salaries/benefits reductions will impact all the items that passed. He was hopeful the Budget Committee would reconsider some of their reductions. Mr. York believes that working together with the Budget Committee could be possible, but does not believe that the School Board will change their minds. He commented that after listening to citizens at the budget hearing, perhaps the Budget Committee will consider what needs to be done. He was hopeful that there is a more collaborative effort at Deliberative Session. Mr. York indicated that it is important for the budget and the CBA to be approved by the voters and was pleased that the Budget Committee unanimously supported the CBA.

Dr. Cochrane complimented Mr. Lambert for this soliloquy the other night, commenting that it was on point. He noted that Mr. Lambert is a valued and contributing member of the Budget Committee.

Mr. Barka indicated the reason the Budget Committee reduced Salaries/Benefits is because that account is historically under spent. He believes there will not be an under spend this year.

Mr. Martin commented that there is a larger difference in the guaranteed maximum for health insurance last year. He noted that the make up of that number should be considered.

Dr. Cochrane commented that fewer teachers have opted to take benefits this year, but that is not a guarantee. Mr. Martin indicated that the teachers will be signing their contracts prior to open enrollment this year. He noted that in September Salaries will look different. He commented that the District manages the spend rate to return some money to the voters.

**B. Committee Reports**

- Budget Committee

Refer to Mr. Barka's comments under School Board Comments.

**C. Enrollment Report**

Dr. Cochrane reported that there were 1,479 students in the district on December 21, 2012. He commented that only a few trends in the NHSBA projections are on target. He noted that it is transition time; the time when people make changes. Dr. Cochrane commented that we are seeing the effect of a slow regional decrease.

**IV. OLD OR UNFINISHED BUSINESS**

**A. FY14 Warrant Articles**

Mr. Martin indicated that Article 3 has been reworded to the attorney's recommended language regarding the RSA and retention of year end funds.

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**B. FY14 Recommended Budget**

He asked the Board to re-vote on the recommended budget as changes were made to the special education transportation account. He indicated other accounts were revised as well.

***Mr. Barka made a motion to approve a new total for the FY14 School District MS-27 of \$21,519,353. Mrs. Prindle seconded. The motion carried 3-0-0.***

**C. FY14 Default Budget**

Discussion and Board decision of the FY14 Default Budget were deferred to the January 23 meeting.

Dr. Cochrane commented that placeholders for reducing 2.5 teachers were placed in the default budget. He indicated if we kept the number of teaching positions the same for K-8, we do not know if we will need to reduce. However, Dr. Cochrane asked if we make a reduction in grades 2-8, what would class sizes look like. He noted Grade 4 and 8 are low points. Dr. Cochrane asked if there were a choice to reduce a teaching position in grade 4 or 8, which would be more desirable. He indicated that he would recommend reducing a teacher in grade 8.

Mr. Barka commented that this is not something that will happen until next year. He indicated this would be best decided after the elections.

**V. NEW BUSINESS**

There was no new business.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

Robin Corbeil, 4 Nesmith Court, asked for clarification regarding the RIF of 2.5 teachers. She asked if the idea of the RIF and increasing class sizes in Grades 4 and 8 is a last resort and not the first reduction that would be made.

Mr. York commented that the difference between the School Board's budget and the Budget Committee's budget is \$573,000. He indicated that there are not going to be many areas it will not impact. He noted that teacher reductions could happen through attrition or some other method.

Mrs. Corbeil asked if the numbers will be considered before making that decision or will the decision be made because we have no other area in the budget.

Dr. Cochrane commented that there are mandatory increases to the budget next year. He indicated a proportional reduction would be a RIF that would save \$150,000. He noted it will be difficult not to make some changes

Mrs. Corbeil commented that it is important that we present a budget that both committees can endorse. She asked if there is there a number that needs to be added to that budget so the School Board would endorse the budget after Deliberative Session.

Mr. York believes that the budget number can be reconsidered prior to Deliberative Session. He indicated that the Budget Committee understands the Superintendent's position. He commented that if changes occur at Deliberative Session, the Board can meet to change their vote, as can the Budget Committee. He noted that Mr. Pascucci mentioned their goal is to work collaboratively. Mr. York commented although he may not agree with some of the rationale for their numbers, he agrees that the Budget Committee did a good job. He indicated that direction from the Board was for administrators to re-evaluate the processes at the school and find ways to efficiently use staff to improve education for our students in a cost effective way.

Mrs. Corbeil thanked Board members for their work during the budget process. She believes that the reductions to the budget were reasonable. She commented there was much good conversation and was hopeful that the School Board and Budget Committee can work together and endorse the budget.

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Jason Guerrette, 11 Perry Court, referred to Mrs. Corbeil's concern about class size. He commented that what is more relevant is how much we offer vs. class size.

Dr. Cochrane agreed that discussion should occur. He noted that there is more room at the high school staffing levels to make this type of change.

Mr. Guerrette commented that the State provides \$3,750 per student for an adequate education. He indicated that this proves that we all realize we will have to fund education to some other level. He noted that is the point of the Constitution – mandatory increases are fruits of unfunded mandates, which were pushed onto voters.

**VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

*Upon a motion by Mr. Barka, the Board entered 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 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. Barka, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Prindle, the Board returned to public session at 9:06 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. York, yes; Mrs. Prindle, yes; Mr. Barka, yes.*

Mr. York commented that Dr. Cochrane discussed the idea of equipping all 6<sup>th</sup> grade students with a Kindle beginning next year. This will help solve our computer issues. He indicated that perhaps when they move onto 9<sup>th</sup> grade they will be provided an I-Pad.

Dr. Cochrane commented that if Grade 8 had a 5 teacher team, the 5<sup>th</sup> class could be a computer-based literary course. Grade 7 might double up in Math. Dr. Cochrane indicated unless we change the way we teach math in middle school, he did not expect us to make the level of progress that we might. He noted that we can change this with the Technology Plan. This would mean that computers would be moved to GMS; add a server at LMS; refit Mrs. Corbeil's lab and add a second lab; then add \$20,000 for thin client. He indicated the down side is that we would have to purchase a server.

Mr. York commented that Dr. Cochrane stated we have to rework technology. He mentioned if there is money remaining at the end of this year, we may have to encumber funds for the Technology Plan for next year.

**X. ADJOURN**

*Mrs. Prindle made a motion to adjourn at 9:15 p.m. Mr. Barka seconded. The motion carried 3-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for January 23, 2013

(approved as amended 2-13-13)

**In Attendance:**

John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member (*excused*)  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mrs. Laura Rothhaus, Principal, CHS  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**A. NON-PUBLIC SESSION: RSA 91-A:3II (a-c) 6:00 p.m.**

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

*The School 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.*

**B. RETURN TO PUBLIC SESSION**

*Non-public session ended at 6:43 p.m.*

**I. PUBLIC SESSION 6:30 p.m.**

A. Call to Order

Mr. York called the meeting to order at 6:50 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included the removal of the Math Course presentations under Presentations & Recognitions.

D. Summary of Non-Public Actions from the January 9, 2013 non-public session:

*Non-public minutes of January 9, 2013 were sealed for 30 days by a unanimous vote of the Board members that attended the January 9, 2013 meeting.*

E. Presentations & Recognitions

1. High School Programming Presentations/Discussions

- Science

Linda Frost, Science Curriculum Facilitator at CHS, presented the high school Science curriculum to the Board. Included in the presentation was the following information:

- Faculty listed: Linnea Manley: Earth/Space Science, Astronomy; Katie Stella: Physical Science, Environmental, Freshman Seminar and Engineering experience; Richard Sauchuck: Honors Chemistry, Chemistry, Forensics; Charles Cretien: Physics, Principals of Engineering and FIRST; Linda Frost: 11 years at CHS, Anatomy and Physiology, Biology, Forensics, Freshman Seminar; Chester Orban: 8 years at CHS, AP Environmental Science, Biology.
- 11<sup>th</sup> grade Science NECAP results are higher (46% proficient at CHS).

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Dr. Cochrane commented that the increase is the result of dedicated teachers.

Mrs. D'Alleva asked what contributed to the change in NECAP results. Mrs. Frost indicated that teachers are teaching what should be taught in their instructional areas. She commented that the curriculum is sound and teachers are doing an excellent job. She noted we are receiving students who are doing well and building on that. Mrs. Frost indicated that motivation is key and we have focused awareness on the importance of NECAP. She commented that preparedness for the test is stressed and a reference guide sheet for NECAP is given to students so they are familiar with the types of questions asked. Students are encouraged to do their best.

Mrs. Frost continued with the Science presentation:

- Current course offerings: 9<sup>th</sup> grade: Basic Earth Space, Basic Physical Science, Earth Space and Physical Science; 10<sup>th</sup> grade: Basic Biology, Biology, Honors Biology; Electives: Chemistry, Astrobiology, Environmental Science, Honors Chemistry, Forensics, Conceptual Physics, Principals of Engineering, Honors Physics, AP Environmental Science, AP Anatomy and Physiology.
- 3 Science credits are needed to graduate.
- Meeting the needs of all learners includes:
  - Differentiated instruction
  - Freshman seminar
  - Directed study hall
  - Tree of Interventions
  - Honors/AP offerings
  - Science team taught classes with special education
  - Double up option
  - Dual enrollment with SNHU.
- Our Vision: Next generation of Science Standards with 3 dimensions of the K-12 Science:
  - Scientific and Engineering Practices
  - Crosscutting Concepts
  - Disciplinary Core Ideas (increase in engineering at CHS).
- Proposed Changes to the Program of Studies:
  - AP Biology offered in alternate years with AP Environmental Science
  - Reduce prerequisites required to take some courses (Principles of Engineering, Forensics, Astrobiology, B- for Honors Biology/B+ for Biology)
  - Principles of Engineering will be an Honors Option course.

Mr. York asked how Dr. Heon and Dr. Cochrane feel regarding the lowering of prerequisites for some courses.

Dr. Heon indicated that students can go further with an Honors Option course. She commented that lowering the prerequisites for a regular course gives students the opportunity to decide if they are actually interested in the course.

Dr. Cochrane indicated that this proposal may alleviate some scheduling problems. He commented that this will allow the teacher to override the prerequisite if a student exhibits more motivation and effort during the year. He noted that students must be willing to make a commitment.

Mrs. Prindle was concerned with students' mathematical abilities. She commented that we need to leverage strength in Science to improve in Math.

Mr. Rothhaus indicated that CHS has made progress in Math. She commented that after examination of the test scores, students have a math teacher every day.

Dr. Heon commented that the students struggle with understanding the importance of math. She indicated that once students realize the importance of math in those science fields, perhaps they will become more interested in math or in taking math courses.

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Mrs. Frost continued her presentation:

- Engineering Pathway: to develop a sequence of opportunities for students that we refer to as the Engineering Pathway.
- Enhance interdisciplinary courses (Principals of Engineering, Tech Design, Drafting, Robotics)
- Apply for and accept a grant.

Dr. Cochrane commented that one of the areas to discuss is computer offerings. He indicated that a course called “Gaming” has become relatively successful as there are real problems to solve and real parameters to work around.

Mrs. Frost indicated that the Science courses at CHS are giving students a solid foundation.

F. Correspondence

There was no correspondence.

G. Approval of Draft Minutes:

- Public Session January 9, 2013

***Mrs. Prindle made a motion to approve the January 9, 2013 public minutes as written. Mr. Barka seconded. The motion carried 3-0-1, with Mrs. D’Alleva abstaining.***

H. Community Forum

Ann King, CHS student, expressed her support, as well as the support of two other classmates, for Mr. Romein. She indicated that Mr. Romein provides much opportunity for improvement as a coach. The athletes expressed much support for Mr. Romein with regard to the Girls Varsity Softball Coach position.

Chris Pascucci, 12 Colonial Drive, commended the high school students for speaking this evening. With regard to the Budget Committee reductions, Mr. Pascucci indicated he would like to provide some clarification. He indicated that the School Board has the right to disagree with the Budget Committee’s reduction of \$150,000 (Salaries/Benefits). He noted that there is fear that there will be a reduction in force in grade 8 and the elementary school. Mr. Pascucci commented that a community member spoke of these reductions at the Budget Hearing. He indicated that many times it was stated at a School Board meeting that some sports would have to be cancelled.

Mr. Pascucci commented that those types of statements need not be said. He does not believe that sports is a major part of the budget, nor would teachers be fired. He indicated that the District will do what it takes to find the money they need in the budget. He noted that there are other areas where money can be found. He asked the School Board to help explain to the townspeople that teachers that are necessary to provide an education to the children of this town will not be removed. Mr. Pascucci commented that elected leaders should present at Deliberative Session with actual facts and help educate the community regarding the proper process.

Mr. York asked if the budget had an additional \$150,000, why the Budget Committee reduced the Salaries account. He noted that Mr. Pascucci is on the committee that made that reduction.

Mr. Pascucci commented that he is speaking as a community member. He indicated that the Budget Committee recommended the budget. He noted there is always much remaining at the end of the year; however, budgets have been getting tighter. He indicated that the budgets of every homeowner are tighter as well. Mr. Pascucci commented that the Board has the right to disagree with the reductions and asked the Board to be honest with the townspeople. He indicated that there is always a disagreement at Deliberative Session.

Mr. York indicated that the School Board will present the Budget Committee’s budget.

I. Superintendent’s Comments

Dr. Cochrane thanked the students who attended to show support for their teacher during Community Forum.

Dr. Cochrane referred to the curriculum presentation and commented that it is helpful to have the teachers and staff present for the curriculum presentations.

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**III. REPORTS**

A. School Board Comments

Mrs. Prindle commented that there is much conversation regarding the Budget Committee's reduction of \$150,000 to Salaries/Benefits. She indicated that the Budget Committee made numerous reductions totaling approximately \$548,000 and that she did not agree with all the reductions that were made.

Mr. York commented that he is concerned about reductions to the Salaries/Benefits budget as well as the IT budget, totaling \$200,000. He indicated that these reductions created larger issues.

B. Committee Reports

- Budget Committee

Mr. Barka reported that the Budget Committee met on January 10 after the Budget Hearing. He indicated that a recommendation was made to re-open the budget; however, all suggested changes failed. Recommendations were virtually unchanged.

- NHSBA Delegate Assembly

Mrs. Prindle reported that she attended the NHSBA Delegate Assembly in Concord on January 12, 2013. She noted that all continuing resolutions except for one passed. She noted that three new resolutions passed; however, the resolution regarding gambling was not moved or voted upon.

C. Business Administrator's Report – December 2012

Mr. Martin presented the December Finance report to the Board. He reported that:

- The 2012 Audit report was received electronically
- We were advised of a \$98,000 reduction in Adequacy Aid
- Revenues need to be monitored closely
- Additional devices required by the State are needed to complete the LMS Fire Safety System
- NWEA testing is becoming more difficult at GMS.

Dr. Cochrane indicated that he spoke to Mark Joyce, NHSAA, and was assured the Adequacy Aid money will be reinstated.

- FY14 Budget Concerns

Mr. Martin presented concerns regarding the FY14 budget to the Board for their information.

- FY14 Draft Deliberative Session Presentation

Mr. Martin presented the FY14 Deliberative Session presentation by the School Board Chair for input from Board members. Mr. York asked Board member to provide input, but indicated that he had previously discussed some changes with Mr. Martin.

**IV. OLD OR UNFINISHED BUSINESS**

A. Building & Grounds Capital Reserve Fund Request

Mr. Martin indicated on December 5 the Board approved using money from the Building Maintenance Capital Reserve fund. He reported that because the state requires the District to purchase additional devices (which are not required by code), it will cost an additional \$6,000. He indicated that the Board previously approved using approximately \$49,000 of the fund. He asked Board members to amend that motion to approve \$52,000.

***Mrs. Prindle made a motion to amend the December 5, 2012 motion for use of Building Maintenance Capital Reserve funds from \$49,000 to \$52,000. Mr. Barka seconded. The motion carried 4-0-0.***

B. FY14 Default Budget - before warrants

Mr. Martin indicated that the amount of the FY14 default budget without the inclusion of CCSS materials will be \$21,037,797.

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Board members briefly discussed legal opinion regarding inclusion of CCSS materials, as well as other specific items, in the default budget.

***Mr. Barka made a motion to remove from the FY14 Default budget \$90,628.67, which was the amount of materials to align with Common Core State Standards. Mrs. Prindle seconded. The motion carried 4-0-0.***

Board members discussed a revision to the amount for Special Education Out of District Tuition.

***Mr. Barka made a motion to revise the Special Education Out of District Tuition line to \$759,800. Mrs. Prindle seconded. The motion carried 4-0-0.***

Board members discussed a revision to the amount for Special Education Transportation.

***Mr. Barka made a motion to revise the Special Education Transportation line to \$342,284. Mrs. Prindle seconded. The motion carried 4-0-0.***

Mr. Martin indicated that the revised FY14 Default Budget total (after reductions) is \$21,005,031.

***Mrs. Prindle made a motion to approve the FY14 Default Budget total of \$21,005,031. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

C. FY14 Warrant Articles

Mr. Martin asked the Board for their final recommendation on each article.

Article 1: Operating Budget

***Mr. Barka made a motion to recommend Article 1 with the revised default budget number. Mrs. D'Alleva seconded.***

Mr. Barka commented that if both School Board and Budget Committee recommend the article, it will be more likely to gain voter approval.

Dr. Cochrane commented that he is not comfortable with the amount of reduction to the budget. He indicated he supports the School Board's recommendation if agreement with the Budget Committee insures the teachers' contract. Mrs. D'Alleva concurred.

***The motion carried 4-0-0.***

Article 3: Retention of Year End Unassigned Funds

***Mr. Barka made a motion to recommend Article 3 as written. Mrs. Prindle seconded.***

Mrs. D'Alleva was concerned that voters will not understand the verbiage in the article. She commented that an explanation of the article should be published in the HLN. Mr. Martin indicated that explanations are published each year for the voters.

Mrs. D'Alleva was concerned that voters will be overwhelmed by the number of town warrant articles, which could dissuade them from supporting this article. Mr. York commented that the Board will work hard to explain the article to the voters.

***The motion carried 4-0-0.***

Article 4: Inclusion of Statement of Estimated Tax Impact on Future Warrant Articles

***Mr. Barka made a motion to recommend Article 4 as written. Mrs. Prindle seconded. The motion carried 4-0-0.***

**V. NEW BUSINESS**

**LITCHFIELD SCHOOL DISTRICT**

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**A. Policy Introduction: Communicating Electronically with Students**

Dr. Cochrane suggested that a policy be considered that focuses on the expectations for communicating electronically with students. He indicated that the policy from Nashua and one from District 128 can be used as guidelines to draft a policy. Dr. Cochrane noted that such a policy is written as guidance. He commented that many young teachers have grown up with Facebook and social media and there is very little filter. Dr. Cochrane indicated that this type of policy will outline professional expectations and give good guidance to everyone. He suggested that a committee be established to begin drafting a policy regarding communicating electronically with students. He asked Board members for approval of the establishment of a committee [which would include the Superintendent, Director of IT, administrator, teachers, students].

Mr. York noted that this is the beginning of a process as there will come a time when every student will be walking around with an electronic device with teachers talking to them about homework or classwork, etc. He indicated that the Board needs to set expectations teachers and the student body.

*School Board consensus: support for the establishment of a committee to draft a policy.*

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

There was no community input.

**VIII. 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 9:05 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; Mrs. D'Alleva, yes; Mr. Barka, yes.***

**IX. RETURN TO PUBLIC SESSION**

***Upon a motion by Mrs. Prindle, the Board returned to public session at 10:26 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.***

**X. ADJOURN**

***Mrs. Prindle made a motion to adjourn at 10:27 p.m. Mrs. D'Alleva seconded. The motion carried 4-0-0.***

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for February 13, 2013**

**(approved as written 3-6-13)**

**In Attendance:** John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mrs. Laura Rothhaus, Principal, CHS  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

**6:30 p.m.**

A. Call to Order

Mr. York called the meeting to order at 6:33 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda included: the removal of Robotics Fundraiser Proposal, Principals Reports and Curriculum Reports; the additions of Warrant Article 3 Updated Information under School Board Comments, School Board Meetings Calendar under Superintendent's Report, and a resignation for non-public session.

D. Summary of Non-Public Actions from the January 23, 2013 non-public session:

*Mrs. Prindle made a motion not to support the Superintendent's decision. Mr. Barka seconded. The motion carried 4-0-0.*

Summary of Non-Public Actions from the January 28, 2013 non-public session:

*Mrs. Prindle made a motion that the Board agreed with the final letter as written. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mrs. Prindle made a motion to approve the final letter. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

E. Presentations & Recognitions

1. High School Programming Presentations/Discussions

- Math

Shawn Flynn presented information regarding the Math programs at CHS. The presentation included the following information:

- CHS Math team has five members
- 2<sup>nd</sup> year as Curriculum Facilitator
- Current course offerings include Pre-Algebra, Algebra I, Geometry (Honors, Everyday), Algebra (II & Honors), Quantitative Reasoning, Advanced Math Topics, Probability & Stats, Pre-Calculus, Calculus, AP Calculus
- Attempting to phase out Pre-Algebra over the next two years (students entering CHS should be in Algebra I)
- Phase in Everyday Algebra (90 min/day), which will help improve success for students who struggle in the subject

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Dr. Cochrane commented that we would like to see all students be successful in Algebra I in their freshmen year as it is a graduation requirement.

Mr. York asked if a student who is doing well in math would take Everyday Algebra. Mr. Flynn shared an example in response to Mr. York's question. He indicated that we took lower level Algebra I students and placed them in Everyday Geometry. These students were grouped and those that were capable of above grade level work took a higher level.

Dr. Cochrane commented that the majority of incoming freshmen take Algebra in middle school. He noted that this model would be a higher set of expectations. Dr. Cochrane indicated that if math is doubled up in 8<sup>th</sup> grade (8<sup>th</sup> grade math and Algebra) it is possible to get caught up in one year. He suggested we can try to coordinate middle school grade levels to double up in math by grade 8. He commented it is possible they will catch up with the model presented in 3-5 years. Dr. Cochrane indicated that a second year of math in grades 7 or 8 can be problematic at this time and we will have to defer implementation for a year from September.

Mrs. D'Alleva commented that Professor Sharma talked about Algebra as a standard in grade 8. She asked if we are moving in that direction.

Dr. Cochrane responded that we will determine where we are after four years of Common Core instruction. He noted there are not many districts that are successful implementing Algebra in grade 8. He commented that we have to find a way to accelerate math. Dr. Cochrane indicated that it is a challenge everyone faces.

Mr. Flynn continued the presentation:

- Next year course offerings: Pre-Algebra, Algebra (I and Everyday), Geometry (Everyday and Honors), Algebra (II & Honors), Senior Topics, TAC Math, Pre-Calculus, Calculus, AP Calculus
- Senior Topics and TAC Math are fourth year student courses for students who are not planning to take Calculus or AP Calculus, but would like to advance algebraic skills with community college credit
- Students would not need to take the placement exam for community college or pay entrance fees

Dr. Heon commented that the whole department met with representatives from the Community College System and we would be part of the grant that pays for these placement tests. She explained that we would offer the test to student in their junior year and it will indicate if they are ready to take the college math that is required in the first year of college. The results may tell some students they are not ready for college level math. She noted it has been proven in several schools that participate that more students will take another math class because they are told they are not ready to move on.

Mr. Flynn continued:

- Course offerings in two years: Algebra (I & Everyday), Geometry (Everyday & Honors), Algebra (II & Honors), Senior Topics, TAC Math, Pre-Calculus, Calculus, AP Calculus, AP Stats

Mrs. Prindle asked what happened with Trigonometry. Mr. Flynn noted that CCSS includes that in the courses.

Mr. Miller asked if he came into the high school as a freshmen in Honors Geometry, taking Algebra II in year two, Pre-Calculus in year three, what would he take for a course in year four? Mr. Flynn indicated that as a senior he could opt to take TAC Math, AP Stats or AP Calculus with dual enrollment.

Dr. Cochrane commented that to accelerate math (AP courses by junior year) you have to motivate students in grade 6.

Mr. Flynn continued with the presentation.

- Why the Changes: CCSS –
  - to better prepare student for college and career,
  - integrate skills,
  - prepare students to think and reason mathematically,

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- help student develop a depth of understanding and ability to apply mathematics to novel situations
- emphasize mathematical modeling.
- We have come up with the scope and sequences, and curriculum of what we need to teach for CCSS.

Mr. York asked how much change was made to the curriculum. Mr. Flynn responded that curriculum was rearranged and not changed to accommodate CCSS.

Dr. Cochrane commented that the Smarter Balanced Assessment claims that is not that math has changed, but how it is taught, sequenced and the expectations of how students will apply those sequences. He indicated that if it cannot be applied, the student will not pass a course. Dr. Cochrane noted that a competency based approach is well developed at CHS. He indicated that we are looking to build a state system of common assessment that is validated by external scores and holds the bar.

Presentation:

- Why the Changes:
  - High school standards will call on students to practice and apply
  - Set a rigorous definition of college and career ready
  - Emphasize math modeling

Mr. Flynn commented that on the NECAP our advanced scores increased; proficient decreased. He noted there is only one category where we struggled and others where we are at the State average or above. Mr. Flynn indicated that recall is where students are weak – mental math and mental estimation. He suggested if we use everyday math, students will most likely improve.

Dr. Heon commented that we have to emphasize skills for multiplication and fractions.

Mr. Miller commented that we do students a disservice if we have not set a foundation for them in math.

Dr. Cochrane commented that he believes we are not doing enough for students in summer school.

Mr. York asked about the consequences if a student completes a year of courses and does not meet the expectations at the end of the year. He commented there are other options beside summer school for students to get extra help at the direction of their parents. He indicated that there are no consequences for failure of students to do the work and students in summer school may only do what is necessary to move forward to the appropriate grade.

Dr. Cochrane indicated that we will be looking at retention and grading policies. He commented if you are not following your policy you will have started a practice that students will expect going forward.

Mrs. Rothhaus commented that students are at risk are placed in directed study or credit recovery (ELO). She indicated that we meet with the parent and student in the Fall and consider different ways to help them get credits and still take seven classes at CHS. She indicated that those students that are not able to meet their credits will be required to attend summer or night school to graduate.

Dr. Cochrane indicated that Mrs. Rothhaus asked why we cannot offer something more during the year to recover competencies. Dr. Cochrane relayed that he discovered even if the student fixes the competency the student receives a failing grade. He indicated that he instructed the high school to give students the grade they deserve when they pass the course, which helps get those students on the same level.

Mr. York commented that he finds it difficult to believe that it takes several weeks of teaching math before a determination can be made that a student is struggling in math. He asked what we do currently for that student showing no competency in the math class. Mr. Flynn indicated that Title I Math is used.

Dr. Heon explained that the high school has a path of support in the Apex Grant. She indicated that a consultant identifies students that need support. She noted there are also tutors and support at LMS and GMS, which should

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make a difference when testing. Dr. Heon commented that Math Academy was run at LMS last year. She suggested it run again this year at GMS and LMS.

Presentation:

- Meeting the Needs of All Learners: differentiated instruction, everyday class offerings, Honors/AP offerings, 4<sup>th</sup> year math classes, Freshman Seminar, directed study hall.

Mr. Flynn indicated that if we add Everyday Algebra it will give students the opportunity for college credit. He indicated that the data shows that everyday math for some students is beneficial. He noted that we want continued success for those students in Algebra I. Mr. Flynn indicated that Mr. Gannon is co-teaching the class.

Dr. Heon indicated that Geometry is being added as a high school requirement as we are accountable for the course.

Mr. Flynn indicated that the vision for Senior Math is to focus on the learning skills and inclinations of middle – achieving high school seniors. Our vision for TAC Math and AP Stats is to focus on topics that a college educated person should possess. Mr. Flynn indicated that teachers continue to develop integrated units of study and common assessments. Curriculum, instruction and assessments will focus on skills such as: critical thinking; problem solving; literacy; research; and collaboration. He noted that the expectation is to develop career/college ready skills.

Dr. Cochrane thanked Mr. Flynn for a thoughtful and honest presentation.

F. Correspondence

Mr. Barka indicated that he received a letter from Mr. Guerrette relative to voter suppression.

*The letter will be attached to the approved minutes.*

Dr. Cochrane announced that the Telegraph informed him they are printing a correction to a story that mistakenly stated the budget increase at 3.9% instead of 1.9%.

G. Approval of Draft Minutes:

- Public Session January 23, 2013

A minor revision was made to the minutes.

***Mrs. Prindle made a motion to approve the public minutes of January 23, 2013 as amended. Mrs. D’Alleva seconded. The motion carried 4-0-1, with Mr. Miller abstaining.***

H. Community Forum

There was no community input.

I. Superintendent’s Comments

- NECAP Results Overview

Dr. Cochrane presented information regarding Fall 2012 NECAP results. He noted that the district and state levels are similar. He indicated that both reading and math are not as high as in the past. He commented that could be due to the focus on teaching math. Dr. Cochrane commented that the results will be investigated. He indicated that writing results were above state average in all grades tested.

- School Board Meeting Calendar 2012-2013

Dr. Cochrane requested an additional meeting in March because the Board is losing a meeting in February. The Board decided to add March 27 to their meeting calendar.

**III. REPORTS**

A. School Board Comments

- Warrant Article 3 Updated Information

Mr. York made the following statements:

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On Thursday of last week, he sent an email to John Harte, Budget Committee Chair, commenting that the Budget Committee erred in revoting the warrant articles. Mr. York did not feel it was appropriate. Many comments were posted on the Litchfield forums and many emails were generated regarding this topic. Many hours were spent on legal opinions and opinions of the Moderator and Vice Moderator. All opinions agreed that the ballot cannot be changed to reflect the revoting of the Budgeting Committee. The Budget Committee discussed the issue at a meeting last evening where Mr. Guerrette shared that he had concerns with the article, researched information and shared that information with members of the Budget Committee. Part of Mr. York's argument was that if the Budget Committee was having issues with Article 3, they should have shared their concerns with the School Board so that clarification could have been provided. Mr. York believes that the information shared with the Committee was inaccurate. Mr. York shared the memo from Mr. Martin based on statements by Mr. Guerrette regarding information he garnered from the DRA regarding Article 3 and article recommendations.

Mr. York explained the Budget Committee reopened Article 1 and revoted to support unanimously; they reopened Article 3 and revoted, which resulted in a tie vote. Mr. Harte is not going to write a press release regarding the Budget Committee's position on the revote. Some members may submit a press release. Mr. Barka believes the voting results should be shared. Mr. York believes the information shared was not accurate and if the correct information was shared, the result may have been different.

Mrs. D'Alleva commented if the Committee met before Deliberative Session, they could have changed their votes. Mr. Miller indicated that the articles have to be posted 14 days prior to Deliberative Session as they will appear at Deliberative Session. He believes they would not have been able to change their votes at that time.

Mr. Martin commented that the School Board has no authority over the ballot.

Mr. Barka asked if the Board should share a statement regarding what was voted. Mr. Miller suggested the statement should say the Budget Committee had no authority to vote on the article because it was not a monetary article.

Mrs. Prindle believes the Board should have called an emergency meeting as all members should have had an opportunity to voice their opinion. She commented that the Chair should not be making decisions for the Board.

Mr. Miller thanked Mr. Harte for his service to the town.

Dr. Cochrane commented that Mr. Lambert is a very effective member who made good comments regarding the articles.

Mr. York announced that Mr. Martin sent a letter to the Trustees of the Town Trust requesting a check for \$52,000 for the LMS Fire Safety System replacement.

Mr. York announced the auditor sent a letter to the Board noting there were no findings in the 2012 audit.

B. Committee Reports

- Budget Committee

Mr. Barka reported that the Budget Committee met last night and discussed issues regarding Warrant Article 3.

C. Business Administrator's Report – January 2013

Mr. Martin presented the January 2013 financial report to the Board. He reported that:

- work continues on the paperless manifest implementation;
- unanticipated revenues increased slightly and will offset some of the general fund deficit;
- a salaries/benefits forecast is forthcoming;
- eRate proposals are completed with FairPoint submitting the best proposal;
- the LMS Fire Panel project has been completed;
- wiring under the LMS portables was repaired.

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- 2012 Audit

Mr. Martin presented the 2012 District Audit to the Board. He reported there were no findings with the 2012 Audit or with the Federal Audit.

- Resignation

Mr. York announced that Mr. Martin has tendered his resignation letter.

Dr. Cochrane reported that the position has been posted and closes on March 10. He noted there may be a cost to the transition for a new Business Administrator. Dr. Cochrane asked for Board representation on the search committee.

*Mrs. Prindle made a motion to accept the resignation of Stephen Martin, Business Administrator, with gratitude for his years of service. Mr. York seconded. The motion carried 5-0-0.*

**IV. OLD OR UNFINISHED BUSINESS**

There was no old or unfinished business.

**V. NEW BUSINESS**

A. Policies to Review:

1. Access to School Video Cameras by Police

Mr. York commented that the Litchfield Police Department is requesting a live feed to the school video cameras for increased school security. He indicated that this topic needs to be discussed as part of the complete safety review that has been completed.

Dr. Cochrane noted that Mr. Martin has just received the 42 page report that will be reviewed by the District Safety Committee.

Mr. Martin pointed out that this was discussed a few years ago and legal counsel presented federal laws that did not allow live feed video surveillance at certain times. He noted that legal counsel will need to discuss the request, which is an issue with student privacy during the day from external eyes. Mr. Martin commended GMS on the amount of detail included in their report. He explained that the process for this review begins with the schools giving their recommendations, the District Safety Committee review, and a report is brought to the Board.

Dr. Cochrane asked that recommendations that come forward be prioritized.

2. 2013-2014 School Calendar

Dr. Cochrane presented the Draft 2013-14 School Calendar to the Board. He reviewed professional development days, new teacher orientation days, days the schools are closed including Election Day 2014, and late arrival days for CHS. Dr. Cochrane commented that CHS late arrival days were for NEASC work, but is more concerned with improving education. He noted that there are four late arrival days for CHS on next year's calendar and two late arrival days for the other schools. Dr. Cochrane indicated that there could be an issue with late arrival days at GMS. He commented that the high school CTE days have been aligned around Nashua so late arrival students do not have a conflict with the program.

Mr. Miller commented that the high school late arrival days were for professional development to satisfy NEASC requirements.

Dr. Cochrane was concerned over the alignment of the professional development work that has been done in the past. He indicated that we will ensure next year middle and high school receive quality professional development that is aligned.

Mr. Barka supported two late arrival days for GMS.

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Dr. Cochrane indicated that the calendar should be aligned with Nashua's vacations. Mr. York asked for feedback from the community. He suggested the draft calendar be posted on the district website. The calendar will be revisited at the next meeting for revision and/or approval.

**3. School Closings (EBCE)**

Dr. Cochrane commented that inconsistency exists with after school activities and closings and early releases. He indicated that typically when we close the schools, by the end of the day the roads are safer to travel. He asked that the School Closings policy be revised to reflect that when schools are closed, the Superintendent may allow after school or evening activities on a case by case basis. Dr. Cochrane indicated that the Athletic office was concerned about the CHS hockey team with regard to school closings because the CHS hockey team partners with another school.

Mr. Miller commented that in the past there was an event when schools were closed due to the weather, but one school district was open for a music concert event and the Superintendent asked for discretion in that area at the time.

***Mr. Miller made a motion to amend School Closings (EBCE) as presented. Mrs. Prindle seconded. The motion carried 5-0-0.***

**4. High School Graduation Requirements (IKF)**

Dr. Cochrane indicated that discrepancies in the high school graduation requirements policy. He noted that there will be several aspects included in the memo he will sent to the Board, which may include some course credit not being applied appropriately, alternative ways to earn credit, policy conflicts and other issues. Dr. Cochrane indicated he would like to multiple diplomas – one with 20 credits. He noted that there would be criteria for approval of the 20 credit diploma. Dr. Cochrane mentioned that he would like to discuss with the Board freshmen in an eight period role.

Mr. Miller encouraged the Superintendent to consider those who have extra-curricular activities.

Dr. Cochrane commented that one of the reasons students take a non-academic course is because only 24 credits are needed to graduate. He noted that Nashua and other districts have a Diploma of Distinction where the average student takes 7.5 credits. He indicated keeping the existing diploma is fine to keep, but he asked the Board to consider a 28 credit diploma with a minimum GPA. Dr. Cochrane commented that some students will shift to more academics and some will elect not to have as many studies. He indicated that the district should reward students with a designation.

Dr. Cochrane commented that he would like to have a discussion regarding the role of sophomore and senior projects. He indicated with the shift to the Smarter Balanced Assessment and Common Core, the focus of the two projects should become common practice and we should focus more on deeper learning.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

**VIII. 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 9:30 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***

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*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.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Prindle, the Board returned to public session at 10:38 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.*

**X. ADJOURN**

*Mrs. Prindle made a motion to adjourn at 10:40 p.m. Mr. Miller seconded. The motion carried 5-0-0.*

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

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John York, Chair

Mary Prindle, Vice Chair

Dennis Miller

Patricia D'Alleva

Derek Barka

February 13, 2013

Attachment to the February 13, 2013 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the February 13, 2013 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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From: Jason Guerrette

Sent: Friday, February 08, 2013 2:05 PM

To: John Harte; John Brunelle; John York; [glambert@litchfield-nh.gov](mailto:glambert@litchfield-nh.gov); Frank Byron; blemire; Patricia D'Alleva; Dennis Miller; Derek Barka; Mary Prindle; William Spencer; [rpeeples@litchfield-nh.gov](mailto:rpeeples@litchfield-nh.gov); [acutter@litchfield-nh.org](mailto:acutter@litchfield-nh.org); [ccouture@litchfield-nh.gov](mailto:ccouture@litchfield-nh.gov); [cpascucci@lithfield-nh.gov](mailto:cpascucci@lithfield-nh.gov)

Subject: Voter suppression

Good afternoon,

It has become public knowledge that the chairs of our town's three committees are taking steps outside of the scope of their responsibilities.

In no way can the chairmen of these respective Boards conspire to take ANY action without the direct authority to do so by their respective Boards.

In this case, to conspire to mislead the public with regard to the TRUE sentiments of the Budget Committee.

In a purely selfish and political move to manipulate the public into thinking the budget committee actually supports this Warrant Article.

Those of you involved in an attempt at voter suppression and information should be ashamed of yourselves.

This is pure political malfeasance that continues to destroy the trust between the public and the School Board.

To use legal maneuvering to hide the truth is more than despicable and deceitful.

What are you afraid of?

The warrant failing?

I implore all members of the respective Boards and Committees reign in your chairmen and do not be part of this obfuscation hiding the truth from the voter.

Respectfully,

Jason Guerrette

GOP Hillsborough County Area F Chairman

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for March 6, 2013**

(approved as written 3-20-13)

**In Attendance:** John York, Chair  
Mary Prindle, Vice Chair  
Dennis Miller, Board Member  
Patricia D'Alleva, Board Member  
Derek Barka, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mrs. Laura Rothhaus, Principal, CHS  
Mr. Cam Viola, Student Representative  
Ms. Jayla Brennan, Student Representative  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

**5:30 p.m.**

A. Call to Order

Mr. York called the meeting to order at 5:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

**II. OLD OR UNFINISHED BUSINESS**

A. Superintendent Evaluation Process

Mr. York commented that the Board is setting a foundation for the review process for the Superintendent's evaluation as well as how the process should occur moving forward. He referred to policy CBI, Evaluation of the Superintendent, and indicated that the evaluation and keeper of the feedback/information should be charged to the Vice Chair. He believes that the Chair is part of the review because of the amount of contact with the Superintendent. Mr. York noted there have been employee concerns regarding participating in providing feedback for the review. He indicated that one person should be gathering the information and releasing the information for a formal report. He suggested Policy CBI should be revised to reflect the task change and a timeline for the review process.

Mrs. D'Alleva suggested that the review be completed prior to June. She explained in the event the results of the evaluation are not positive, the Board may decide to change leadership.

Mr. York indicated that benchmarks would be set to accommodate the expectations and pending decision.

Dr. Cochrane commented that a 360 evaluation is part of an overall strategy. He indicated that he requested this type of evaluation in order to obtain feedback from the Board. He suggested that feedback from other staff sources would be more appropriate if the Superintendent were in the position for one to three years.

Mr. York commented that the expectations from the Board should reflect the situation that is occurring.

Mrs. Mahoney asked if there will be new training for the staff for this survey. Mr. York indicated that no training would be necessary as only a specific number of staff will be involved. He noted that the Board is not directing HR toward a totally new process that will be applied to all employees.

**LITCHFIELD SCHOOL DISTRICT**

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**III. NON-PUBLIC SESSION: RSA 91-A:3II (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 5:46 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. 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.*

**IV. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. Prindle, the Board returned to public session at 6:28 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. Barka, yes.*

D. Summary of Non-Public Actions from the February 13, 2013 non-public session:  
*Mrs. Prindle made a motion to approve the January 23, 2013 non-public minutes as written. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

*Mrs. Prindle made a motion to approve the January 28, 2013 non-public minutes as written. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

**E. Student Representatives Report**

Mr. Viola reported that the Robotics Team fared well in the FIRST competition. He noted that students returned from the New Orleans music trip; a pep rally is scheduled for the Boys Basketball team as they advance to the championship.

Ms. Brennan reported that the students raised \$400 from carnation sales prior to vacation to fund a scholarship; Mr. CHS is approaching to raise funds for a family in Litchfield; Challenge Day is scheduled for March 26-29. She explained that Challenge Day is a wonderful experience that brings unity to the school where student share stories and experiences.

**F. Presentations & Recognitions**

**1. Student Recognitions (Scholastic Art Awards of New Hampshire)**

Mr. York presented several students with awards for the scholastic art awards. The following students were recognized: Molly Connor, Emily Hagenow, Noah Repole, Amber Galperin, Kaitlyn Gannon, Rachael Maurais, Samantha Monoxelos, Emily Thorpe and Christopher Wynkoop.

Dr. Cochrane congratulated the students on their achievements. He noted that teachers play an integral role in inspiring students and thanked Denise Freeman, Paula Barry and Charles Mower for their work with students.

**2. High School Programming Presentations/Discussions**

- Unified Arts

Shawn McDonough and Jill Deleault presented changes to the Unified Arts program at CHS.

**Physical Education and Health**

- Faculty: John Patterson, Director; Shannon Szepan, Teacher; Steve Levine, Teacher; Dawn Miller, Administrative Assistant
- Course Offerings: 9<sup>th</sup> Grade Physical Education, Fit for Life, Wellness, Strength Training, Dance Explosion, Venture 1 & 2, Health
- Proposed Changes: RAD (women's self-defense course), Wellness changing from activity-based to lifetime standard, Three additional progressive strength training courses
- Courses engage state and national standards, as well as CCSS
- Students benefit from multiple opportunities to make educated life decisions that benefit their physical, mental, emotional and social well-being, as well as maintaining and improving their overall quality of lifetime learning.

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Mr. Miller asked for an explanation of changing from activity-based to lifetime standard. Mr. McDonough explained that students will incorporate what they learn into their lifestyle for the rest of their lives.

World Languages

- Faculty: Leslie Kahn, Daizha Gatherum, Rae Tardif
- Course Offerings: Spanish 1-4 and AP; French 1-5
- Courses are aligned with the National Standards from the American Council for Teaching of Foreign Languages
- World language courses are an integral part of a strong secondary school transcript.

Business

- Faculty: Laurie Gatherum
- Course Offerings: Accounting I, II; Marketing, II; Business Communications
- Proposed Changes: Business & Personal Finance; School Based Enterprise
- All courses follow the National Business Education Standards
- Students are introduced to real world 21<sup>st</sup> Century business and life skills as well as a solid background for a 2 or 4 year business degree.

Mr. York asked if there is a way to prepare a student to be able to start a business. He indicated that these courses should be more advanced as the Board is trying to move toward more rigorous studies.

Dr. Heon indicated there are no AP Business courses. Mr. McDonough commented that more internship can be offered.

Computer Education

- Faculty: Shawn McDonough
- Course Offerings: Computer Applications; Multimedia Authoring; Digital Publishing; Website Design/Advanced Website Design; Computer Programming/Advanced Computer Programming
- Proposed Changes: Running Start Credit for some courses
- All Computer Education courses follow the International Society for Technology in Education Standards
- Students benefit by using real world applications.

Performing Arts

- Faculty: Phil Martin, Jill Deleault
- Course Offerings: Chorus, Concert Choir; Concert Band; Jazz Ensemble; Introduction to Guitar, Advanced Guitar; Music Exploration; Introduction to World Drumming; Introduction to Acting; Dance Exploration
- Proposed Changes: Guitar Ensemble; Advanced Studies in Music AP
- Courses align with national, state and district standards – Common Core Standards are being created for performing arts
- Students perform better on tests when incorporating music and arts in their lives.

Visual Art

- Faculty: Denise Freeman, Kirk Romein
- Course Offerings: Studio Art; Crafts; Drawing; Painting; Photography I, II; Portfolio; Sculpture; Ceramics
- Proposed Changes: from film to Digital Photography and students provide their own cameras
- All courses align with national Standards, NH Framework for the Arts, and CCSS
- Benefits to students are creativity, collaboration, critical thinking, and communication.

Family and Consumer Science

- Faculty: Lynn Gnaegy

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- Course Offerings: Independent Living; Introduction to Foods & Nutrition; Creative Foods & Nutrition; Human Growth & Development I, II; Relationships
- Proposed Changes: Human Growth & Development I and II will be renamed Child Development and Parenting I and II respectively; successful completion of Child Development and Parent I, II eligible for dual enrollment at SNHU
- Use of much mathematics, reading and writing to enable the student for everyday living
- Students benefit from learning how to adapt to real world living; courses help prepare students for career and/or college.

**Technology Education**

- Faculty: Paula Barry, Charles Mower
- Course Offerings: Graphic Arts, Advanced Graphic Arts; Digital Art; Drafting; Basic Woodworking, Advanced Woodworking; Wood & Construction Tech; Electricity & Home Improvement
- Courses align with art and technology state standards
- Students benefit from producing portfolio quality projects for art/technical colleges, recognition for their work, and producing work that is used in the community and schools.

Mr. Martin asked if there is an existing mechanism for advertising students' work. Mr. McDonough indicated they are posted on the school website. Ms. Barry commented that people are approaching her and asking if students can work on specific projects. Ms. Deleault concurred regarding the request for performances.

Dr. Cochrane thanked faculty members for a wonderful presentation.

Mr. York thanked presenters for an interesting presentation.

***Presentation to Board Member***

Mr. York presented Mrs. Prindle with an award for her service on the School Board.

**3. CHS Program of Studies**

Dr. Cochrane commented that it has been some time since the CHS Program of Studies has been thoroughly reviewed by the Board. He indicated that CHS was asked to complete an aggressive task as they were directed to research and create changes from prior years. Dr. Cochrane noted that next year the process will begin earlier, be completed more accurately in less time. He indicated this process will allow the Board an opportunity to provide input on significant areas and will serve as a template for the process going forward.

Mrs. Rothhaus commented that all new courses and changes are scheduled to be reviewed by PERC next week. She indicated that their recommendation will be presented to the Board. She noted there has been much streamlining and the format will be easier to read.

Mrs. Petry commented that major changes to the Program of Studies were presented in the course presentations.

Dr. Cochrane indicated that there have been some changes in student numbers based on the information presented to the Board. He noted that additional credit offerings will be offered as ELO's. Some courses that have not been offered for some time will be offered. He indicated that the awarding of some course credit was revised with regard to policy.

Mr. York asked if there are any courses that require a decision immediately. He indicated the Board can review the revisions and make a decision at the March 20 meeting.

Mrs. Rothhaus mentioned that a fee is proposed for the FACS classes as funding for supplies runs out quickly.

Dr. Cochrane suggested introducing fees with the incoming freshmen class. He indicated that this will allow the middle school to mention the change during orientation.

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Mrs. Rothhaus expressed concern that CHS is behind schedule with printing of the program and scheduling courses.

Dr. Heon suggested allowing CHS to print the courses and pre-register students since there have been significant revisions. She noted there is no guarantee the new courses will run and we can come before the Board in April if they are not approved by PERC. She explained that during pre-registration, students choose alternate courses. Dr. Heon indicated that if the Board decides the courses will not be offered, the students' alternate choices can be scheduled. She noted that it is already late into the process and schedule preparation is being done while Guidance is running multiple events.

Mrs. Petry mentioned that for the last two years she has had a small program of studies printed for freshmen. She indicated that Freshmen Seminar is the only new course. She suggested that a program is printed for freshmen and the remaining program can be posted online for upper classmen. Dr. Cochrane agreed.

Mr. Miller asked why the Economics of Recycling is offered as a class and a Sophomore Project. Mrs. Rothhaus clarified that it is offered as either a class or a Sophomore Project.

Mr. Miller disagreed that the course should be offered because it is mostly performed in the community. He asked to see the entire document.

Dr. Cochrane suggested that the Board approve courses for the targeted group of students who are not performing at grade level. Dr. Heon explained that these students have primarily had difficulty in math. She noted it would make a difference in the success rate for these students as they need a solid understanding of Algebra.

Mr. York commented that the Board would like to have a discussion regarding sophomore and Senior projects. Dr. Cochrane recommended that the Board have that discussion at the March 20 meeting. He noted that the Mr. Miller raised concerns regarding the number of credits for a student to move forward in grade level. He indicated that criteria can be addressed in a policy. Dr. Cochrane commented that the information presented this evening is for course selection.

Mrs. Rothhaus commented that the sophomore and Senior projects are important to the faculty and are a part of the history and fabric of the school. She suggested conducting a survey regarding offering the projects and providing a presentation for the Board.

Mr. York indicated the Board would allow open discussion on that topic. Dr. Cochrane recommended that discussion be postponed until next year in light of the significant changes this year.

Mr. York noted that if the Board decided to apply changes to those projects it would begin with this freshmen class. He indicated that it would not be fair to the upper classmen already engaged in those projects.

Mrs. Rothhaus commented that the projects allow our students the opportunity to give back to the community and learn what it means to be a volunteer.

Dr. Cochrane commented that he has directed much change on the high school faculty and staff. He noted they would be appreciative if another task was not added at this time.

Mr. York indicated that the topic will be placed on the task list for the Board and a discussion will begin in the fall.

***Mr. Miller made a motion to approve the Algebra I and Geometry courses as presented in the revision to the CHS Program of Studies. Mrs. Brindle seconded. The motion carried 5-0-0.***

Dr. Cochrane asked Board members to forward all questions regarding the Program of Studies and revisions to him for dissemination.

Mr. York indicated that the Board expects a recommendation from PERC on March 20.

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Mrs. Rothhaus asked the Board for a discussion regarding revised schedules that were presented last year. She proposed an eight period day every Monday; Day 1 every Tuesday, Day 2 every Wednesday.

Dr. Cochrane asked Mrs. Rothhaus to confirm a commitment with faculty and staff. Mr. Miller commented that the change would have to be vetted through the LEA.

Mr. York asked for back up information for the proposal for the March 20 meeting.

**G. Correspondence**

There was no correspondence.

**H. Approval of Draft Minutes:**

- Public Session February 13, 2013

***Mr. Miller made a motion to approve the public minutes of February 13, 2013 as written. Mrs. Prindle seconded. The motion carried 5-0-0.***

**I. Community Forum**

There was no community input.

**J. Superintendent's Comments**

Dr. Cochrane presented the February 2013 enrollment report. District enrollment is 1,484 students. He indicated that kindergarten registrations are at 47 and 1<sup>st</sup> grade registrations are at 61. Dr. Cochrane mentioned that last year at this time, enrollment was higher for both registrations. He commented this may impact staff numbers at the elementary school.

**V. REPORTS**

**A. School Board Comments**

Mrs. Prindle thanked Board members for serving with her on the School Board. She commented that she enjoyed her time on the Board. Mrs. Prindle encouraged more parents to become involved in the schools.

Mr. Miller thanked Mrs. Prindle and Mr. York for their service. He thanked Mrs. Prindle for bringing a different viewpoint to the Board.

Mr. York suggested staggering the principals' attendance at Board meetings.

Dr. Cochrane agreed that some change is necessary. He suggested a rotating format and expressed concern with the content of the principals' reports. He indicated that the 2013-2014 meeting calendar will reflect some changes regarding the type of meetings.

Mr. Barka announced that GMS is holding a math and reading literacy night tomorrow. He invited Board members and the Superintendent to attend.

**B. Committee Reports**

- Safety Committee

Mr. York reported that the District Safety Committee (JLMC) met yesterday and discussed school safety recommendations. He noted that a comprehensive report was submitted by GMS. He indicated there are recommendations that will be brought to the Board. Mr. York recommended the next Board plan a discussion regarding these safety concerns. He suggested the Board may want to focus on upgrading schools, processes, and safety and may consider re-activating the Building Committee to study removal of the portables. Mr. York commented that the Board will have to address the evaluation of the schools' safety and work on a plan.

Board members briefly discussed upgrading cameras, locks, keyless entry for employees and impact of removing the portables.

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Dr. Cochrane commented that access control and use of technology will make a big impact on school security. He indicated that it is an inexpensive prospect.

C. Principals Reports (after POS)

- CHS

Mrs. Rothhaus reported:

- Challenge Day is scheduled in March
- The FIRST Robotics Team did well in the competition
- Senior Breakfast is scheduled today
- CHS is preparing for senior activities
- Many seniors have been accepted to good colleges.

**OLD BUSINESS**

A. Programs Funded

Mrs. Prindle asked the Board to consider funding the Wrestling Program when discussing the FY15 budget. She commented that the program has more than surpassed expectations.

Dr. Cochrane commented that he examined data on the athletic programs offered during the budget process. He indicated that he discovered:

- There are 90 students who are involved in one sport only
- 80 two season athletes
- 60 three season athletes.

He commented that the second data set is determining the breakdown by team with regard to these athletes. Dr. Cochrane believes funding Wrestling would be an expansion of programs, which he does not support. He commented that it is best to stay within our resources as it is best to service as many students as we can.

Mr. Miller mentioned that if we consider making Wrestling a sport we have to consider ramifications of Title IX, which may become erratic.

Dr. Cochrane agreed with Mr. Miller's comment.

Mr. York suggested that the Board should also consider drafting a policy or procedure regarding these types of self-funded programs.

**VI. NEW BUSINESS**

A. Acceptance of Donations

An anonymous donation for the District Lunch Program was presented.

***Mrs. Prindle made a motion to accept an anonymous donation of \$150.00 for the District Lunch Program that will be used to help families in need. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

Mr. Miller suggested that policy KCD, Public Gifts and Donations, be amended to reflect that gifts/donations to assist families in need do not require Board acceptance.

A donation from Praxair Foundation was presented.

***Mrs. Prindle made a motion to accept a donation in the amount of \$5,000 from Praxair Foundation for the CHS Robotics Team. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

A computer donation from BAE was presented.

***Mrs. Prindle made a motion to accept the donation of 60 computers from BAE to be used at GMS. Mr. Miller seconded. The motion carried 5-0-0.***

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**B. 2013-2014 School Calendar**

Dr. Cochrane presented the revised 2013-14 school calendar to the Board. He commented that CHS was concerned about moving from six late arrival days to four. He indicated that CHS provided a list of what has been and is being done with that time by faculty members. Dr. Cochrane expressed concern that CHS is not at the point they need to be with implementation of necessary instructional changes with regard to CCSS. He indicated that Dr. Heon and he will be approving work planned by CHS. He suggested the Board can consider keeping the other two late arrival days, but it will be on conditional approval.

Mr. Miller commented that late arrival days were specifically to address NEASC work. He noted that these days were not meant to continue endlessly. Mr. Miller commented that he would like to see a plan of the work that is being planned by CHS.

Dr. Cochrane commented that CHS is doing good work, but was concerned that professional development may be lacking. He suggested that the Board approve the four late arrival days for CHS and two for the GMS and LMS to support better instruction.

Board members had a lengthy discussion regarding late arrival days and the benefit of bringing teams together for specific training in the morning.

***Mr. Barka made a motion to approve the revised 2013-2014 school year calendar as presented. Mrs. Prindle seconded. The motion carried 5-0-0.***

**C. High School Graduation Requirements (IKF)**

Dr. Cochrane indicated the policy should be updated to reflect the requirements of school approval.

**D. Promotion and Retention of Students (IKE)**

Dr. Cochrane suggested changes to the Promotion and Retention policy. He explained that the issue is that according to the policy, students are only averaging 5.5 credits per year until their senior year, during which they must attain 7.5 credits. Dr. Cochrane indicated that the amount of credits can be made more equitable among the four years of high school.

Mr. York asked about study period in freshmen year. Dr. Cochrane was supportive of a full schedule for freshmen. He commented that study period becomes an expectation. He indicated a successful schedule should be prepared for the coming school year. Dr. Cochrane commented that he would like to see a more programmed freshmen year with less flexibility on their electives.

Mr. Miller commented that he would like students to be able to engage in athletics/co-curricular activities rather than deciding not to participate because they have too much homework.

Mr. York commented that we can move toward more rigor without inundating students with homework.

Dr. Cochrane agreed with Mr. Miller's comments and indicated that a schedule can be built for freshmen to take eight courses. He noted that this is a good discussion for next year.

Mr. York asked if the policies presented are part of a larger discussion. Dr. Cochrane indicated that policy IKE can be revised quickly with only a change of the amount of credits awarded. Mr. York noted the revised policy will be revisited at the next Board meeting.

**VII. MANIFEST**

The manifest was circulated and signed by the Board.

]

**VIII. PUBLIC INPUT**

**A. Community Forum**

There was no community input.

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**IX. 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 9:45 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. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes.*

**X. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Miller, the Board returned to public session at 10:33 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.*

**XI. ADJOURN**

*Mrs. Prindle made a motion to adjourn at 10:35 p.m. Mr. Miller seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for March 20, 2013**

(approved as amended 3-27-13)

**In Attendance:**

Derek Barka, Chair  
Patricia D'Alleva, Vice Chair  
John York, Board Member  
Dennis Miller, Board Member  
Brian Bourque, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mrs. Laura Rothhaus, Principal, CHS  
Mrs. Lisa Petry, Director of Guidance, CHS  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

**6:30 p.m.**

A. Call to Order

Dr. Cochrane called the meeting to order at 6:33 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

No Economics Course Credit approval tonight – non-public: move resignation to start of non-public

D. Summary of Non-Public Actions from the March 6, 2013 non-public session:

*Mr. Miller made a motion to approve the non-public minutes of February 13, 2013 as written. Mrs. Prindle seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to approve an unpaid extended leave of absence for Maria Simoneau, LMS Spanish teacher. Mrs. Prindle seconded. The motion carried 5-0-0.*

E. School Board Reorganization

- School Board Welcome New Members

Dr. Cochrane congratulated Mr. York and Mr. Bourque on their election to the Board. He welcomed Mr. Bourque to the School Board meeting.

- School Board Nominations

Dr. Cochrane asked for nominations for Board Chair.

Mrs. D'Alleva nominated Mr. Barka as Board Chair. She believes the Board needs someone as Chair who can diffuse situations, is perceived as fair and equitable in the community, listens to all points of view, makes information-based decisions, and has the best interest of the town at heart. She indicated that Mr. Barka was the only Board member involved in endorsing the teachers' contract to the public on voting day. She believes the Board should be more service-based.

Mr. Miller nominated Mr. York as Board Chair. He noted that Mr. York is passionate and speaks his mind, which is a rare quality in an elected official.

**Vote: Derek Barka: 2**

**Vote: John York: 1**

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Since there was not a clear majority of votes, Dr. Cochrane asked Board members to vote again.

**Vote: Derek Barka: 3**

**Result: Mr. Barka was elected School Board Chair for the 2013-2014 year.**

Mr. Barka asked for nominations for Board Vice Chair.

Mr. Miller nominated Mr. York as Vice Chair. Mr. York declined the nomination.

Mr. York nominated Mrs. D'Alleva as Vice Chair. Mr. Miller seconded.

**Result: 4-0-1, with Mrs. D'Alleva abstaining. Mrs. D'Alleva was elected School Board Vice Chair.**

- School Board Code of Ethics and Conduct Policy

Board members were asked to sign the Code of Ethics and Board Members' Conduct policies. The policies were read for the public.

- School Board Assignments

Board members volunteered for the following committee assignment:

- Budget Committee: John York and Brian Bourque
- Safety Committee: John York
- Partnerships, Grants, Donations: Patricia D'Alleva
- Technology Committee: Dennis Miller
- Negotiations Committee: Dennis Miller and Patricia D'Alleva
- SERESC Board Member: Derek Barka
- NHSBA Delegate: Brian Bourque
- Wellness Committee: Patricia D'Alleva
- PERC Committee: Patricia D'Alleva
- Homework Task Force: Derek Barka and Patricia D'Alleva.

**F. Presentations & Recognitions**

- CHS Baseball Trip to Cooperstown, NY

Jim Gorham, CHS Varsity/Junior Varsity Baseball Coach, presented a trip proposal to the Board. He explained that the CHS baseball team was chosen to play Mascenic High School in a tournament in Cooperstown, NY. While there the team will tour the Baseball Hall of Fame. The trip is planned for May 9-11. He commented that the students will miss one day of school, but will be provided with assignments they would miss from their teachers. He assured the students would work on their assignments. Mr. Gorham indicated that Director John Patterson and Dennis Perreault will be chaperones from CHS and that 32 students will be taking the trip. There will be no cost to the district.

Mr. Miller commented that since this is an overnight trip, a certified medical professional should be traveling with the team. Dr. Cochrane noted that if chaperones ensure they are aware of the proximity of an emergency medical facility, the requirement can be waived.

Mr. Gorham mentioned that there should be an athletic trainer available in the event of an injury.

**Mr. Miller made a motion to approve the CHS Baseball trip to Cooperstown, NY. Mrs. D'Alleva seconded. The motion carried 5-0-0.**

- Talk It Up Tees Fundraiser

Janice Hood, Ways and Means Coordinator for the LMS PTO, presented a fundraising proposal to the Board. Talk It Up Tees customizes t-shirts, totes, and other items with witty themes for students to sell to raise funds. Students can earn up to 30% of their entire sales. The company is located in Litchfield. The fundraiser is being requested by the LMS PTO.

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***Mrs. D'Alleva made a motion to approve the LMS PTO Talk It Up Tees fundraiser. Mr. Bourque seconded. The motion carried 5-0-0.***

### G. Correspondence

Mr. York reported that he received an invitation from Heidi Paris, CHS teacher, for the Board to attend Challenge Day beginning March 26 at CHS.

Mrs. Rothhaus indicated that Challenge Day runs from March 26-28.

### H. Approval of Draft Minutes:

- Public Session March 6, 2013

***Mr. Miller made a motion to approve the public minutes of March 6, 2013 as written. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mr. Bourque abstaining.***

### I. Community Forum

Chris Pascucci, 12 Colonial Drive, welcomed Mr. Bourque to the School Board and congratulated Mr. Barka on his election as Chair. He commented that the election results reflect that Article 3 failed and if approved would have caused more problems for the community. He suggested that the solution is to include articles on next year's warrant to replenish the current reserve funds. Mr. Pascucci encouraged Board members to create more reserve funds if what is in place is not adequate. He commented that it is rare, but necessary when these funds are spent. Mr. Pascucci noted that Article 1 was approved and that the difference between the proposed budget and default budget was \$15,000. He commented that it raises the question of whether the proposed budget passed on its merits or because it was less than the default budget.

Mr. Pascucci commented that Article 2 failed, although he believes it was a fair contract. He suggested that moving forward this Board should analyze reasons that it failed. He mentioned that he spent time among the voting public on Election Day and listened, as well as talked, to voters. He conveyed that he heard some say that they would not vote for anything that has to do with money. Mr. Pascucci noted that when the economy is good, people pay less attention and tend to be more generous. However, he noted that when the economy is not good, people pay more attention and tend not to be so generous. Mr. Pascucci indicated that almost every article on the Town ballot that had to do with money failed. He commented that perhaps the town and school may have to alter their methodology of presenting their budgets and articles. He expressed hope that the failure of the teachers' contract was not taken personally.

Jason Guerrette, 11 Perry Court, congratulated Mr. Barka on his election as Chair. Mr. Guerrette agreed with Mr. Pascucci's comments. He indicated that the Board made the correct decision in their choice of Chairperson. He commented that having Mr. Barka as Chair goes a long way with community members that are more cynical. He believes Mr. Barka is honest. Mr. Guerrette referred to the teachers' contract and articles in the town warrant regarding COLA's and commented that people getting raises in this economy are getting small raises. He indicated that at the polls voters have to make a choice whether to give away their raise. Mr. Guerrette suggested asking teachers if they would consider accepting the health insurance plans proposed in the contract. He indicated that it is in the best interest of the community and would be a leap of faith that would bridge the community and the district.

### J. Superintendent's Comments

Dr. Cochrane announced that LMS programming will be discussed at the next Board meeting and proposals will be offered for consideration and approval. He noted that one proposal is to move to a five person team in grades 7/8. He indicated a new course would need to be created that would hinge around the objectives of CCSS.

Dr. Cochrane provided documentation regarding Reading Standards for Informational Text in grades 6-12. He indicated that the information focuses on reading standards, integration of knowledge and ideas, range of reading and level of text complexity for students in grades 6-12. Also included in the documentation is Writing Standards, which focus on range of writing, research, and production and distribution. The nexus of the course is intended to improve these areas (improve papers/reports) to build thinking and analytical skills.

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Dr. Cochrane indicated that with the five person model in grades 7/8, we can keep the Grade 8 ELA class, but parallel it with a reading class to build skills. He proposed building a second computer lab at LMS using the thin client model.

Dr. Cochrane noted included in the documentation are Standards for Speaking and Listening for college/career readiness. He indicated that the focus is to build speaking skills and take information in orally, which is key for the career and college ready skill set. He commented that Mr. Lecklider will be in attendance to speak about the impact these standards have on programming.

**II. REPORTS**

**A. School Board Comments**

Mr. Miller congratulated Mr. York and Mr. Bourque on their election to the Board. He extended congratulations to Mr. Barka as Chair and Mrs. D'Alleva as Vice Chair.

Mr. Barka commented that he was disappointed that the teachers' contract failed. He asked teachers not to believe that parents in the community do not support them. He indicated that the article failed because of poor communication by the Board.

**B. Committee Reports**

Mrs. D'Alleva reported that the PERC Committee met and discussed course adoption for the CHS Program of Studies. She indicated that there was consensus on most courses. She noted there was concern regarding the weight training program extension to a four year program and the walking for wellness course. She commented that there was concern regarding lowering the prerequisite for the engineering course, but a new class is being created to give students who are not achieving as high an opportunity to take the class.

Mrs. D'Alleva reported that the Homework Committee met and expressed disappointment that the number of members is decreasing.

Mrs. D'Alleva reported that the NEASC Committee met and one more meeting remains.

**III. OLD OR UNFINISHED BUSINESS**

**A. PERC Results**

Dr. Heon provided a report regarding approval of courses by PERC. She asked the Board if they would like to consider each course offering separately. The Board agreed indicating that these courses are being considered for the 2013-2014 CHS Program of Studies.

Dr. Cochrane asked Board members to limit singleton courses. He indicated that in Nashua some courses would have to be retired in order to add a course.

Dr. Heon indicated that the changes to the Program of Studies have recommendations for retiring courses.

Mr. Guerrette mentioned that he is on the PERC Committee and indicated that retiring classes is important especially when adding courses.

- RAD: a nationally certified course focused only on women with topics that preclude men from participating. RAD will help balance courses offered for women at the high school.

***Mr. York made a motion to approve the RAD course for inclusion in the 2013-2014 CHS Program of Studies. Mr. Miller seconded. The motion carried 5-0-0.***

- College Prep Mathematics: a course for junior and seniors who need to strengthen algebra and geometry skills and assists in preparing students for college math. College Placement tests will be given for college math as part of a grant with no cost to students.

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**Mr. Miller made a motion to approve the College Prep Mathematics course for inclusion in the 2013-2014 CHS Program of Studies. Mrs. D'Alleva seconded. The motion carried 5-0-0.**

- TAC Math (Topics in Applied College Math): a course dictated by CCSS and with dual enrollment as part of the Running Start Program.

Mr. York expressed concern that the class could be taken in a student's senior year as a fourth year of math and does not seem like a substitute course. Dr. Cochrane indicated that the State requires three credits in math and Algebra 1. He indicated that we are significantly increasing math expectations for students to graduate. He noted that without another course included students would effectively be required to take geometry to graduate, which would negatively impact many who enter high school.

Mrs. Rothhaus indicated that test scores and data were examined, which reflected that students with everyday algebra or geometry are more successful.

Dr. Heon mentioned that PERC will be discussing geometry as a requirement of graduation at their next meeting.

**Mr. Miller made a motion to approve TAC Math for inclusion in the 2013-2014 CHS Program of Studies. Mr. York seconded. The motion carried 5-0-0.**

- Strength Training

Mrs. Rothhaus commented that this course cannot be offered as an elective and would have differentiated instruction. Dr. Cochrane indicated that there have to be different competencies for each course/grade level (i.e. II, III, IV). He commented that he has difficulty endorsing the course unless it is demonstrated that students can apply more (i.e. design, evaluate). He indicated that different competencies must be ensured for these courses before approval.

Mrs. Rothhaus noted that with the final course, students will be able to write their own fitness plan. She indicated that 144 students sign up for the course and are gaining benefits from physical fitness.

Mr. York asked how many of the students applying for the courses are juniors and seniors. Mrs. Rothhaus indicated many are juniors and seniors, but are giving up their study periods and late arrivals to take these classes.

Mr. York expressed he was not comfortable endorsing the courses. Mrs. D'Alleva commented that fitness is something personal and she was not confident there will be much interest.

Mr. Guerrette commented that 144 students signed up for the courses. He indicated that we must trust those that put the courses together will make it rigorous. He noted that there may be students who would like to be physical trainers and these courses can assist them. He suggested offering students leadership roles in the fourth level to help students in the lower course levels.

Dr. Heon commented that physical fitness teachers felt for years their programs have diminished. She noted that there is now a trend in lifelong fitness. She indicated the way the courses are taught focuses on the whole person/whole body and is not just about lifting weights.

Dr. Cochrane commented that he observed the strength training class and indicated that Coach Patterson is an expert at this. He noted this is not just a 'how to' technique and is confident that Strength Training II would be different than Strength Training I. Dr. Cochrane was concerned with Levels III and IV.

Mr. Miller commented that it seems we are setting two different bars. He noted that Music I-IV has no differentiation, but there seems to be differentiation with Strength Training I-IV. Dr. Cochrane commented that his caution was that he did not want to see something approved making a new standard and discovering we do not have them in these courses.

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- Strength Training II

*Mrs. D'Alleva made a motion to approve Strength Training II for inclusion in the 2013-2014 CHS Program of Studies. Mr. Miller seconded. The motion carried 5-0-0.*

- Strength Training III

*Mr. Miller made a motion to approve Strength Training III for inclusion in the 2013-2014 CHS Program of Studies. Mr. York seconded. The motion carried 5-0-0.*

- Strength Training IV

Mr. Miller commented that he agreed with Mr. Guerrette's point regarding implementing a different avenue for students with this level. Mr. Barka agreed.

Mr. York expressed concern about the process and layout of the course. He commented that the credit for the course should be reconsidered.

Mrs. Rothhaus indicated that this course is only offered for two periods and not everyone will get the class. She noted that only students who are able to fit it in when their schedules are prepared will be able to take the course.

Mr. York asked to defer offering Strength Training IV until next year.

*Mr. Miller made a motion to defer the offering of Strength Training IV as a CHS course until the following school year. Mr. York seconded. The motion carried 5-0-0.*

- Walking for Fitness: an opportunity for students to have physical fitness guided through the school day. Students learn about the value of walking, nutrition, exercise and weight management.

*Mr. York made a motion to approve Walking for Fitness for inclusion in the 2013-2014 CHS Program of Studies. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

- Advanced Placement Biology: a course dictated by the College Board, which expands offerings for dual enrollment with SNHU. Students will prepare to take the AP exam.

*Mr. York made a motion to approve Advanced Placement Biology for inclusion in the 2013-2014 CHS Program of Studies. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

- Principles of Engineering: revised to include both non-honors and honors option. Students who may not be entering an engineering career can benefit from this course. There is eligibility for a \$25,000 grant, which can be used to enhance the course to attract students by using Vex Robotics as a learning tool for principles of engineering. Pre-Engineering or Engineering by Design can also be offered to enhance STEM curriculum.

Mr. Guerrette commented that this course allows a student who does not go through the engineering tract a pathway to get there.

Mr. Miller asked why the prerequisite is biology. Dr. Heon indicated the prerequisite should be revised to physical science.

*Mr. York made a motion to approve Principals of Engineering for inclusion in the 2013-2014 CHS Program of Students with a revision of the prerequisite for the course. Mr. Miller seconded. The motion carried 5-0-0.*

- Digital Photography: Photography II will be retired. Photography will be kept as a film course and digital photography will be added given the roles and skills in this century. Students will utilize the graphics room and Photoshop pictures. Students will be required to supply their own digital cameras.

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*Mr. Miller made a motion to approve Digital Photography for inclusion in the 2013-2014 CHS Program of Studies. Mr. York seconded. The motion carried 5-0-0.*

- Study Skills: This course is intended as a service course to help students be successful.

Dr. Cochrane indicated that Freshman Seminar is offered for one credit. He noted that some students take Seminar II without another credit offered.

Mr. York was concerned that the course was included in the Program of Studies and was not approved by the Board. Mrs. Rothhaus indicated that the course was proposed to the Board in a previous year.

Dr. Cochrane commented that before Mrs. Rothhaus took over as principal processes were not followed well at the high school and she inherited many problems. He indicated that the work done for the presentation of the Program of Studies this year was extensive. He noted that he was not aware of the course at first, but was informed of it during a conversation with Mrs. Rothhaus.

There was some confusion regarding the courses offered for success strategies for students. Board members discussed the difference in these courses which include Freshman Seminar, Freshman Seminar II and Strategies for Success. Dr. Cochrane indicated that the learning that students received in Strategies for Success aligns well with Study Skills. He noted that Freshman Seminar II can be used as a scheduling tool.

*Mr. York made a motion to approve Study Skills for inclusion in the 2013-2014 CHS Program of Studies. Mr. Miller seconded. The motion carried 5-0-0.*

B. CHS Program of Studies

Mr. Miller indicated that he was not ready to vote on the Program of Studies as he still has many questions.

Dr. Cochrane asked if the Board would be amenable to printing the Program of studies so that students can submit requests for their schedules for the upcoming year. He indicated that the Board can continue working on the Program of Studies and CHS can move forward with teacher scheduling.

Mr. Miller commented that the credit requirements have not been changed and may change this evening by policy revision. Referring to the Recycling class, Mr. Miller indicated that students should not take Recycling as a Sophomore Project as it does not fit the purpose.

Mrs. Rothhaus indicated that CHS does more recycling than any other high school in America. She noted that we have some students that volunteer to do that work, but happen to attend CHS. She commented with regard to Sophomore Projects, some students have difficulty travelling so we have in-house projects that qualify.

Mr. Miller was concerned that students are taking Recycling during the school day and for Sophomore Project.

Mrs. D'Alleva commented that the intent of the Sophomore Project was community service, but if students are doing this in school, they are not really reaching out to the community.

Mr. Perreault, CHS teacher, offered some clarification regarding the Recycling course. He explained that suggesting this is an in-school program is misunderstood. He indicated that recycling is collected from all three schools and done outside of the school day. He explained that every second Friday, we go to all three schools and collect the recycling. Mr. Perreault commented that this is more community service than most approved by this school. He indicated that recycling is a lifelong skill. He noted that two students have jobs in Litchfield because of this class and two other students will go to the other schools and make executive decisions for the class. Mr. Perreault commented that he has never refused a student an opportunity to participate in recycling and has never asked for funding for the class. He indicated it is a community-based volunteer program – a collaboration of learners and community service.

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Mr. Barka asked if there is a writing component with Sophomore Project. Mrs. Petry commented there is a writing component and students are expected to give a presentation.

Mr. Miller commented that grades earned in summer school are not part of a student's GPA nor will they affect eligibility for athletics. Mrs. Rothhaus indicated that credit recovery is being proposed.

Mr. Miller asked work study. Mrs. Rothhaus indicated that work study has been part of the Program of Studies for a long time. She noted it is hourly based and the work study site must be approved (signature required) by the work study mentor.

Dr. Cochrane suggested that CHS be allowed to print the Program of Studies as a draft. Mrs. Petry indicated that the Program of Studies can be posted online as a draft.

***Mrs. D'Alleva made a motion to allow CHS to print a draft version of the 2013-2014 Program of Studies and post a draft program online. Mr. Miller seconded. The motion carried 5-0-0.***

Dr. Cochrane complimented Mrs. Rothhaus and Mrs. Petry on their work on the CHS Program of Studies.

C. Economics Course Credit Approval - postponed

D. Policies Under Revision:

- Promotion and Retention of Students (IKE) – Revised

Board reviewed policy and procedures and discussed credits for promotion in high school years.

Mrs. Rothhaus explained that for several years, students were referred to classmen according to how many years they attended CHS (i.e. 1 year, freshman; 2 years, sophomore; 3 years, junior; 4 years, senior). She indicated that there have been situations where a student will reach their senior year and find they are short several credits to graduate. Mrs. Rothhaus commented that we have ceased calling students classmen according to their years in school. She noted that their grade level is based on their credits. She proposed transitional advisories to keep students on track.

Mr. York commented that it appears we are making rules for certain students by accepting non-performance and creating a process that make it comfortable for them.

Mrs. Petry commented that we come together as a CHAT Team every week and identify students who are failing courses. She indicated that we speak to the students individually and offer them summer school. She noted that calls are made to parents as well with regard to summer school for the students. Mrs. Petry indicated there is much intervention.

Mr. York requested the number of students that are not within grade level with their credits. Mrs. Rothhaus offered to provide the number of those students to the Board. She commented that identification of students begins with 8<sup>th</sup> graders who are coming to CHS and interventions are begun. She indicated interventions continue through credit recovery.

Mr. York commented if the number is large the Board will discuss the issue with administrators. He indicated that the problem should not be solved by lowering the credits.

Board members discussed concerns regarding the number of credits required to move from one grade level to another. Concerns were mainly focused on raising the expectations so that students will not be faced with a deficit in their senior year.

***Mr. York made a motion to approve credit requirements for high school promotion as follows:***

- ***for sophomore class, a student must have acquired a minimum of 6 credits;***

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- *for junior class, a student must have acquired a minimum of 12 credits;*
- *for senior class, a student must have acquired a minimum of 18 credits;*
- *students must acquire 24 credits to graduate from Campbell High School.*

*Mrs. D'Alleva seconded. The motion carried 5-0-0.*

Mrs. Petry asked if this revision would take place with the incoming freshmen class.

Mr. York commented that the credit change should be effective immediately and administrative decisions can be made if a problem exists.

Mrs. Rothhaus was concerned that this may affect students who will take the NECAP test in the spring. Mr. Miller suggested that the revised policy can take effect at the end of this school year so NECAP testing will not be affected.

Dr. Cochrane commented that whether this will be implemented before or after final grades will be decided. He noted that data regarding the number of students with deficient credits will be provided for the Board.

- High School Graduation Requirements (IKF) – Revised

Dr. Cochrane proposed a change in credit requirements for technology, which mirrors what has changed in school approval standards.

Board members reviewed the policy and suggested revisions.

*Mr. Miller made a motion to approve the High School Graduation Requirements policy (IKF) as revised. Mr. York seconded. The motion carried 5-0-0.*

Mrs. Rothhaus thanked Mrs. Petry and Dr. Heon for their assistance and work with the Program of Studies.

- Board Officers (BDB) – Revised

Board member reviewed a revision to the policy. Board members suggested further revision. The policy will move to a final reading on April 3, 2013.

- Evaluation of the Superintendent (CBI) – Revised

Board member reviewed a revision to the policy. Board members suggested further revision. The policy will move to a final reading on April 3, 2013.

- Public Gifts/Donations (KCD) – Revised

Board member reviewed a revision to the policy. Wording was revised regarding exclusion of personal donations and/or gifts made to assist families in need.

*Mr. Miller made a motion to approve the Public Gifts/Donations policy (KCD) as revised. Mr. York seconded. The motion carried 5-0-0.*

## **VI. NEW BUSINESS**

### **A. Business Administrator's Report Feb 2013**

Mr. Martin presented the February 2013 financial report to the Board. He reported that based on an early forecast at the end of January, the year-end underspend in the general fund operating budget will be approximately \$135,000. He cautioned that since then Special Education numbers have been in flux. He noted that we will not be adjusting our spending forecast for the year as the early forecast still had half the school year left.

Mr. Martin reported that Mr. Poulos, Trustee of the Trust Fund, has assured that they will be able to process a request to use the Special Education Capital Reserve within two weeks of a request. Mr. Martin indicated that he feels confident to spend to the bottom line knowing that based on the forecast it may not be necessary to use the Special Education Capital Reserve.

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Mr. Martin reported that the fire alarm system at LMS has been completed and accepted by the Fire Department. He reported that the District has signed a three year contract with FairPoint and there will be significant increases in bandwidth.

- **GMS Basketball Hoops Update**

Mr. Martin updated the Board regarding the basketball hoops at GMS. He indicated that the GMS PTO offered to fund \$1,500 toward the replacement of the hoops. Mr. Martin noted that the District will fund the remaining cost.

- **Conflict of Interest**

Mr. Martin commented that Mr. Thompson mentioned on his last visit with the Board that Mr. York provided packs of cards for math classes at a significantly lower cost than another vendor. Mr. Martin indicated that according to the Conflict of Interest policy, Board members are not allowed to do business in the District unless the Board, as a whole, approves.

***Mr. Miller made a motion to approve the transaction of business between Mr. York and GMS for the printing of math cards. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mr. York abstaining.***

Mr. York inquired when end of the year purchases will be brought to the Board. Mr. Martin indicated that he would prefer to wait until the April forecast as it will be a more accurate number.

Mr. York requested that the Board consider encumbrances in May in order to avoid a last minute decision.

**B. March 2013 Election Results**

Board members reviewed the March 2013 Election Results.

**C. FY14 Operating Budget**

Mr. Martin provided changes made by the Budget Committee to the FY14 budget as well as recommended changes by the Superintendent. He indicated that each year the Board makes final changes to the budget before signing the MS-22. He noted that Dr. Cochrane recommended the following changes:

- Reallocation of \$148,000 salary and benefit reductions in line with staffing changes
- Restore full funding to the technology budget (\$42,000).

Mr. Martin indicated that a third request is a stipend of \$1,000 for a summer school coordinator at GMS, which can be paid out of the Math supplies account.

Dr. Cochrane explained that the principal will be on vacation throughout the summer months and the assistant principal's position is school year. He indicated that someone is needed to coordinate summer learning programs at GMS.

***Mr. York made a motion to approve the Superintendent's recommended changes to the FY14 Budget Committee budget as presented. Mr. Miller seconded.***

Mr. Barka asked about 8<sup>th</sup> grade reorganization that was listed in the staffing changes. Dr. Cochrane explained that LMS grades 7, 8 and 7/8 are moving to a 5 person model where the fifth teacher will teach content reading, writing and technology skills. Dr. Cochrane commented that an additional computer lab is needed at LMS as well. He mentioned that using E-Rate money for the lab is an option, which will allow us to move forward.

Mr. Martin commented that a server request will be brought to the Board at a future meeting.

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

**D. Job Description Review: Director of HR**

Board members reviewed the Director of Human Resource job description. Dr. Cochrane indicated no change is required to the job description.

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**VII. MANIFEST**

The manifest was circulated and signed by the Board.

**VIII. PUBLIC INPUT**

A. Community Forum

There was no public input.

**IX. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

*Upon a motion by Mr. York, the Board entered into non-public session at 11:01 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. Mr. Miller seconded. The motion carried by roll call vote: Mr. York, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes; Mr. Bourque, yes.*

**X. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Miller, the Board returned to public session at 11:24 p.m. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. York, yes; Mr. Miller, yes; Mrs. D'Alleva, yes; Mr. Barka, yes; Mr. Bourque, yes.*

**XI. ADJOURN**

*Mr. Miller made a motion to adjourn at 11:25 p.m. Mr. York seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for March 27, 2013

(approved as written 4-3-13)

**In Attendance:** Derek Barka, Chair  
Patricia D'Alleva, Vice Chair  
John York, Board Member  
Dennis Miller, Board Member  
Brian Bourque, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mr. Kyle Hancock, Director of IT  
Mr. Scott Thompson, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION** **6:00 p.m.**

- A. Call to Order
- B. Pledge of Allegiance

Mr. Barka called the meeting to order at 6:00 p.m.

**II. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

*Upon a motion made by Mrs. D'Alleva, the Board entered into non-public session at 6:02 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. Barka, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. York, yes; Mr. Bourque, yes.*

**III. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Miller, the Board returned to public session at 7:03 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Barka, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. York, yes; Mr. Bourque, yes.*

**Public Session Reconvened at 7:17 p.m.**

- C. Review & Revision of Agenda

Dr. Cochrane suggested moving the Principals Reports ahead of the LMS Program presentation.

Mr. Barka asked about revamping Principals Reports. Dr. Cochrane indicated that topic can be discussed on a future agenda.

- D. Summary of Non-Public Actions from the March 20, 2013 non-public session:

*Mr. York made a motion to accept the resignation of Deb Mahoney, Director of Human Resources. Mr. Miller seconded. The motion carried 5-0-0.*

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*Mr. Miller made a motion to approve the non-public minutes of March 6, 2013 as written. Mr. York seconded. The motion carried 4-0-1, with Mr. Bourque abstaining.*

E. Principals Reports

- GMS

Mr. Thompson reported:

- The SINI grant provided funding to expand the hours of the Grade 3 and 4 Title 1 Math Tutor and to add the services of a new tutor for Grades 1 and 2.
- GMS staff joined other teachers in working with CCSS in Math and ELA on March 12 workshop day.
- GMS staff was provided samples of the Smarter Balance assessment questions.
- GMS was selected to participate in NAEP testing on February 12.
- ACCESS for ELLs testing was held during February and March and is used to determine services and eligibility for ESOL.
- GMS was well represented at the District Art & Music Festival.
- NH Museum of History provided an in-house presentation on March 22.
- Acknowledging the GMS Leadership Team and teachers for a successful Math/Reading Night Carnival.
- Amy Ashe and Lisa Webster presented an overview of EnVisions math online tools.
- Sandy Doucette was nominated for NH Teacher of the Year.
- Mary Lou Saxton presented updates on the Special Education referral process.
- Chess Club wound up its season with final matches.
- Tournament of Readers was held during the winter.
- Destination Imagination teams fared well at the regional competitions in Swanzey.
- Cluster cards design was decided and the decks were produced by Mr. York at a lower cost than other vendors.
- Shaun Elliot discovered a classroom materials donation website where donors provide supplies for projects posted by teachers (donorschoose.com).
- ASCD conference was interesting.

Mr. Barka asked about working on keyboarding skills with students. Mr. Thompson indicated they will find ways to integrate keyboarding skills once GMS is provided with more computers.

- LMS

Mr. Lecklider reported:

- The Boys Basketball team won the Tri-County Championship.
- The Girls Basketball team lost a close game in the playoffs
- The Spirit team performed well in competitions.
- The LMS Band scored an overall score of “A” at the Large Group Festival.
- The LMS Band scored “A’s” from all three judges for sight reading.
- Macaroni & Music night was successful.
- 25 Band students participated in the Solo/Ensemble Festival in February.
- The District Art & Music Festival was successful.
- The Krispy Kreme donut fundraiser held for the Washington DC trip was successful.
- The Student Council honored 25 students with Class Acts awards.
- A Dodge ball Championship held during the pep rally at the end of February.
- Family Math Night was well attended.
- Work continues with CCSS.
- LMS is involved in a State network centered on “Quality Performance Assessments”.
- Transition meetings have begun with GMS and CHS for next year.
- Fred Wolff will be training the LMS staff on Common Core Writing & Literacy in April and May.
- A SINI grant was received with the focus on Reading.
- A Science Enrichment Assembly was held last week.

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F. Presentations & Recognitions

- LMS Programs

Mr. Lecklider provided a presentation of LMS programs for the Board. The presentation consisted of information regarding:

LMS Scheduling Goals:

- Alignment to CCSS;
- Content specialists teaching content areas;
- Differentiation with regular Formative Assessments;
- Depth over breadth;
- Unified Arts=fluent/consistent, exploratory experience.

CCSS Transitions:

- Increased cognitive demand;
- Performance based assessment
- 21<sup>st</sup> century skills required.

Depth of Knowledge – Cognitive Demand:

- Level 1: Recall and recognition
- Level 2: Skills and concepts
- Level 3: strategic thinking
- Level 4: extended thinking.

Depth of Knowledge 3: Strategic Thinking/Complex Reasoning

- requires reasoning, using evidence, and a higher level of thinking than the previous two levels;
- student would go beyond explaining and describing “how and why” to justifying “how and why” through application and evidence.

Performance Assessment: Continuum of Assessment for Deeper Learning

- Traditional state assessments
- New CCSS assessments
- Common performance tasks
- Learning tasks
- Student designed projects.

21<sup>st</sup> Century Skills: There are nine skills that a student is required to have; however, we will not meet all needs in one year.

English Language Arts:

- Increased text complexity (qualitative/quantitative);
- Reading for Meaning;
- Embedded literacy expectations into content areas;
- More emphasis on research-based expository and persuasive writing (less narrative);
- Increase in technology integration.

Math:

- Increased real-world problem-solving;
- Greater depth of knowledge;
- Increased writing and literacy skills;
- Coherence across grades and links to major topics within grades;
- Rigor in major topics, pursue conceptual understanding, procedural skill and fluency, and application with equal intensity.

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Instructional Team Structure Grades 5-8: (5 teacher model for each grade level)

- Language Arts;
- Literacy (grade 8-technology based literacy);
- Math;
- Science;
- Social Studies.

Grade 5 Schedule Revision: (to transition students into content specialists)

- Students will be grouped as homerooms;
- Homerooms will travel to content class;
- Unified Arts will rotate as they do with Grades 6-8.

Unified Arts (tentative):

- Grade 5: Art, Computer Literacy, Health, PE, FACS, Music/Library – full year
- Grade 6: Computer Literacy, Health, Art, Music/Library, PE, Technology Education – full year
- Grade 7: Health, Art, Computer Literacy, Technology Education, FACS, PE – full year
- Grade 8: Spanish – full year (1 Advanced, 4 Exploratory), Technology Education, Music, PE
  - Each student will receive 2 UAs per day
  - UAs will run quarterly
  - UAs will be connected to a grade level.

Dr. Cochrane commented that the current K-12 model is built on the same schedule each day. He noted that students graduate high school, graduate college and spend the rest of their lives doing the same thing every day. He indicated that those jobs rarely exist today, but the model has not changed. Dr. Cochrane commented that students need access to the tools to gain the skills that are required. He indicated there is a one year difference in learning with CCSS and the key to student learning is to keep adult learning current. Dr. Cochrane commented that in grade 8 we considered doubling up on content reading, literacy and research in the computer environment for next year, which would require an additional lab. He explained that a new course should be developed to allow students to perform effective website searches, prepare an argument and defend that argument before students move on to high school. Dr. Cochrane indicated that the notion is to create an additional math experience at grade 7 that would push students into deeper achievement and 21<sup>st</sup> century skills. He noted that if we move forward, the Board will need to approve a change in the middle school program and funding.

Mr. Hancock proposed that desktops [that would have been replaced next year] will move to a thin client base. He proposed only replacing two of the mobile carts and moving one cart to GMS. He indicated GMS will acquire two new carts and 60 machines. LMS teacher laptops will be replaced. Mr. Hancock indicated that the timing for the transition of desktops to thin clients is important to be ready for the start of school in September.

Dr. Cochrane indicated that thin client exists on a server and is cost effective. He noted that we would have to move forward with the curriculum and determine where the lab would be located. He commented that we would like to purchase a server with this year's budget. Dr. Cochrane indicated that the timing is important and that Board approval would be needed no later than the next meeting.

Mr. Martin commented that there will be sufficient money between that and unanticipated revenue to purchase the technology this year.

Mr. Hancock indicated that the following is needed: two servers, VI licensing, storage, battery back-ups and the cost is approximately \$48,500.

Mr. Martin noted that thin clients will be purchased in next year's budget. Mr. Hancock noted that instead of leasing 30 desktops we would be able to lease 60 thin clients.

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Dr. Cochrane commented that if the Board is not comfortable with the proposal, we will have to delay the student information system, which still needs to be discussed.

Mr. Miller commented that he was under the impression that when the Board approved adding \$42,000 to next year's budget it was for virtualization.

Mr. Martin indicated that \$30,000 of that amount is for computer lab renovations.

Mr. York commented that he understood that \$42,000 was being added into technology, but was not under the impression the money was for anything specific. He noted that at the last meeting we voted to replenish the technology budget. He noted that 60 computers were donated by BAE since then. Mr. York indicated we are in the process of revamping classes at LMS and are going to have to make a commitment to LMS for technology.

Mrs. D'Alleva commented that the budget has been running a deficit all year and we are now looking to implement this system with taxpayer money. She commented that she was uncomfortable doing so.

Dr. Cochrane indicated this is the single best thing we can do at this time and is comfortable using E-Rate monies to do so.

Mr. Martin clarified that during the budget process we were talking about a deficit; however, at Deliberative Session it was stated that we may or may not have to use Special Education Capital Reserve funds. He noted that as we approach the end of the year, a better forecast is evident.

Mr. Miller asked to see the allocation for the \$30,000 the Board approved be added into next year's technology budget. Mr. Martin indicated it is in LMS Technology.

Mr. York commented that the Board has known additional funds were needed for technology since January. He agreed with Mr. Miller that the Board needs to see a plan for the technology at LMS.

Dr. Cochrane agreed with the Board's request for a plan for the technology at LMS. He asked Board members to recognize that the remaining technology and infrastructure is failing and it is a matter of what is needed more crucially. He noted that a plan will be presented at the next Board meeting.

Mr. Miller commented that the Board would like to see the whole plan before moving forward as he is not convinced that teachers are using Smart Boards efficiently.

Mr. Martin commented that Dr. Heon and Mr. Hancock have provided much training on Smart Board technology.

Dr. Cochrane indicated there is more to the conversation, such as engaging students in learning. He noted that teaching is an art and craft and allows effective teachers to multiply that impact.

Mr. York expressed support for restructuring the program at LMS. He commented that it allows teachers to teach what they teach best. He encouraged Board members to support the restructuring. Mr. York noted that this will build and show the learning process to LMS students.

G. Correspondence

There was no correspondence.

H. Approval of Draft Minutes:

- Public Session March 20, 2013

***Mr. Miller made a motion to approve the public minutes of March 20, 2013 as amended. Mr. York seconded. The motion carried 5-0-0.***

I. Community Forum

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Robin Corbeil, 4 Nesmith Court, commented that she has been an employee in the District for 10 years. She noted that teachers have been training in this district for many years. She indicated that Smart Boards are used by all teachers appropriately. Mrs. Corbeil commented that bandwidth at the middle school is limited; infrastructure is a problem; and the wiring is old in the computer room. She indicated that many of these problems were delayed for budget concerns. Mrs. Corbeil noted that it takes 15-20 minutes to boot the computer and logon, which reduces class time (instructional time). She expressed support for the 5 teacher per grade scheduling. She indicated it would allow Unified Arts teachers to integrate with the grade level they are teaching. She noted that we can be sure all students now learn the skills they need to go forward. Mrs. Corbeil encouraged the Board to consider the change and upgrade technology at the middle school.

**J. Superintendent's Comments**

Dr. Cochrane indicated that he enjoyed the event at GMS last evening.

- **High School Credit for Middle School Courses (IKFB)**

Dr. Cochrane asked Board members to consider a revision to the policy. He noted this is the policy that awards high school credit for courses completed during middle school. He indicated that the Board needs to have a conversation regarding when to award credit in middle school for a course in high school; auditing courses to ensure the curriculum matches; and to ensure that assessment and grading matches competencies.

Mr. York was concerned that a student who is awarded high school credit for courses taken in middle school would need less credit toward graduation during the high school years.

Mr. Miller suggested the policy be revised as credit cannot be awarded for Computer Literacy in middle school any longer as the standards have changed.

Dr. Cochrane was concerned with what can be done for exceptional students.

Mr. Miller suggested that courses taken in middle school become pre-requisites instead of awarding credit.

Mr. York agreed and commented that this would build the foundation that allows students to take a more aggressive path in high school.

Mrs. D'Alleva agreed.

The policy will be revised and discussed further.

**IV. REPORTS**

**A. School Board Comments**

Mr. Barka commented that the Math & Reading Festival was very successful. He shared his disappointment over the failure of the teachers' contract and indicated that it was not communicated well.

Mrs. D'Alleva commented that she spoke to people regarding the teachers' contract and they indicated they simply cannot afford it.

Mr. Miller commented that the voter turnout was very low. He attributed it to the fact that there was no school on Voting Day. He observed that GMS did not hold Kids Voting this year.

**B. Committee Reports**

Mrs. D'Alleva indicated that the Core Values Committee met.

Mr. York reported that the Safety Committee is moving safety recommendations to the Superintendent.

Dr. Cochrane updated the Board regarding the police department request for live feed access to the CHS video surveillance system. He noted that there are concerns about controls and videotaping as once a student is taped it

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becomes part of their permanent record and is protected by FERPA. Dr. Cochrane indicated he met with police and fire representatives to discuss concerns and issues. He commented that a login type of control is safe and well served. Dr. Cochrane reported that legal counsel will craft changes to the Memorandum of Understanding, which will be brought forward to the Board.

C. Curriculum Report (after LMS presentation)

Dr. Heon reported:

- 
- Professor Sharma worked with our teachers in each school March 25-27
  - Professor Sharma emphasized the importance of students mastering their math facts with automaticity
  - Notion of automaticity is that working memory should be focused on the task at hand
  - Tool building will be incorporated in lessons
  - Professor Sharma distilled the core issues for each grade.

Mrs. D'Alleva suggested addressing some of the issues that may become evident over time with CCSS and avoid some of the pitfalls of other districts.

Dr. Heon indicated that it may be too early to address or avoid issues with the implementation of CCSS as people have not been implementing CCSS with fidelity. She noted that it would be necessary to research all states to determine who is implementing CCSS well.

Dr. Heon commented that a decision regarding when the latest draft of the curriculum should be released is necessary. She noted that the draft consists of the CCSS deconstructed.

Mr. York suggested that a district web page be created where this information can be accessible to parents.

Dr. Cochrane commented that the adoption of Common Core is the right step. He agreed with Dr. Heon that implementation cannot begin until curriculum is written. Dr. Cochrane indicated that the issue is the depth of the implementation, the amount of professional development, and the amount of time teachers talk and work with each other to get more expert at applying the instruction.

A lengthy discussion regarding the merit of Common Core followed.

Dr. Heon indicated that Professor Sharma will return for GMS Parent Night on May 7. She noted that all parents are welcome to attend.

**V. NEW BUSINESS**

A. FY14 MS-22 (Board signatures required)

Mr. Martin asked Board members to sign the FY14 MS-22. The MS-22 was circulated and signed by the Board.

B. Acceptance of Donation

Mr. Martin asked Board members to approve a grant in the amount of \$500 from the Exxon Mobil Education Alliance as a gift for CHS.

***Mr. York made a motion to approve a grant in the amount of \$500 for CHS from the Exxon Mobil Education Alliance. Mr. Miller seconded. The motion carried 5-0-0.***

C. Policies for Consideration:

- Electronic Communication with Students (GBEBD)

Dr. Cochrane presented a policy regarding electronic communication with students to the Board for consideration. He indicated the policy draft is for the Board to review. He explained that the policy and procedures enable the district to have a set of expectations to which teachers will adhere. He noted that staff feedback has been collected and that the policy will be sent to the student council for feedback.

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**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

A. Community Forum

There was no public input.

**VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

*Upon a motion by Mr. York, the Board entered into non-public session at 10:28 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. Barka, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. York, yes; Mr. Bourque, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Miller, the Board returned to public session at 10:49 p.m. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. Barka, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. York, yes; Mr. Bourque, yes.*

**X. ADJOURN**

*Mr. Miller made a motion to adjourn at 10:50 p.m. Mr. York seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for April 3, 2013**

(approved as written 4-17-13)

**In Attendance:** Derek Barka, Chair  
Patricia D'Alleva, Vice Chair  
John York, Board Member  
Dennis Miller, Board Member  
Brian Bourque, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Kyle Hancock, Director of IT  
Mr. Tom Lecklider, Principal, LMS  
Mrs. Deb Mahoney, Director of HR  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

- A. Call to Order
- B. Pledge of Allegiance

Mr. Barka called the meeting to order at 6:00 p.m.

**II. NON-PUBLIC SESSION: RSA 91-A:3II (b-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 6:00 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: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque.*

**III. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. D'Alleva, the Board returned to public session at 6:24 p.m. Mr. York seconded. The motion carried by roll call: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque.*

**The Board recessed until 6:33 p.m.**

C. Review & Revision of Agenda  
There were no revisions to the agenda.

D. Summary of Non-Public Actions from the March 27, 2013 non-public session:  
*Mr. York made a motion to accept staff re-nominations for 2013-2014 as presented. Mr. Miller seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to approve the non-public minutes of March 20, 2013 as amended. Mr. York seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to unseal the non-public minutes of January 14, 2013. Mr. York seconded. The motion carried 5-0-0.*

E. Presentations & Recognitions  
There were no presentations or recognitions.

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G. Correspondence

Mr. Barka read a letter from a parent regarding Challenge Day that was recently held at CHS. He indicated that the parent praised the program and believes the students were moved by the experience.

*The correspondence will be attached to the approved minutes of April 3, 2013.*

Mr. Miller commented that some Board members received comments regarding Common Core State Standards. Mr. York commented that the correspondence should be attached to the minutes.

H. Approval of Draft Minutes:

- Public Session March 27, 2013

***Mrs. D'Alleva made a motion to approve the March 27, 2013 public minutes as written. Mr. York seconded. The motion carried 5-0-0.***

I. Community Forum

Mr. Bourque presented a donation from the GMS PTO to the Board.

***Mr. Miller made a motion to accept a donation from the GMS PTO in the amount of \$1,500 for the new basketball hoops. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

J. Superintendent's Comments

- March 2013 Enrollment

Dr. Cochrane indicated that the total enrollment for the District has increased since the beginning of the year. Total District enrollment as of the end of March 2013 is 1,487 students. Dr. Cochrane indicated that 1<sup>st</sup> Grade registrations are at 68 and Kindergarten registrations have risen slightly.

Dr. Cochrane mentioned that there is a change for education adequacy funding for next year. He noted that we will be funded on our actual membership.

Mr. York asked for the number of students who have transferred out or left CHS. Dr. Cochrane offered to provide the information for the Board.

**III. REPORTS**

A. School Board Comments

Mr. York mentioned there was an article in the HLN on Friday regarding the recent voting results and potential consequences of the failure of the teachers' contract warrant article.

- School Board Orientation

Mr. Barka announced that the NHSBA has offered to provide Board orientation on May 8. He noted the date has been confirmed.

Mr. Miller indicated that typically Board members submit any questions regarding topics they would like to discuss prior to the meeting.

Dr. Cochrane asked the Board if they could be available for a 6:00 p.m. start on May 8. Board members agreed.

Mr. Miller suggested requesting the District's legal counsel to provide a legal review for the Board on either May 15 or May 22. Mrs. Flynn will apprise the Board of the date with the attorney.

**IV. OLD OR UNFINISHED BUSINESS**

A. Technology Update

- Blended Learning
- Classifying Blended Learning

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Blended Learning is:

- A formal education program in which a student learns through online delivery of content and instruction with some element of student control over time, place, path and/or pace, and delivery of content and instruction at a supervised brick-and-mortar location away from home.

Dr. Cochrane explained that with blended learning, learning is no longer restricted to the school day or year, nor is it restricted to the walls of the classroom. He indicated that the timeline for blended learning is between 3-5 years. He noted that it does require some significant technology and infrastructure. Dr. Cochrane commented that with the movement more toward career and college ready, the path leads to technology and individualization. He indicated with technology rich instruction in mind, we are trying to create an infrastructure for which teachers would have a plan for its use.

Mrs. D'Alleva asked if blended learning is student driven or assigned to students by the teachers.

Dr. Cochrane commented that some blended learning is teacher driven, but flexibility exists. He indicated that the timeline for implementation would be 3-5 years. He noted that it is driven by a curriculum. Dr. Cochrane indicated that it is flexibility within the students' time and improving their ability to learn. He noted that the question is how do we use our time and physical resources and help teachers act and assist students to become better learners. He explained that blended learning is traditional instruction and online instruction. Dr. Cochrane indicated that the State BOE is proposing passing competencies in lieu of credits for graduation. He noted as there is movement toward these models, we need to use technology in such a way that it maintains the costs with no additional costs. He indicated that there can be flexibility moving toward blended learning as this type of learning can be implemented for some while increasing skills of others with technology rich instruction.

Mrs. D'Alleva asked if there are any real life models of blended learning. Dr. Cochrane indicated there are some models included in the documentation provided. He commented that those who are in true blended learning are enrolled in alternative and charter schools and it is not mainstreamed.

Mrs. D'Alleva was concerned that introducing this type of learning would be experimenting with our students. Dr. Cochrane commented that it may be advantageous to watch others make crucial mistakes during the implementation of blended learning.

- SIS to 21<sup>st</sup> Century Learning

Dr. Cochrane presented information regarding transitioning from a student information system to 21<sup>st</sup> century learning. He explained there has been a rapid evolution of enterprise technology solutions beginning with the electronic learning environment that began in 2000. He noted that after the electronic learning environment, there was a merge to a learning management system to which our current student information system does not measure. Dr. Cochrane indicated that our system is archaic and is built on a system that is out of date by 20 years. He commented that there are free or low cost learning management systems like Moodle or Edmoto, which is used by the technology teacher at LMS.

Mrs. D'Alleva asked if this to get on track with CCSS. Dr. Cochrane indicated that the student information system is something that can assist with content based education. He noted as we move toward content based education, we need more durable controls over what learning resources and/or activities are available to students. He suggested doing a needs assessment this year and a product trial next year.

Dr. Cochrane indicated that the "flipped classroom" model is working well. He explained that the flipped classroom is where students get online content and instruction and do their practice and projects in the physical classroom.

Mrs. D'Alleva commented that all of this could change and was concerned we are getting ahead of ourselves.

Dr. Cochrane indicated that this has been the case at the university level for a significant amount of time. He noted that there are adjustments moving it to K-12, but the model is well proven.

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Mr. York commented that we are not preparing our students for reality. He indicated we are a technology driven society and need to prepare our students. He commented that we have patch-worked our technology and accepted donations of old computers for a long time.

Mrs. D'Alleva was concerned we would be moving to quickly toward blended learning without examining who is using it and how well it is working for them.

Mr. Martin commented that the current system is antiquated and the vendor cannot expand the system. He indicated there are four interfaces that will be installed and whatever produce we implement will be committed to those four interfaces. He noted that we will have a base to prepare for transition to blended learning when we are ready.

Dr. Cochrane commented that we have a five year technology plan that we did not execute in the first two years. He noted that we are reworking the plan and trying to move forward with a shared vision and planning. He indicated that he is asking for approval of the program for next year and approval of \$48,500 to begin working on the virtualization of thin clients. Dr. Cochrane commented that if the course is approved we will need a lab to function. He noted that the Board has supported the move toward thin clients, which is an extended use and capacity for less cost. He indicated that we will need a mix of laptops or PC's for 1:1 learning. Dr. Cochrane commented that the grade 8 Integrated Literacy Technology course (research/writing based) cost is \$15,000. He indicated that the cost of the server [to support the thin cliets] and 50 licenses is \$48,500. He indicated this is what is needed for technology enhanced learning.

Mrs. D'Alleva asked Dr. Cochrane to speak to the competency framework slide.

Dr. Cochrane indicated that this is a vision of a system that encompasses a student information system, e-portfolio, learning management system, online content and assessments, curriculum development, data-driven instruction, and a personalized learning plan. He noted that this already exists across a multiple of platforms. He commented we want to be more specific on our grading and reporting practices so parents can be aware of the competency of their student. He indicated that this would also allow us to increase communication between parents, students and teachers.

Mr. Martin commented that a decision this evening impacts the decision to use E-Rate monies. He indicated that we would like to hold onto the E-Rate monies for implementation.

Dr. Cochrane noted that the Board was previously asked to restore the 2013-14 technology budget (approval of additional \$42,000), which was approved. He indicated that we are now asking for \$48,500 for additional technology at LMS. He commented that without the technology the program will not be able to run.

Mr. Miller had some questions, which he submitted to Mr. Hancock and Mr. Martin prior to the meeting. He commented that he was concerned that we are purchasing 60 desktops and laptops for a lower student number and 30 laptops for the mobile cart for 21 students.

Mr. Hancock indicated that the cart already has 30 laptops, which is where that number was derived. He noted that we will only purchase 50 licenses for the thin clients.

Mr. Miller was concerned that there we may be entering into a 3 year lease that has not been approved by the voters. Mr. Martin indicated it was approved as a 3 year desktop lease. He commented that although the technology budget was reduced, the lease line items were not reduced.

Dr. Cochrane indicated that he supports purchasing over leasing. Mr. Hancock indicated that we have reached critical mass after this lease and may want to consider straight purchasing.

Mr. York was concerned that if we purchase technology this year, technology could be reduced again next year. He indicated that the technology plan implementation has been stalled for two years. He noted that we need an

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adequate plan that is in place for the same cost each year. Mr. York commented that we need to show the Budget Committee a plan with an amount for each year.

Dr. Cochrane indicated that he is already working with those parties of interest on a plan. He asked for approval for the Integrated Literacy Technology course for grade 8 and for the server and 50 licenses.

Mr. Barka asked for a review of that course description. Dr. Cochrane indicated that it is a literacy course which is computer based. He indicated students will understand how to research on the internet and cite references.

Mr. Lecklider explained that we have had a content reading course in grade 8. He noted that CCSS puts more emphasis on embedding literacy into a content class. Mr. Lecklider indicated with this course there will be content literacy in the content areas.

Dr. Cochrane commented that implementation of this course means that five people will be working in the content areas or areas where they specialize. He noted that the technology teacher will teach the core skills that will move technology integration.

***Mr. Miller made a motion to approve the use of \$48,500 for the requested server and 50 licenses. Mr. York seconded. The motion carried 4-0-1, with Mrs. D'Alleva abstaining.***

***Mr. Miller made a motion to accept the revised leases for the 2013-2014 budget with the provision that they do not exceed the leases approved by the voter. Mr. York seconded. The motion carried 5-0-0.***

***Mr. Miller made a motion to approve the 8<sup>th</sup> grade Integrated Literacy Technology course as presented. Mr. York seconded. The motion carried 5-0-0.***

Dr. Cochrane thanked Board members for their consideration and the thoughtful dialogue and discussion.

B. Policies for Final Approval:

- Board Officers (BDB)

A final revised policy was presented to the Board for approval.

***Mr. Miller made a motion to approve the revised Board Officers (BDB) policy for final approval. Mr. York seconded. The motion carried 5-0-0.***

- Evaluation of the Superintendent (CBI)

A final revised policy was presented to the Board for approval.

***Mr. Miller made a motion to approve the revised Evaluation of the Superintendent (CBI) policy for final approval. Mr. York seconded. The motion carried 5-0-0.***

**V. NEW BUSINESS**

A. Non-Bargaining Compensation Schedules

Dr. Cochrane presented Board members the FY14 non-bargaining employees' compensation schedules for approval.

Mrs. Mahoney explained that the schedules include a 1% adjustment that was included in the FY14 Operating budget. She indicated that there is no adjustment included for administrators or longevity. She noted that all steps are frozen. Mrs. Mahoney indicated that the Food Service schedule includes a 3% adjustment. She noted that a 1% adjustment is also included for district staff that are not administrators and are not on a schedule (i.e. social worker, speech therapist, etc.).

Mr. York commented that he does not support the compensation schedules. He indicated that the Board asked for a plan to move all employees to the new benefit model approved by the Board and has been used for recently hired administrative personnel.

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Mr. Miller suggested separating the benefit summary from the schedule.

Mrs. Mahoney explained that as suggested by legal counsel, when hiring new personnel there is an expectation of that benefit. She noted if we change employees' compensation we would want to give them notice. Mrs. Mahoney mentioned that the pay premium is for new hires going forward. She indicated that if the Board delays voting on the benefit summary, we cannot go forward with employment summaries.

Mr. Martin indicated that it is a document that prevents school year employees from collecting unemployment. He explained that if employment summaries are not provided for these employees, they will be eligible to collect unemployment.

Mr. York disagreed, commenting that employees cannot collect unemployment until they are terminated.

Mrs. Mahoney explained that the District is required to provide reasonable assurance to employees under the law. She noted that we have until the last day the person works to notify them of our intent to hire them. She commented that we cannot wait until the last day to do so as they will be eligible to collect unemployment over the summer months.

Mr. York expressed concern with the number of sick days that an employee can accumulate and the liability to the District regarding this time.

Mrs. Mahoney indicated that there is no liability with these employees because if they retire or leave they are not paid for accumulated sick time.

Mr. Martin commented if the Board is considering major changes for the staff, we must provide them with notice.

Mr. York asked how many employees are offered sick time. Mrs. Mahoney commented that there are 26 full time, year round employees that receive sick time.

Mr. York asked if substitutes are called to work in place of employee absences. Mrs. Mahoney indicated that substitutes are only called for custodians or administrative assistants if needed.

Mr. York asked of the total number of sick days employees receive each year, how many days are used. Mrs. Mahoney indicated she did not have that number readily available, but offered to provide it to the Board.

Mr. York suggested reducing the sick days offered to 5 days per year and increase the employees' income with the savings.

Mrs. D'Alleva agreed that this is a valid conversation that should have already occurred.

Dr. Cochrane commented considering the existing work load in the SAU Office, it would be wise to approve the schedules now and open up a discussion in the fall.

Mr. Barka agreed. He commented that the SAU is in the process of hiring a new Business Administrator and Human Resources Director and that this would be a difficult change to handle at this time.

Dr. Cochrane reminded Board members that negotiations and budget work are slated for the fall.

Mrs. D'Alleva commented that this is a major discussion and is concerned about making a quick decision. She indicated that the Board can delay the conversation for the summer months.

***Mrs. D'Alleva made a motion to approve the FY14 Non-Bargaining Compensation Schedules as presented. Mr. Barka seconded. The motion carried 4-0-1, with Mr. Miller abstaining.***

**LITCHFIELD SCHOOL DISTRICT**

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**B. CHS Graduation Date Approval**

Dr. Cochrane asked Board members to approve June 14, 2013 as Graduation Day for CHS seniors. He indicated that seniors will have fulfilled the time requirement in order to graduate.

***Mr. York made a motion to approve CHS graduation for June 14, 2013. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

Mr. York requested a discussion regarding Blizzard Bags. He indicated that the Board should discuss the program and consider whether to move forward for another year.

**C. Acceptance of Donation**

An anonymous donation in the amount of \$1,000 for the CHS Student Council Spring Fling was presented to the Board.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

There was no community input.

**VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

***Upon a motion made by Mr. Miller, 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. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. Barka, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. York, yes; Mr. Bourque, yes.***

**A. Approval of Draft Non-Public Minutes:**

- March 27, 2013

***Mr. Miller made a motion to approve the March 27, 2013 non-public minutes as written. Mr. York seconded. The motion carried 5-0-0.***

**IX. RETURN TO PUBLIC SESSION**

***Upon a motion by Mr. York, the Board returned to public session at 9:26 p.m. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. Barka, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. York, yes; Mr. Bourque, yes.***

**X. ADJOURN**

***Mr. Miller made a motion to adjourn at 9:27 p.m. Mr. York seconded. The motion carried 5-0-0.***

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

Derek Barka, Chair

Patricia D'Alleva, Vice Chair

Dennis Miller

John York

Brian Bourque

April 3, 2013

Attachment to the April 3, 2013 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the April 3, 2013 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

**From:** sysadmin  
**Sent:** Sunday, March 31, 2013 4:50 PM  
**To:** John York  
**Subject:** Litchfield School District: Challenge Day – CHS

This is an enquiry email via [Litchfield School District](#) from:  
Sharon Hagenow

**Name:** Sharon Hagenow  
**Email:**  
**Subject:** Challenge Day – CHS

**Message:** Good Afternoon, I am writing this note to express a humungous thank you to CHS for hosting the Challenge Day for our kids. Both of my children, Drake (Jr) and Emily (Fr) were lucky enough to experience this day. Immediately when my kids returned from school that day, I knew that something in their life had changed. Although my kids generally have a strong family life and a very good relationship, I immediately saw something that touched them that day. It had never occurred to me until that day how much these children need this. I am so proud of my children for taking the day seriously, and attempting to get the most out of the experience that they could. Raising my two children myself has been quite a challenge. This year has been the most difficult year I have faced as a parent. I, myself, take little time to realize the pressure that surmounts in our high school kids every day. I push my kids to do well, to respect others, and themselves continuously...but, for me, this experience did such a better job. I believe every high school student needs this day to learn that their peers are human, their parents are human, and most of all.....their teachers are human. After all, we are raising these children to be our future leaders. My son particularly told me of an experience where he had a long conversation with a teacher afterward. This teacher admitted to Drake that he had judged him as a cocky, lazy, unmotivated child. Through this experience, the teacher learned to realize just how motivated, strong, and mature Drake is. As Drake was telling me this story, I could see the pride in his eyes that for once, even if it was just one day, someone at Campbell High School gave him a chance and believed in him. The teacher then offered his assistance with his college choices, and anything Drake might need him for. This may have been the chance that he needed to change his perspective on his future. Without this day, Drake never would have had the chance to show a teacher the true him. We, as adults, have to remember that these kids are all still in high school; they think, act, and re-act like 14-18 year olds. We cannot expect them to think like adults, we have to lead the way. Every child is facing their own difficulties in life, just like every teacher. Although they're at the school to learn, just being reminded of this can give them a new perspective on how they learn, or how they teach and interact. The one thing I asked my kids after Challenge Day was: "Do you think it will stick or do you think it's just a one day thing?" Both of my children believed that Challenge Day changed them. A month from now some kids, teachers, and faculty members will fall back to their ways of going about their day to day. However, if it was for only one day, I loved the conversation that was created from this very emotional and inspirational day. I have heard my daughter and her friends talking about the day, my son and his friends reflecting on what they learned. Instead of talking smack to each other on the XBox that night, they were talking about how great, yet emotional the day had been. If that does not make a statement, I'm not really sure what would.

With the days of Facebook, Instagram, Twitter, and any other online media source, it was a beautiful thing to read all the posts between the kids. They were talking about it, they were commending each other for being brave and strong, and they were supporting each other. I found it to be beautiful and amazing....and so enjoyable to read. I feel these kids learnt more in one day about REAL LIFE and humanity than in a whole year of school. Come to find out, one of the coordinators and Drake really hit it off, and may even keep in touch and I hope they do!! Emily stated that due to the cost, CHS can only host this day every 3 years for the kids. She told me she is a freshman, and said if she didn't get chosen to do it her senior year she would be utterly disappointed. I have received an enormous amount of feedback from other parents as well. In discussion, we stated we'd almost rather pay for this day once a year for our child then anything else. This, my friends, was money very well spent by CHS and the taxpayers of Litchfield. I am proud that my children are part of the Campbell community and can have this experience. So thank you again!!! Sharon Hagenow I have also copied this email to all of the school board members, as I think they should know as well. I, as well as many others, sincerely hope this program never goes away.

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for April 17, 2013**

(approved as written 5-8-13)

**In Attendance:** Derek Barka, Chair  
Patricia D'Alleva, Vice Chair  
John York, Board Member  
Dennis Miller, Board Member  
Brian Bourque, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Laura Rothhaus, Principal, CHS  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

**6:30 p.m.**

- A. Call to Order
- B. Pledge of Allegiance

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

- C. Review & Revision of Agenda

There were no revisions to the agenda.

- D. Summary of Non-Public Actions from the April 3, 2013 non-public session:

*Mr. Miller made a motion to approve the March 27, 2013 non-public minutes as written. Mr. York seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the nomination of Frank Markiewicz as Business Administrator for the Litchfield School District at a salary of \$88,500 for 2013-2014. Mr. York seconded. The motion carried 5-0-0.*

- E. Presentations & Recognitions

- CHS Robotics Trip Proposal

Paul Childs and Patricia Waggoner are requesting approval from the Board for an overnight trip for the CHS Robotics Team. It is proposed that the Robotics team will travel to WPI in Worcester, MA to compete in a robotics event. The Battle Cry trip is planned for May 17 and 18. Students will be transported to Worcester, MA and when the event is completed, parents will transport students home.

Dr. Cochrane congratulated the Robotics team on their regional competition. He commented that the regional competition is believes people do not realize how big the regional competition is and that other teams are well funded.

Mrs. Rothhaus thanked Mr. Childs for assuming the position of Robotics advisor.

Mr. York mentioned that he read a newspaper article regarding Trinity High School participating in a Vex Robotics competition. He asked if there has been any consideration for CHS to participate in Vex Robotics.

Mrs. Waggoner indicated that Mr. Chretien, CHS Physics teacher, is looking to incorporate Vex into his courses.

Dr. Cochrane mentioned that much fundraising is required to compete nationally with FIRST. He commented that Vex can be used to engage students more in the classrooms and can be used as a tool to develop skills in engineering. He indicated that Vex engages more students performing more diverse tasks and receiving a broader education.

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Mr. Miller expressed concern that private transportation is being considered for the return trip from Worcester. He indicated that waivers are required to be filed with the Superintendent by parents wishing to transport their children back home as well as insurance requirements.

Mr. York commented that the Board can waive the transportation policy; however, the policy would have to be revised going forward as this would create a larger issue.

Board members decided not to waive the transportation policy, but asked that return transportation via bus be considered.

***Mr. Miller made a motion to approve the CHS Robotics trip, Battle Cry, to WPI in Worcester, MA subject to resolving transportation for the team. Mr. Bourque seconded. The motion carried 5-0-0.***

G. Correspondence

- Letter of Invitation from VFW

Mr. Barka shared a letter of invitation from the Hudson VFW with the Board. The VFW is inviting Board members to its annual Loyalty Day/Scholastic Awards ceremony on May 3 to honor three teachers from the District: Margaret Parent, GMS; Carolyn Leite, LMS; Charles Mower, CHS.

Mr. Barka shared a letter to the Board from the LEA declaring their intent to open negotiations for a contract for 2014-2015.

H. Approval of Draft Minutes:

- Public Session April 3, 2013

***Mr. York made a motion to approve the public minutes of April 3, 2013 as written. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

I. Community Forum

- Adult Education

Mr. Richard Lascelles requested to address the Board regarding the Adult Education decision. He commented that he taught course for CHS Adult Ed last spring and that the program was successful. He cited the CHS mission, which states that lifelong learning is a necessity and that Campbell High School was built with the community in mind. Mr. Lascelles believes that many people can benefit from adult education and there is a tremendous opportunity for the community to attend courses for a modest cost. He commented that more people would be supportive of the budget if adult training were provided.

Mr. Miller asked if the program incurred additional costs when it was run. Mrs. Rothhaus commented that when she was hired as assistant principal part of the job description was to implement a Community Adult Education program that was required to be self-funded within three years. She indicated that the program began well with increasing numbers; however, when the enrollment decreased the program incurred cost.

Sue Duffy, Arcadia Lane, expressed support for the Adult Education program. She indicated that she enrolled in an excellent Excel class two year ago. She mentioned that she was disappointed when the program was eliminated. Ms. Duffy mentioned that perhaps community members will help with the administrative portion.

Mr. York indicated that the people who want to use the school should be able to use it as they support the school.

Dr. Cochrane expressed support for the program as the school is the center of the community who support it. He commented that it appears infrastructure costs were detrimental to the program. Dr. Cochrane indicated that these costs can be minimized through the use of volunteers or with office personnel in a way that will not impact the budget.

Mrs. Rothhaus commented that many people loved coming into the school. She indicated that a wide variety of classes were offered and that it is a hub for the community.

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Chris Pascucci, 12 Colonial Drive, expressed support for the CHS Robotics program and commented that this is one program where more money yields better results. He commented that fundraising is an integral part of the program and is encouraged. He indicated that the students can engage in fundraising and receive the amount of money they need.

Mr. Pascucci commented on Adult Education. He indicated that a very lengthy discussion previously ensued regarding Adult Education. He commented that the program should be placed on the warrant and the people can choose if they want to fund it. Mr. Pascucci indicated that the mission of this Board is to educate the children of the town. He commented that if this town does not want to fund Adult Education there are other town that offer this type of learning.

Mr. Pascucci commented on the budget. He indicated that there was a problem with recommendation votes on the warrant. Regarding the failed teachers' contract article, Mr. Pascucci commented that the Board spoke of many things that may have contributed to the failure of the article. He indicated that none of them contributed to the failure of the article as anything with money essentially failed. Mr. Pascucci commented that the budget was approved because of the small difference between the proposed budget and the default budget. He asked Board members to examine what will go into the budget in the upcoming budget process in the fall as people are keeping their finances in mind in this economy. He asked Board members not to lose sight that their responsibility is to educate the children.

Patricia Waggoner, 11 Broadview Drive, commented that she enjoyed working in the Adult Education program and expressed support for reinstatement of the program. She thanked the Board for their approval for the Robotics trip. Mrs. Waggoner asked Board members to examine why the teachers' contract failed. She indicated that the district returns more to the town than the cost of the contract. She suggested using year end funds to pay for the teachers' contract. She indicated that good teachers are the most important factor in providing a good education to our children. Mrs. Waggoner commented that it seems the only way a teacher can get a raise in salary is to work in another district. She thanked the Board for serving the town with such dedication.

Mr. Barka asked Dr. Cochrane to design a plan to implement Adult Education without spending any funds from the budget.

Mr. York indicated that the program must be self-sufficient and that a grassroots process is necessary for its revival.

Mr. Lascelles expressed confidence that it could be done. He indicated that much communication is needed.

Mr. Miller indicated that costs in the first year were \$14,000 and \$10,000 in the second year. He noted that these costs consisted mostly of administrative salary and mailings.

Dr. Cochrane indicated that we can offer administrative support by sharing the workload.

**J. Superintendent's Comments**

Dr. Cochrane announced that Chris Corkery, CHS Assistant Principal, was selected as Principal for John Stark High School in Weare. He indicated that the CHS Assistant Principal position has been posted and applications will be accepted until April 29. He discussed the membership of the interview committee with the Board.

Mr. Miller asked if a Board member would be on the committee. Dr. Cochrane commented that he believes it is not necessary with an assistant principal position.

Mr. York commented that we need to ensure it is a strong working relationship and that we need a candidate who will add value to the management team.

Dr. Cochrane commented that a directed first round of interviews will be highly effective. He indicated that committee members often have frank discussions regarding candidates after the interviews. He noted that the presence of a Board member can deter that type of discussion. Dr. Cochrane indicated that we have representatives

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of building and teaching staff on the committee who ask hard questions and speak their mind. He commented that students will be asked to participate for input only, but not included in the final conversation.

Dr. Cochrane congratulated Sandra Doucette, GMS grade 1 teacher, and Linda Frost, CHS Science teacher, who have been nominated for Teacher of the Year.

Dr. Cochrane informed the Board that the application period for the HR Director has closed. He noted the first round of interviews will commence on April 30.

- 2012-2013 School Board Meeting Calendar

Dr. Cochrane confirmed that CHS Graduation will be held on June 14; June 21 is the last day of school for students; June 24 is the last day for teachers.

- 2013-2014 School Board Meeting Calendar

Board members were asked for input regarding the scheduling of meetings for the 2013-2014 year. Budget work session dates were discussed.

Mr. York indicated that he would like to see a better process for Principals' reports. He commented that he would like to hear more about what is being done to improve education. He commented that the Board expects more rigor and to hold students to a higher standard.

Dr. Cochrane commented that the draft calendar will be structured with a similar meeting schedule as this year.

- Kona Ice Fundraiser Discussion

A proposal for a fundraiser for the high school was discussed. Kona Ice fundraisers do not involve selling by students or parents. Kona Ice is sold out of a vehicle. The vehicle is self-contained and the product is sold out of the truck to children or adults. It is proposed that the fundraiser be held during a school day at CHS.

Mrs. Rothhaus indicated that a parent group that supports Challenge Day and the Venture Program brought the fundraising idea forward. She commented that during finals or field day, the Kona Ice vendor would come to the school and sell the product to the students and/or staff. Mrs. Rothhaus indicated the parent group would like information about forming a booster club to fund programs such as Challenge Day and the Venture Program.

***Mr. Miller made a motion to approve the Kona Ice fundraiser. Mr. York seconded. The motion carried 5-0-0.***

**II. REPORTS**

**A. School Board Comments**

- Set Date for Closed Session with Legal Counsel

Attorney Graham was asked to speak with the Board during a closed session in May. His availability allows him to speak with the Board either May 8 or 29. The Board was asked to provide input regarding setting a date for a closed session with legal counsel.

*Board consensus: Closed Session at 5:15 p.m. May 29, 2013.*

Mr. Barka thanked the LMS Cross Country team for hosting the Raider Run, which was a successful event.

Mr. Miller thanked the Booster Club for holding Comedy Night at Talent Hall.

Mr. York announced that LMS celebrated Opening Day on Thursday with hot dogs, popcorn, etc.

**III. OLD OR UNFINISHED BUSINESS**

**A. 2013-2014 CHS School Schedule**

Mrs. Rothhaus announced the All A's Celebration will be held tomorrow night at 6:30 p.m.; NECAP Recognition was held yesterday; two CHS student received scholarships for \$1,500 each.

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Mrs. Rothhaus presented an eight period Monday schedule for CHS, which was previously proposed to the Board last year. She indicated that she has spoken to the faculty and they are in support of the revised schedule. She explained that there would be 8 periods on Mondays, with Day 1 on Tuesday and Day 2 on Wednesday.

Mr. Miller raised concern regarding 22 minute advisory on Day 2. Mrs. Rothhaus indicated that the advisory can be modified if necessary.

Dr. Cochrane commented that the advantage of this schedule is that teachers see students three times per week. He indicated that there needs to be clear expectation of when the 22 minute advisory will be scheduled.

Mrs. Rothhaus indicated that the teachers offered to try the schedule as a pilot, with approval of the Board.

***Mr. Miller made a motion to approve the revised pilot schedule for CHS for the 2013-2014 academic year. Mr. York seconded. The motion carried 5-0-0.***

**IV. NEW BUSINESS**

**A. Business Administrator's Report – March 2013**

Mr. Martin presented the March 2013 financial report to the Board. He reported:

- A three-year contract was signed with FairPoint to provide both data communication and telephone services to the district;
- Athletic trainer services were awarded to New Hampshire Musculoskeletal Institute;
- Adequate education aid payment received was 100% of the budgeted amount as the State announced the reduction in aid was restored;
- We will receive a premium holiday for Workman's Compensation Insurance as part of their premium holiday plan;
- Year-end general fund unassigned fund balance is \$196,000, which consists of \$136,000 in unanticipated revenue and a \$60,000 underspend in the operating budget;
- Work on paperless manifest continues.

Dr. Cochrane informed the Board:

- There may be some out of budget Special Education costs to absorb for next year;
- There is some clarification on how calculations of hours are prepared and who qualifies for PPACA;
  - Talked about reduction of hours for paraprofessionals and part time staff
  - Calculations will be based on their weekly hours worked divided by the number of weeks from when they started work to their last day of work in June
  - Involves all forms of employment
  - Coaches' positions could be impacted.

Mr. Barka requested a list of high priority items to encumber in relation to year-end funds. Dr. Cochrane indicated that safety recommendations will take priority. He mentioned it may be difficult to hire a consultant.

Mr. York mentioned that Bedford issued an RFP for a district-wide camera system. He believes we do not need a consultant, but suggested conferring with Bedford for a copy of their RFP.

Mr. Martin indicated that we need a consultant who understands safety and bid specifications.

Mr. York asked that a priority list be prepared for the Board by May 8 with costs included. Dr. Cochrane suggested using end of year funds to pay for a consultant to evaluate security in the schools and the cost.

Mr. York suggested using end of year funds to populate the facility maintenance software.

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Mr. Martin commented that he would not be comfortable committing to any encumbrances with a small underspend because it is unknown exactly what will be remaining at the end of the year. Mr. Martin noted that the Board also needs to allow time for the Business Administrator's transition.

Mr. York commented that the SAU has two issues to discuss to determine direction and bring back to the Board: Facility Maintenance Software (School Dude) and Security. He indicated that we will not be able to implement a capital improvement plan if we do not take the first step. Mr. York noted that the people voted to build the schools and therefore the buildings must be maintained.

Mr. Bourque commented that the Board will have a better idea of year end funds in one month. He agreed that better maintenance will save costs in the long term.

**B. District Safety Committee School Safety Recommendations**

Dr. Cochrane presented Board members with the District Safety Committee's school safety recommendations. He indicated that recommendation costs will be prepared and ready for the Board at the end of May. He noted that the District will use the services of a safety consultant to prioritize the recommendations.

Mr. Martin recommended that the GMS parking lot be considered as a safety issue.

Mr. Barka indicated that there are no lights outside GMS at night.

Dr. Cochrane informed the Board that Mr. Pinciario was instrumental in ensuring the flashing lights on 3A are working.

Mr. Miller commented on Recommendation #10: School Resource Officer. He indicated that there was a warrant article for the SRO in the past and asked that the warrant article be researched.

Mr. York mentioned that he spoke with Mr. Hoch and Mr. Byron regarding placing police officers in schools instead of at the police department. He indicated that police officers who have to complete paperwork can do so in the schools and are able to walk around the school providing security. Mr. York suggested a conversation with the Selectmen regarding the issue.

**C. CHS Extra and Co-Curricular Program Review**

Dr. Cochrane commented that a co-curricular program review is recommended. He indicated that athletics has completed a report with the costs for varsity teams. He noted the report includes the number of sports in which athletes participate. Dr. Cochrane suggested that the Board have a broader discussion regarding an input process. He indicated the Board may want to consider a discussion with the community on the value of these programs.

Dr. Cochrane suggested the Board examine the Wrestling program, although it was not included in the CHS educational specifications, and determine the best way to serve our students. He indicated that a high percentage of students are involved in athletics. He commented that he will bring proposals to the Board in May.

Brian - In reference to BA report regarding athletic trainer bids: put out for many bids but only received one that responded and met the criteria stipulated in the RFP – recommendations were excellent and costs were lower – Steve – winning vendor also offered a lot more services – excellent references provided –

- Community Outreach
  - Communicating Electronically with Student (GBEBD)

Dr. Cochrane commented that feedback has been received from faculty members and the policy revised. He indicated that feedback is anticipated from the CHS Student Council. He noted that currently Facebook pages are coordinated by a parent and not the school. He indicated there is no access for the school if the necessity arises. Dr. Cochrane noted that this policy would allow the district to have more control.

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Mr. Barka asked if the District or School Board would consider a Facebook page. He offered to start a Facebook page for the School Board. Mr. Barka asked for a public School Board email address that would disseminate emails to all Board members.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

**VII. 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 9:11 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: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. Miller, the Board returned to public session at 10:04 p.m. Mrs. D'Alleva seconded. The motion carried by roll call: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque.*

**IX. ADJOURN**

*Mr. Miller made a motion to adjourn at 10:05 p.m. Mr. York seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

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LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Approved Minutes for May 8, 2013

(approved as written 5-29-13)

**In Attendance:** Derek Barka, Chair  
Patricia D'Alleva, Vice Chair  
John York, Board Member  
Dennis Miller, Board Member (*excused*)  
Brian Bourque, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Scott Thompson, Principal, GMS  
Mrs. Michele E. Flynn, School Board Administrative Assistant

**I. PUBLIC SESSION**

- A. Call to Order
- B. Pledge of Allegiance

Mr. Barka called the meeting to order at 5:30 p.m.

**II. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

*Upon a motion by Mrs. D'Alleva, the Board entered into non-public session at 5:35 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. Mr. York seconded. The motion carried by roll call vote: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Bourque, yes.*

**III. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. York, the Board returned to public session at 6:29 p.m. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Bourque, yes.*

*Mr. York made a motion to approve the re-allocation of special education funds for an additional special education teacher at GMS and a district-wide Behavioral Specialist. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

Mr. Barka announced that the Board discussed hiring additional Special Education personnel for 2013-2014. He indicated that based on the increase in identified students at the elementary school, the Board approved the offering of an additional special education teacher for Kindergarten and Grade 1 at GMS. Further, Mr. Barka announced that the Board approved adding a Behavioral Specialist position based on the specific needs of students with disabilities in the district. He noted that according to law, the district is required to provide these services to students with disabilities.

**C. Review & Revision of Agenda**

There were no revisions to the agenda.

**D. Summary of Non-Public Actions from the April 17, 2013 non-public session:**

*Mr. Miller made a motion to approve the non-public minutes of April 3, 2013 as written. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

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*Mr. York made a motion to accept the nomination of Elizabeth Nute as temporary Spanish teacher at LMS at a salary of \$36,517 for the 2013-2014 academic year. Mr. Miller seconded. The motion carried 5-0-0.*

E. Presentations & Recognitions

CHS drama students announced to the School Board an invitation to their production of Once Upon a Mattress at CHS.

- NHSBA Orientation Update

Mr. Dean Michener and Mr. Barrett Christina presented information to the Board regarding various topics relevant to Board Orientation.

Mr. Christina provided resources to the Board regarding School Board Roles & Responsibilities, Best Practice, Required Policies and Right to Know.

*School Board Roles and Responsibilities*

Mr. Christina outlined school board member roles and responsibilities. The four key roles of a board are: setting the vision of education in the community; establishing the structure and environment to implement the vision; establishing academic standards to achieve the vision; being an advocate for the schools and students in the district.

School Board areas of responsibility included:

- Develop and adopt policies that define the operation of the district
- Hire the chief executive
- Plan, set goals and evaluate
- Approve and adopt a budget
- Establish a policy that governs salaries and conditions of employment
- Set policy surrounding instructional programs
- Evaluate school housing needs
- Set policy that guides the actions of administration
- Communicate with various constituencies
- Advocate for the children
- Adjudicate and investigate.

Mr. Christina indicated that guidance for school boards can be found in Ed. 303, Duties of School Boards, which is located in the Administrative Rules included in the Standards for School Approvals. He asked Board members to state a narrow scope of their reasons for serving on the School Board.

Mrs. D'Alleva indicated that she would like math facts taught with more solid knowledge of those facts before students advance in grade. Mr. Barka concurred.

Mr. York indicated that he would like more rigorous curriculum with more accountability on student process. He commented that the policies and procedures approved by the Board are more challenging for students. He noted that teachers are doing excellent work and we should continue to support them in the classroom. Mr. York indicated that the Board has given teachers the curriculum and resources they require. He commented that the Board is performing well.

Dr. Cochrane noted that the Board and District are working on the implementation of Common Core State Standards (CCSS).

Mr. Christina indicated that some policies will be changing with the implementation of CCSS and more dictates are being placed on school boards to be involved in the policy process.

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Mr. York indicated that the former Superintendent guided the Board through a review and update of all policies. He noted that all policies were updated by 2010 or later.

Mr. Christina commended the Board on completion of their policy manual review and update. He recommended that each policy be reviewed every 3-5 years.

Mr. Christina reviewed the Right to Know law with the Board. He pointed out the definition of a “public body” and indicated that “public bodies” included school board committees. He also reviewed methods of convening a meeting of a public body.

Mr. York asked if a negotiations committee can include more than two board members. Mr. Christina indicated that more than two board members can be included in a negotiations committee for the purpose of strategizing or negotiations.

Regarding the Right to Know law, Mr. York wanted to know if the negotiating committee can hold a discussion in private room during negotiation meetings. Mr. Christina indicated that if committee members are discussing strategy and negotiations it is not considered an “official meeting of the Board”.

Mr. Christina reviewed the definition of a “non-meeting”. He indicated that if the Board is consulting with legal counsel and discusses that counsel once the attorney leaves, that discussion would constitute a meeting, unless the Board entered into executive session. Mr. Christina suggested that legal consultation be held in an executive session instead of in a “non-meeting”.

Mr. Christina reviewed electronic communication between Board members. He indicated that email as a public record is any email created by or on behalf of the public body, which discusses official business and is viewed or read by a quorum of the Board. He commented that sharing the agenda via email is not considered official board business. Mr. Christina shared a memorandum from the Attorney General regarding simultaneous or contemporaneous email relative to illegal meetings. The Attorney General’s memorandum stated that ministerial actions in an email are not subject to the Right to Know law or considered a public record.

Mr. York commented that there are times that the Board may not meet for three weeks. He indicated that situations may arise that require approval of the Board if the Superintendent does not have the authority to do so (i.e. hiring without Board approval). Mr. Christina advised that the Board either try to foresee annual approval matters or call a brief meeting to address that business only. He cautioned that the Board should not be giving such approval or granting such authority via email. Mr. Christina provided Non-Public Session Guidelines and Checklists for the Board.

Mr. Michener indicated that he works with the Legislative Committee on bills. He provided some bills for the Board to be aware of:

- **HB187** prohibits the amendment/modification of any CBA cost item agreed to by the public employer. He noted that the legislative body (the voters) cannot amend the cost items of a CBA.
- **HB269** authorizes a city or town to conduct a special meeting necessitated by changes in adequacy funding. He noted that Representative Ralph Boehm included trailer bill language for a special meeting that only applies if there is a change to the adequate aid law, and allows for SB2 towns to address at one meeting. He noted that the change in appropriation is the only business that can be addressed in that special meeting.
- **HB178** relative to binding arbitration in labor relations disputes. He noted that the bill originally proposed binding arbitration; however, it now requires the PELRB to develop and post on its website training to educate negotiating parties and for public employers to report the result whenever the legislative body votes on a CBA or fact finding report.
- **HB 364** requires employers to provide written notice of the hourly limitations on part-time employment and the potential effect that exceeding such hourly limitations could have on the retired member's retirement benefits. He commented that the bill is still sitting in a Senate committee.

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Dr. Cochrane commented that there could be potential implications for someone who works part time in multiple districts. Mr. Michener indicated that the NHSBA would like the notification to come from the NH Retirement System in the event of employees working in multiple district.

- **HB180** relative to the definitions of "student athlete" and "student sports" for the management of concussion and head injury.
- **HB 260** addresses issues associated with CHINS, and the "downshifting" of costs when services for these children was nearly eliminated in the FY 2013 budget. This bill as amended expands the definition of a child in need of services under RSA 169-D and creates a voluntary CHINS program, requiring that the appropriate voluntary services have been attempted and proven unsuccessful prior to a petition being filed with the court. The bill also requires school board truancy policies to include information relative to student attendance.

Mr. York asked how the bill impacts school districts. Mr. Christina indicated that at present there is no one to call as services were cut and that infrastructure is gone. He noted that this bill will restore some elements of the services needed for these children. Mr. Christina commented that when a call is made to Health and Human Services, social workers and case workers will be assigned.

- **SB 48** relative to school performance and accountability, which addresses the State's ESEA waiver application (NCLB waiver). The bill includes reference to rules, adopted by the state board, for performance on statewide assessments, attendance rates and the percentage of students who graduate with a diploma. The bill addresses focus schools and competencies.
- **HB 142** affirms that the school board is responsible for the adoption of a teacher evaluation system.

Mr. Michener addressed major education state aid appropriations currently under consideration. He indicated that the Senate Finance Committee is reviewing funding levels passed by the House. He commented that the deadline to act on bills in the Legislature is June 6. He explained that the Legislature has until June 13 to form a committee of conference and until June 20 to come to agreement on the conference committee report. June 27 is the deadline to act.

Mr. Michener mentioned that revenue estimates are a large issue as revenue from gaming is under scrutiny because it has not yet been adopted by the Senate. He indicated that adequacy aid is decreasing because of declining enrollment. The student count for adequacy is based on the student count for this year; however, we can expect some revision over the summer regarding what districts will receive next year.

Mr. Michener reviewed each state aid program with the Board, including Catastrophic Aid, Building Aid, Tuition and Transportation Aid, Dropout Prevention, Statewide Special Education, and Court Ordered Placements.

The Board thanked Mr. Christina and Mr. Michener for their time and presentation.

- **GMS Recess Relay Fundraiser**

Scott Thompson, GMS Principal, presented a fundraising proposal to the Board. Mr. Thompson explained that the 3<sup>rd</sup> Grade Kindness Counts Service Corps, supervised by Fern Seiden (Guidance) at GMS, would like to raise money for the American Cancer Society in June. The activity is the Relay for Life and students are motivated by the idea. Students walk mile and get donations from community members as sponsorship -

***Mr. York made a motion to approve the GMS Recess Relay fundraiser. Mr. Bourque seconded. The motion carried 4-0-0.***

Mr. York asked for an update regarding Professor Sharma's visit to GMS. Mr. Thompson indicated that Professor Sharma attended last night's parent meeting at GMS. He explained there was a small group of parents, which became a personalized discussion. Professor Sharma showed parents the cluster cards that he developed and uses, and explained the importance of using the cards without the numbers. Mr. Thompson commented that it was good discussion.

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Mr. York asked about the development of spacing out principals' and their reports in order to have more in depth conversations with the Board. Dr. Cochrane indicated that he will discuss the suggestion at the June 21 district planning meeting, where there will be discussions regarding professional development and retooling the Board goals over the summer. Dr. Cochrane noted that the full implantation of CCSS will be mapped and discussion of a rollout to staff will be discussed. He indicated that alignment of CCSS is a concern; however, he would like to send a member of each school to the Performance Network while aligning CCSS to ensure efficient and effective work.

- CHS Senior Trip – June 8, 2013

Justin Ballou and Student Council members presented a trip proposal to the Board. The Class of 2013 plans to take a whitewater rafting trip to celebrate the end of their high school career. Mr. Ballou indicated that the trip had been approved in the past. Students noted they reviewed many sites, but Crab Apple Whitewater had the best event components. The trip includes safety instruction, a licensed/CPR certified guide, PFD and helmet, transportation to and from the river, a cookout, a photo and video presentation of your adventure. There will be a guide and chaperone in each raft.

Mrs. D'Alleva expressed concern over liability to the District. Board members asked for confirmation of the number of chaperones per student ratio.

***Mr. York made a motion to approve the CHS Senior Whitewater Rafting trip pending confirmation of the chaperone to student ratio (1:10). Mr. Bourque seconded. The motion carried 4-0-0.***

F. Correspondence

Mr. Barka commented that he received a request from the Nashua Telegraph to comment regarding the Adult Education program.

G. Approval of Draft Minutes:

- Public Session April 17, 2013

***Mrs. D'Alleva made a motion to approve the public minutes of April 17, 2013 as written. Mr. York seconded. The motion carried 4-0-0.***

H. Community Forum

Chris Pascucci, 12 Colonial Drive, commented that the whitewater rafting trip sounds great and should be of some concern as there is an inherent risk in this type of rafting. He believes everything will work out fine. Mr. Pascucci indicated that the Board approved new hires in non-public session.

Mr. Barka commented that the Board discussed an additional special education teacher for GMS and a behavioral specialist position for which special education tuition funds would be reallocated.

Mr. Pascucci asked if the Board's decision was made in non-public session. Mr. Barka indicated that the vote occurred in public session, but discussion occurred in non-public session.

Mr. Pascucci recalled that the position was discussed several months before by the Board and the Budget Committee. He indicated that this is a new position and was removed from the budget because the Budget Committee believes new positions belong on the warrant and referred to a past approved warrant article.

Mr. York clarified that because the services of this position are required by IEPs, the warrant article does not pertain to this special education position.

Mr. Pascucci commented that Mr. Bourque stated on Candidate's Night that he would support any new positions being placed on the warrant. He indicated that the Board opted not to place the position on the warrant. He commented that this position should have been placed on the warrant, but instead services are being provided and it is in the budget.

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Mr. York clarified that these position need to be filled in order for the district to be in compliance with federal law. He indicated that these services are needed.

Mr. Pascucci commented on extra- and co-curricular activities. He was pleased that community input is being planned regarding these activities. He indicated that the wrestling program warrant article failed and there was question regarding who would pay for the program. Mr. Pascucci mentioned that Mr. Manseau, former CHS Principal, believed that charging fees to parents of students who participate in these activities seemed to be double taxation. He indicated that at the last meeting there was some discussion regarding other schools that offered Robotics and Trinity High School was mentioned. Mr. Pascucci commented that Trinity charges participation fees.

Mr. Pascucci suggested level funding athletics and distributing the funds evenly between all sports. He indicated that all sports deserve to be offered (i.e. hockey, wrestling) and deserve some funding. He noted that there are several fundraisers for athletics as well. Mr. Pascucci stated that no child should go without a sport if they want to play; however, he believes that parents should contribute. He indicated he is looking forward to discussion on the topic. He commented that sports are valuable, but are not mandated and there are no laws that state the taxpayer must pay for every sport students want.

Mr. York requested that the Business Administrator provide the Board with the amount of revenue generated from outside sports.

### I. Superintendent's Comments

- WPI Robotics Trip Update

Dr. Cochrane provided a clarification update regarding elements of the requested trip to WPI. He noted that the Board tentatively approve the trip and transportation for the students. He indicated there are two – four students who have to return early and requested they travel back themselves. Dr. Cochrane commented that there is a waiver available. Regarding parent transportation, parents' cars will be parked when they arrive and the students will travel with the team during the event. Dr. Cochrane indicated that there is also a waiver for a nurse.

- CHS Extra And Co-Curricular Program Review
  - CHS Athletics Participation Report

Dr. Cochrane presented the CHS Athletics Participation Report to the Board. He explained that the report reflects the total students in each sport and in each season. Some students participate in more than one season and more than one sport. Dr. Cochrane commented that this report will provide a picture of student participation. He indicated that the total student population involved in athletics is 238 and the total involved in two sports is 456. Dr. Cochrane commented that these numbers along with the coaching stipend costs will yield a cost per student athlete for coaching. He indicated that the intent is to determine some numbers with regard to the mix of programs with the expectation that we are not increasing the budgetary requirement.

- Enrollment Report

Dr. Cochrane presented the April 2013 enrollment report to the Board. He reported there are currently 1,491 students enrolled in the district, 72 1<sup>st</sup> grade registrations, and 55 kindergarten registrations.

Mr. York commented that the Board should decide at what number a fifth 1<sup>st</sup> grade teacher will be needed. The Board asked about last year's number.

## II. REPORTS

### A. School Board Comments

Mr. York commented that Board authorization is needed for Mr. York to continue a conversation with Representative Frank Byron and the Legislature. He mentioned there is an RSA that allows towns/school boards to prepare two year budgets. He indicated that Jason Hoch, town administrator, will also be involved in the conversation. Mr. York requested to sit on that panel. He believes the School Board should be included in that conversation.

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Mrs. D'Alleva believes the Board should have a discussion regarding two year budgets. Mr. York indicated that there is not enough information to have a Board discussion. He commented that there are many questions that need to be answered (i.e. how does the default budget work in a biennium budget).

Mrs. D'Alleva commented that it is difficult to project a year's budget. Mr. York explained that the RSA was written to remove the constant pressure of budgeting. He indicated if the budgeting is done correctly, year one is locked into year two and if major items occur, they are brought to the voters in March. Mr. York commented that Representative Byron will assist in the process at the legislative level.

Dr. Cochrane indicated that the concept is worth consideration as it would allow more in depth conversation with teachers regarding the direction of the district.

Mrs. D'Alleva was hesitant about the concept of a biennium budget. Mr. York commented it is worth a discussion at some time. He asked Board members to send questions or comments regarding the process. He noted that the town would like to have a conversation with the voters and ask for their approval on the warrant.

***Mrs. D'Alleva made a motion to allow John York to be a liaison for the Board for the two year budget cycle legislative discussions. Mr. Bourque seconded. The motion carried 4-0-0.***

Mr. Barka commented that he attended the School Board Orientation held by the NHSBA last week and shared activities that occurred: a panel that discussed Best Practices and a discussion regarding a School Board Retreat to discuss goals.

Mr. Bourque attended the orientation as well and agreed that the information was presented well.

Mr. York agreed that a School Board Retreat to discuss goals was a good idea.

- Enrollments:

Dr. Cochrane provided the 1<sup>st</sup> grade enrollment numbers for last year. He indicated that last year there were 87 students registered for grade 1 on May 25, 2012 and a total of 93 for the year.

**III. OLD OR UNFINISHED BUSINESS**

**A. 2013-2014 School Board Meeting Calendar**

Dr. Cochrane asked Board members to set a summer meeting schedule. Tentative dates for Board meetings for 2013-2014 were reviewed. The Board will meet on July 17 and 31. The Board will meet on August 28. A tentative meeting was scheduled for August 14.

**B. District Safety Recommendations:**

- School Resource Officer Warrant Article

A Board member previously requested clarification regarding if a full time SRO was approved by the voters in the past. The 2000 Warrant Article regarding a full time SRO was presented to the Board.

Mr. York indicated that Mr. Hoch explained the town had the full time position. Mr. York noted the warrant indicates funding was by a grant, but the article does not state the position can be removed. He commented that a new position is not being created for the town, but a position that was approved by the voters.

Dr. Cochrane commented that the warrant article for Robotics was for one year and then became part of the budget. He explained that when the coordinators questioned the funding, they were told that just because it is in the budget does not mean it will be fully funded every year.

Mrs. D'Alleva asked about consulting for district security.

Dr. Cochrane indicated that Mr. Martin will have a more accurate financial update for the May 29 meeting. He noted that the forecast as of this afternoon is an estimated under spend of \$51,000, which is likely to increase. Dr.

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Cochrane commented based on the tight forecast at this time and on the low under spend, it would be wise to hold discussion until a more accurate forecast is provided. He indicated that the Board discussed the need to repair the GMS parking lot. He noted that Mr. Martin suggested completing half the lot. A new quote is being solicited.

Mr. York commented that the Board should be ready to make a decision at the first meeting in June based on forecast information provided at the end of May.

C. Policy Review/Revision:

- High School Credit for Middle School Courses (IKFB)

The Board reviewed revisions to the policy. Board members suggested more revision.

***Mr. York made a motion to approve the High School Credit for Middle School Courses policy as revised. Mr. Bourque seconded. The motion carried 4-0-0.***

Mr. York asked about the establishment of a higher credit diploma.

Dr. Cochrane indicated that the CHS Guidance Department was supportive of a higher credit diploma. He noted that a three tier diploma system was suggested (20 credit diploma, 24 credit diploma, 28 credit diploma). Dr. Cochrane commented that the largest differentiation between selective and highly selective colleges is the rigor of the courses students take and the courses available. He expressed concern about offering a 20 credit diploma.

Mrs. D'Alleva commented that this should be a carefully thought out process. She indicated that a 20 credit diploma should not be offered just to graduate students.

Dr. Cochrane pointed out that teachers take ownership of all students. He noted that the 20 credit option is a state requirement.

**IV. NEW BUSINESS**

A. Acceptance of Donation:

- Timer (athletics)

A Seiko System Stop Watch/Printer was donated to CHS Track & Field by Mr. Marc Harvey. The donation is valued at \$439.

***Mr. York made a motion to accept the donation of a Seiko System Stop Watch/Printer by Marc Harvey for CHS Track & Field. Mr. Bourque seconded. The motion carried 4-0-0.***

B. Paperless Manifest Training – Set Date/Time

Board members were asked to decide on a day and time to train on the paperless manifest. Training for Board members will be held Monday, May 13, 2013 at 5:00 p.m.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

A. Community Forum

There was no community input.

**VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

***Upon a motion by Mr. York, the Board entered into non-public session at 9:28 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***

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*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. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Bourque, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mrs. D'Alleva, the Board returned to public session at 10:24 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Bourque, yes.*

**IX. ADJOURN**

*Mrs. D'Alleva made a motion to adjourn at 10:25 p.m. Mr. York seconded. The motion carried 4-0-0*

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

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Derek Barka, Chair

Patricia D'Alleva, Vice Chair

Dennis Miller

John York

Brian Bourque

May 8, 2013

Attachment to the May 8, 2013 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the May 8, 2013 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

## **Athletic Discussion**

Fr: Chris Pascucci

To: School Board, Dr. Brian Cochrane, Michele Flynn

Date: Thu 5/9/2013 8:19 AM

School Board, Dr Cochrane, Michelle Flynn,

Thank you for allowing me to offer my opinion during last night school board meeting. This e-mail is for the purpose of clarifying my comments as it seems, based upon Mr Yorks remarks after my comments, that I did not make myself perfectly clear. Can you please include this e-mail with the minutes for the record.

First, to be perfectly clear, I believe sports are an integral part of a well balanced education, so in my mind any discussion regarding "value" is a no-brainer, as the value is clear. The question now, I believe, pertains to funding. I am well aware that the current sports offerings are not 100% funded by the taxpayer, as current sports teams **do** participate in fundraising.....as they should. The value and life lessons of fundraising, I believe is also an integral part of the educational experience. Having said that, I apologize if I did not make that point clear last night.

One of my concerns is about fairness. While some sports are funded mostly with taxpayer dollars, other sports, namely wrestling and hockey, receive zero taxpayer dollars. In past years it has been the practice of the Litchfield school board, after a few years of self-funding, to shift the costs of all new sports to the taxpayers.

Evidently, that practice has not worked in recent years. The community, based upon their ballot votes, are seeking alternate ideas for funding, or, simple cannot afford any more money. My idea, I believe is not only a simple and fair idea, it is also a common practice with school districts.

First, we have to acknowledge the will of the voting and taxpaying public when they say "no" to spending additional money. Then we have to acknowledge that those same people also believe that sports in our schools are indeed valuable.

Solution; Keep the total dollar amount of tax dollar funding level. Do not cut it and do not increase it. Offer the sports programs the students want. Of course football, baseball and basketball are important, but so are wrestling and hockey as well as some other sports. Charge a "fee", (and call it whatever you want), for each specific sport. Adjust the fee by sport to equitably distribute costs in an attempt to stabilize the total dollars raised by taxes. For example, the cost per student for cross country is slightly less than the cost for that same student to participate in football, and much less than the per athlete cost of hockey.

Using this example, the Litchfield school district can offer many more sports programs, while not adding to the ever increasing tax burden.

Please remember; It is imperative we offer our children the absolute highest quality education. It is way too easy to keep adding programs and services. But we all have to keep in mind the ability of those expected to pay for everything that is added. This, I believe, is one area where we as a community, can offer more to our children, while not increasing the tax burden of those that may be struggling financially in our community. I do not believe it is an unreasonable request for the parents of children that participate in sports to chip in a few bucks for their own childrens sports activities.

Finally, as I said last night, even one additional dollar spent by some in this community may very well be a serious hardship. Whether that one dollar be from increased taxes, or a participation fee, there is no denying that some cannot possibly afford **any additional** expenditure. Therefore, as a community, it is our responsibility to **never** allow any child that wants to participate in a school sports program, to go without, just because of a family financial hardship. The participation fee of those children must and should be waived.

During past discussions regarding this issue, various school board members have voiced many different reasons to **not** implement some sort of fee. Reasons such as "double taxation", "its too difficult to keep track of" and "it will not raise that much money", etc. Whatever the reason, this should **not** be turned into a political discussion, nor should this discussion be combative or adversarial. Please reconsider and please look at this issue from the other point of view. Please consider what the community has been telling you the past few years with their votes. Please take into consideration the "fairness" of the current system.....the fairness regarding those children who are participating in wrestling and hockey. The fairness regarding the taxpayers who are realizing substantial increases in taxes year over year. Thank you for beginning this discussion and I certainly hope you consider all sides of this issue.

Again, please include my comments of this e-mail with the minutes of last nights meeting.

Chris Pascucci  
Litchfield

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Approved Minutes for May 13, 2013**

(approved as written 5-29-13)

**In Attendance:** Derek Barka, Chair  
Patricia D'Alleva, Vice Chair  
John York, Board Member  
Brian Bourque, Board Member  
Stephen Martin, Business Administrator  
Kyle Hancock, Director of IT  
Christine Lavacchia, Payroll Coordinator

**I. PUBLIC SESSION**

A. Call to Order

Mr. Barka called the meeting to order at 5:04 p.m.

Mr. Martin gave a brief overview of how the SmartSearch Document Management process would change the way Accounts Payable Manifests are reviewed by the School Board. An instruction packet was distributed to Board members and Ms. Lavacchia and Mr. Hancock gave instruction on how to access the documents and how to maneuver through the SmartSearch system.

Mr. York asked about the process for communicating questions with related documentation to the Business Administrator to be addressed at the next Board meeting. Mr. Martin indicated Mr. York's concern would be researched and a solution provided to the Board. Mr. Martin asked Board members to use the software over the next week in order to become comfortable prior to going live.

**VII. ADJOURN**

*Mr. York made a motion to adjourn at 6:05 pm. Ms. D'Alleva seconded. The motion carried 4-0-0.*

Respectfully submitted,  
Christine Lavacchia  
Training Session Recorder

Reviewed by Michele E. Flynn, School Board Administrative Assistant

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LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27  
Litchfield, New Hampshire 03052

Approved Minutes for May 29, 2013  
(approved as written 6-13-13)

**In Attendance:** Derek Barka, Chair  
Patricia D'Alleva, Vice Chair  
John York, Board Member  
Dennis Miller, Board Member  
Brian Bourque, Board Member  
Dr. Brian Cochrane, Superintendent  
Gordon Graham, Attorney  
Mr. Steve Martin, Business Administrator  
Dr. Julie Heon, Director of Curriculum & Instruction  
Mrs. Deb Mahoney, Director of Human Resources  
Mr. Scott Thompson, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mrs. Laurie Rothhaus, Principal, CHS  
Mrs. Michele E. Flynn, School Board Administrative Assistant

>>>>> CLOSED SESSION: RSA 91-A:2I (b)

5:15 p.m.

*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. A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters. "Meeting" shall also not include: (b) Consultation with legal counsel.*

*Note: Items may not be listed in the order in which they were addressed.*

**I. PUBLIC SESSION**

- A. Call to Order
- B. Pledge of Allegiance

Mr. Barka called the meeting to order at 6:22 p.m.

**II. 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 6:23 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. Bourque seconded. The motion carried by roll call vote: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque, yes.*

**LITCHFIELD SCHOOL DISTRICT**

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**III. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. York, the Board returned to public session at 6:40 p.m. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque, yes.*

**C. Review & Revision of Agenda**

There were no revisions to the agenda.

**D. Summary of Non-Public Actions from the May 8, 2013 non-public session:**

*Mrs. D'Alleva made a motion to accept the nomination of Tracy Micali as Director of Human Resources at a salary of \$59,203 for the 2013-2014 year. Mr. York seconded. The motion carried 4-0-0.*

*Mr. York made a motion to approve the non-public minutes of April 17, 2013 as written. Mr. Bourque seconded. The motion carried 4-0-0.*

*Mr. York made a motion to accept the nomination of Maureen Tracey as LMS Special Education Teacher at a salary of 39,299 for the 2013-2014 academic year. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

*Mr. York made a motion to accept the nomination of Ashley Del Grecco as CHS Math Teacher at a salary of \$45,348 for the 2013-2014 academic year. Mr. Bourque seconded. The motion carried 4-0-0.*

*Mr. Bourque made a motion to accept the resignation of Bob Gannon, CHS Special Education teacher. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

**E. Presentations & Recognitions**

There were no presentations or recognitions.

**F. Correspondence**

Mr. Barka shared a letter he received from Betty Vaughn regarding the failed teachers' contract warrant article.

Dr. Cochrane announced that he received an email from a parent of a student regarding transition. He also received an email from Kathleen Follis regarding plans for leveling math at the fifth grade level.

*Correspondence received will be attached to the approved minutes.*

**G. Approval of Draft Minutes:**

- Public Session May 8, 2013

*Mr. York made a motion to approve the public minutes of May 8, 2013 as written. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

- Public Session May 13, 2013

*Mr. York made a motion to approve the public minutes of May 13, 2013 as written. Mr. Bourque seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

**H. Community Forum**

Jason Guerrette, 11 Perry Court, commented on the Board discussion regarding the Behavioral Specialist position. He indicated that voters approved warrant articles in 2003 and 2004 that pertain to placing new positions on the warrant. He asked Board members to respect the will of the voters. Mr. Guerrette commented that the Budget Committee will most likely support the addition of the new position. He stated that the process approved by the voters should not be ignored because it is convenient.

Mr. Miller clarified that the 2003 warrant article was an advisory article and the 2004 warrant article stated that a new position can be placed in the budget if it is needed to meet federal and state standards guidelines. He commented that he respects Mr. Guerrette's comments, but the Behavioral Specialist position is required by IEP's.

Mrs. D'Alleva asked if the position should first be discussed and approved by the Budget Committee.

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Mr. York indicated that the Budget Committee was informed about the position at their last meeting and chose not to take a vote. He noted the Budget Committee was also informed during the budget process and elected not to support the position under the circumstances at that time. Mr. York commented that they seemed to understand the need for the position, but their focus was not on the full scope of the warrant. He indicated that we cannot supersede federal or state law.

Dr. Cochrane clarified that when the position was discussed with the Budget Committee, Mr. Spencer said the rationale for the position was understandable, but until the services are part of the IEP's or the services are needed to keep students in-district it would be difficult to support under such unknown circumstances. Dr. Cochrane indicated that we now have more information and the need for the services is known. He commented that the position will provide more service and hours of service at a lower cost than outsourcing, and is required by IEP's.

Mr. Barka believes it is worth bringing to the Budget Committee. Dr. Cochrane cautioned that if the Budget Committee did not support adding the position to the budget, we would have to send students out of the district.

Mr. Guerrette commented that the issue is that services are already being provided. He stated that the services may be IEP driven, but the IEP can reflect that the services be provided out of district. He indicated that the Board is making a choice to bring hire for this position and pay salary and benefits. Mr. Guerrette commented that we may be able to save money outsourcing. He indicated that the people want to make that choice.

Dr. Cochrane noted that the contractual rate to fulfill services is \$125 per hour. He indicated that this position will allow us to provide more hours of service at less cost. He commented that this position is a year to year position and can be reduced from a future budget if necessary.

**I. Superintendent's Comments**

There were no comments.

**IV. REPORTS**

**A. School Board Comments**

Mr. York provided a Budget Committee update to the Board. He reported that the Budget Committee requested to receive the FY15 budget earlier in November because they will have a limited number of meetings to review the budget and provide recommendations. He suggested that the Board provide a bottom line to the SAU and ask them to prepare a budget within those guidelines. He noted that the administration can submit a report consisting of items that are major changes to the budget without lengthy presentations from every department. Mr. York indicated that there is no reason for the Board to review the budget line by line and setting new parameters will enable the Board to finish their work on the budget and submit it to the Budget Committee earlier in November.

Mrs. D'Alleva asked Dr. Cochrane if he was confident he could defend administrators' priorities.

Dr. Cochrane commented that if we begin with the default budget and move forward from there, we can explain deviations from that budget. He indicated that he does not foresee any major changes between this year's budget and the next. He noted that we presented a good budget last year, which the Budget Committee supported. Dr. Cochrane indicated if we establish priorities coming into the school year we can open up meaningful conversation for what is needed. He agreed that if asked to present a budget with a specific bottom line and present only the priorities for each school without lengthy presentations, we can complete work on the budget in less time. Dr. Cochrane suggested with the decrease of the CHS bond, we need to determine priorities in deferred maintenance items.

Mr. York indicated that the district budget is not that complicated and he recommended that the Board determine a bottom line and direct the SAU to present a budget within a percentage of that bottom line. He suggested if there are specific needs they can be presented on summary sheets for the Board to discuss. Mr. York commented that the Board needs to make their decisions based on what the Budget Committee will decide and present them with the budget the first week of November.

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Mr. Miller believes there is a value in going through the budget line by line. He indicated that it is valuable to administrators to be able to field questions they may not have anticipated. He noted he will review the budget line by line and submit his recommendations.

Mr. Martin agreed with Mr. York's recommendation and suggestion. He indicated that it is appropriate for the Board to delegate to the Superintendent to present a budget with a specific bottom line. He noted that any priorities of critical needs can be addressed with the Board.

Mrs. D'Alleva agreed with Mr. Miller. She commented that it is a priority to go through the budget line by line. Mr. York disagreed.

Mrs. D'Alleva commented that there should be oversight as to how funds are spent. Mr. York indicated that the monthly finance report provides that information and is the Board's oversight of the budget.

Mr. Miller indicated that the budget should reflect the Board's goals as the Board is responsible for aligning the budget with those goals.

Dr. Cochrane commented that during the previous budget session utilities were reduced \$8,000 because the number was too high. He explained we were provided a number that was a three year average of the number based on different years. He indicated that three months of administrative time is lost every year doing calculations for the budget that are ignored. Dr. Cochrane suggested that the Board cost out services it needs and cost out a target for the budget.

B. Principals' Reports

- CHS

Mrs. Rothhaus announced the addition of Michael Perez as CHS Assistant Principal. Board members welcomed him to the district.

Mrs. Rothhaus reported:

- AP testing has been completed
- A decision was made on the Science text
- The CHS Music Department presented Once Upon a Mattress
- Springfest was successful
- National Honor Society students met with the Governor
- Senior Varsity Awards were well attended
- Senior Projects Night was very successful with many high quality projects
- Spring Awards for Seniors and Underclassmen is schedule for tomorrow morning
- Mr. CHS is being held this evening.

- Writing Results

Mrs. Rothhaus presented an inventory of writing assignments from the English department. She indicated that Six Traits of Writing is currently used. She noted that writing will be aligned to the Common Core Standards.

Mr. Miller encouraged the community to attend upcoming student events.

Dr. Cochrane commented that he was impressed with what has been documented for writing.

Dr. Heon commented that writing inventories for other writing courses was documented in March. She noted all other subjects were inventoried for Reading in content areas. Dr. Heon indicated that Reading in content areas has to be balanced against the amount of information text we would like to have. She commented that we have the basic parts of the proposed curriculum drafted, but several areas need to be revised.

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Mr. York asked if these are part of the students' digital portfolios. Dr. Heon indicated that the last process needs to be aligned. She noted that each building has pieces, but not a complete program of what each portfolio should look like. She indicated this will be addressed over the summer.

Mr. York requested that the time table progress and updates for digital portfolios be added to future agenda items.

Mrs. Rothhaus indicated that CHS has made improvement based on NECAP scores. Mr. York commented that the expectations should be increased and administration should be working toward that Board direction.

Dr. Heon asked Board members if the ICT Committee should be a committee of the Board, which works on the implementation of ICT standards.

Mr. York requested that the ICT Committee membership be determined and provided to the Board at the June 12 meeting. He indicated that a Board member can be assigned at that time.

Dr. Cochrane indicated that Technology education is one of the areas for which we can create a draft plan. He commented that August may be a good time for the committee to begin moving toward implementation. Dr. Cochrane indicated that we can recruit committee members and the goal of the committee. He noted that both the committee membership and committee goals can be provided to the Board in late July.

Board members agreed.

- LMS

Mr. Lecklider acknowledged staff, student, and athletic recognitions. He referenced the following events:

- LMS Memorial Day ceremony on May 24
- Drama Club performance of "Don't Say MacBeth" in April
- Spring Concert on May 21
- South Central District Music Festival at CHS on May 18
- Spirit Week.

Mr. Lecklider reported:

- CCSS alignment work continues
- Students were assessed on the NWEA tests in Reading and Math
- 8<sup>th</sup> Graders took Science NECAP in May
- LMS is involved in the Quality Performance Assessments initiative and has applied to be involved in the Cohort 2
- Fred Wolff conducted two training workshops on Common Core Writing and Literacy in April and May
- Current math focus is on 8 Math Habits.

Mr. Lecklider commented on Math Leveling at LMS. He indicated that currently grade 5 is the only grade in which math is leveled. He noted the math goal in CCSS is for grade 8 students to be ready for Algebra. Mr. Lecklider commented that Algebra Concepts will be offered earlier than high school. He explained that math leveling is grouping students (low, middle, high) based on student data. He indicated that Professor Sharma consulted with the district and has done much research on math leveling. He recommends that we do not level math until grade 8. Mr. Lecklider commented that we must examine what will be best for us with CCSS. He noted we are looking for three levels of differentiating. Mr. Lecklider commented that solid instruction and curriculum is necessary.

Dr. Cochrane commented there are two steps to the middle school plan: double up on Reading/Writing/Research; double up on Math, with teachers in grades 5 and 6 specializing in Math and some differentiation in grade 7.

Dr. Heon commented that we need students to understand math better. She indicated that the majority of programs that level students focus on accelerating topics. She commented that we need to be cautious regarding that area.

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Mr. Lecklider reported:

- Project Safeguard was successful with a good turnout of parents and good involvement by students
- Grade 8 student visited CHS
- Grade 4 Move Up ceremony is scheduled for next week
- Parent Night is scheduled for next week
- The Washington DC trip was successful.

- GMS

Mr. Thompson acknowledged that GMS teachers have been fortunate to have two important resources at their disposal: enVision math textbooks that are aligned with CCSS and Professor Sharma's work with strategies. He indicated that one of the tools that makes greater depths of knowledge possible is automaticity. The goal for elementary students is to learn the four basic functions of math. He reported:

- A pilot assessment has been developed to measure automaticity
- Teachers are learning about the 8 Math Habits
- There are higher expectations for early learners
- CCSS in Math has been fully implemented in Kindergarten
- Lexile scores for Reading and text complexity are being studied
- CCSS in Grade 1 is focused on Reading
- CCSS in Grade 2 is focused on the need for additional social studies non-fiction texts
- CCSS in Grade 3 texts brought forward for approval by PERC
- CCSS in Grade 4 added informational texts and changed the reading format to include one comprehensive essay
- The Specialist team has been finding ways to support CCSS
- NWEA testing is ongoing
- Grade 4 students took the Science NECAP
- GMS applied to participate in the Performance Networks.

Mr. Thompson acknowledged:

- The PTO for supporting the students during the year
- Efforts during Teacher Appreciation Week were outstanding
- Student Council sold GMS T-shirts to boost school identity
- The GMS Relay for Life Walk will be held on June 19
- Chorus students will travel to the Great East Festival Friday
- The Student Council is holding a Spelling Bee for grade 4 students
- Teachers from Windham visited to observe our teachers using the enVisions Math program
- Summer Reading Academy planning has begun
- Interviews have been completed for the six positions at GMS.

C. Student Representatives' Comments

Student representatives did not attend.

D. Curriculum Report

- May Curriculum Report

Dr. Heon provided the May Curriculum report for the Board. She reported:

- A Title I audit has been completed
- There are new requirements being implemented in Title I
- PERC has completed a draft curriculum review cycle
- PERC recommends students must pass Geometry as a graduation requirement
- AP Biology textbook approval is needed by July 1
- Grade 3 literacy, non-fiction books about science and social studies approval is needed by July 1
- Julie – spoke about Title I – new requirements – using Title I funds for 6 years and never been audited –
- PERC's decision for adoption of K-12 Math Curriculum was postponed for additional information
- ELA curriculum final draft was completed by the ELA Committee on May 22.

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Dr. Cochrane spoke about requests for CHS courses next year. He commented that about increasing the number of students to move on to more selective colleges. He noted that is a 2-3 year process.

Mr. Barka asked if we are going in the right direction with regard to adoption of the new texts. Dr. Heon commented that these are the things the Committee agrees we would like our children to know. She indicated that there have been comments we are not keeping up with international rigor. She noted that this is the first step. The Committee examined many of the math skills, but there are many focus areas. Dr. Heon indicated that we need to build strength and depth of understanding before accelerating. She recommended that we take this first step so that the curriculum is adopted and our teachers know this is the direction come fall. Dr. Heon noted if the Board decides that more complex text is required, that process can begin in the fall.

Dr. Cochrane commented that there is some political pressure against CCSS implementation and the Smarter Balance Assessment. He indicated that federal dollars are being used to incentivize the implementation of CCSS and educationally everyone agrees it is the right direction.

Mrs. D'Alleva was concerned with the implementation of CCSS because it has not been mandated by the State.

Dr. Heon indicated that comments have been made regarding international rigor. She commented that they have a national curriculum. Dr. Heon noted that the State has adopted the Smarter Balance Assessment. She indicated there is a rule that says full implementation shall be in the fall of 2013.

Dr. Cochrane indicated that the actual standards are very well founded and will improve the quality of instruction.

Mr. York commented that we need to elevate above the minimum standards as a Board.

Dr. Heon provided a report on Instruction as follows:

- The Math Committee has adopted Math Habits, which will provide some instructional tools and visual aids
- A Math Chart is planned to be provided for each classroom
- Pacing Guide samples were prepared to help teachers address each of the topics
- Text Complexity: an example of exemplars has been provided at each grade level or each course, which teachers can use to compare what students are writing [which guides grading].

- Homework Policy Draft (defer to June 12)

The policy was deferred to the June 12 meeting.

**V. OLD OR UNFINISHED BUSINESS**

**A. CHS Course of Studies**

Dennis Perreault, CHS teacher and creator of the Economic Recycling course, made some comments to the Board. He was concerned that the CHS Course of Studies has not yet been approved by the Board. He mentioned that the Program of Studies lists the Economics of Recycling as a Pass/Fail course. Mr. Perreault commented that over the last couple of semesters, Edline reported letter grades instead of Pass or Fail because it was not able to be overridden. Mr. Perreault indicated that in order to record a Pass or Fail in Edline, the current grading scale must be overridden. He offered to apply a fix to the past semester grading errors for students who took the Economics of Recycling course.

Dr. Cochrane commented if we override past semester grading, it may affect GPA calculations. He recommended beginning with the new school year, grades for Pass/Fail courses can be entered manually in the student information system. Dr. Cochrane indicated that the Course of Studies should be approved by the end of June.

**B. Policy Development:**

- Communicating Electronically with Students (defer to June 12)

The policy was deferred to the June 12 meeting.

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C. Job Description Approval:

- Behavioral Specialist

Mr. Miller pointed out that the physical limitations section must be completed.

***Mr. York made a motion to approve the Behavioral Specialist job description as modified. Mr. Bourque seconded. The motion carried 5-0-0.***

D. 2013-14 School Board Calendar Approval

***Mr. Miller made a motion to approve the 2013-2014 School Board Meeting Calendar as presented. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

**VI. NEW BUSINESS**

A. Business Administrator's Report – April 2013

Mr. Martin presented the April 2013 finance report to the Board. Board members had no substantial questions.

Dr. Cochrane offered that the login times for computers at LMS has improved.

Mr. Miller requested that the Board review the Acceptable Use policies for both staff and students at the June 12 meeting.

- FY14 Lunch Prices

Mr. Martin presented a lunch price increase proposal to the Board. He informed the Board that Food Services expects to lose approximately \$20,000 this year. Dr. Cochrane received a letter from the Commissioner of Education stating that the district has been losing money for three years. Mr. Martin asked for a twenty-five cent increase for student lunches and a fifty cent increase for adult lunches. He mentioned that a ten cent increase is needed to stay in compliance with federal law. Mr. Martin pointed out that if the Food Services department continues to lose money, there will not be enough in the reserve account in the event of a major appliance replacement.

Mr. Miller agreed that it is necessary to replenish the Food Service reserve based on the loss data. He commented that food prices at the grocer have increased significantly over the last few years.

***Mr. Miller made a motion to approve a \$0.25 increase for student lunches and a \$0.50 increase for adult lunches for FY14. Mrs. D'Alleva seconded.***

Mr. Barka was concerned with the increase for adult lunches.

***Mr. Barka amended the main motion to approve a \$0.25 increase for student and adult lunches for FY14. There was no second. The motion failed for lack of a second.***

Mr. York expressed concern that with the declining enrollment, the recently increased Food Services salary schedules may increase expenses and could potentially affect a price increase and staffing.

Mr. Martin indicated that he spoke with Mrs. Lawrence regarding the issue and commented that it will be addressed.

***The main motion carried 4-1-0, with Mr. Barka opposing.***

Mr. Miller asked Mr. Martin to provide the average lunch sales number (not the dollar figures) for the June 12 meeting.

- Computer Leases

Mr. Martin asked Board members to waive the requirement to go out for formal bid for technology leases. He indicated that IT asked for quotes from four different vendors for Lenovo laptops, and Dell, Lenovo and HP desktops.

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Mrs. D'Alleva believes that we should commence with formal bidding. Mr. York explained that there is not much difference in price between vendors and that a formal bid process will yield the same results as asking for quotes from different vendors.

***Mr. Miller made a motion to waive the requirement for the district to go out for formal bid for computer leases. Mr. York seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.***

- Forecast & Year End Priorities

Mr. Martin reported that the potential forecast reflects there is an under spend of \$84,000. He noted that this will most likely change. Mr. Martin commented that he is not comfortable with recommending the encumbrance of funds for major projects at this time. He suggested that by the next Board meeting he will have a better idea of expenditures and revenues. He indicated that open enrollment expenditure results will be known by the next meeting.

- PPACA Update

Mr. Martin provided an update regarding the Patient Protection and Affordable Care Act to the Board. He indicated that IRS regulations are still in draft form. Several new requirements have come to light that include:

- The definition of full time employee has changed from 30 hours per week to an average of 30 hours per week or an average of 130 per month as there are some months with more than 20 work days.
- We will be required to submit to the IRS each month hours paid for every employee. A full time employee = all paid hours (i.e. part time paraprofessional who also coaches).
- Employer must cover 95% of PPACA qualified employees. If one more than the minimum required to be covered goes to the Exchange and qualifies for the subsidy, a fine will be assessed on the employer.
- The current draft Unaffordability fine is set at \$3,000 annually or \$250 per month per employee. This fine will only be assessed for each benefit eligible employee who gets insurance from the Exchange and qualifies for the government subsidy.
- A "look back" measurement period method will allow us to determine who is considered a PPACA qualified full time employee. This will be based on the actual hours worked for a calendar year, which can be averaged on a 90 day period.

Mr. Martin indicated that to generate the hours report for the IRS, we will have to require timecards for all part time employees, including part time teachers and stipend positions. Combined hours for employees who work in multiple positions are required to be reported. This requirement could be a potential fine risk for the district and could cause the employee to become PPACA benefits eligible. All hours for all positions will need to be monitored during the stability period to evaluate whether insurance needs to be offered prior to the end of the stability period. Continual monitoring will be necessary to ensure the district avoids eligibility fines of \$2,000 per employee above the first 30 employees. This is a potential risk of \$336,000 based on current staffing.

Mr. Martin recommended that staffing changes will be required to lower hours worked for approximately 19 positions in an effort to keep all part time staff below the 30 average hours PPACA threshold that requires offering health benefits. He indicated because the district has immediate and ever-changing needs, we cannot guarantee that keeping regularly scheduled hours under 30 would prevent some part time employees from reaching PPACA full time status.

Mr. Martin recommended restricting part time employees to only one assignment at any time. Coaches may not be able to coach more than one season. This will result in a lack of flexibility for administrators to meet immediate needs, as well as limiting the staff available to coach. Mr. Martin indicated that a policy is recommended to offer all part time employees [regularly scheduled for 20 or more hours per week] 100% employee paid health insurance. The unaffordability fine of \$3,000 annually or \$250 per month per employee who meets the criteria is a much more reasonable cost and risk for the district to accept. Mr. Martin commented that there will be a cost for the administrative work of timekeeping.

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Mr. York commented that he has been attending PPACA conferences and indicated that if you fulfill the requirements of offering health care, you do not have to track the hours. He commented that hours only have to be tracked if insurance is not offered.

Mr. Martin commented that there are many interpretations. He believes hours for all employees will be required to be monitored.

Mr. York commented that if we offer health insurance at 100% employee cost, we are fulfilling the requirement of the IRS. He indicated that the district will have to find a way to manage it without adding cost.

Mr. Martin commented that the Board is not being asked to finalize this plan. He indicated that we have to get all part time positions under 30 hours per week. He recommended keeping those employees to only one assignment and potentially limiting coaches to only one season. Mr. Martin noted the district will have to pay \$36,000 for each employee to whom we do not offer insurance. He asked for a recommendation from the Board.

Mr. York recommended not micromanaging the hours and offer part time employees 100% employee paid insurance. He recommended tracking employee hours without adding cost.

Mrs. Mahoney commented that the Board will have to draft a policy defining employment categories and the percentage of benefits paid to employees.

**VII. MANIFEST**

The manifest was circulated and signed by the Board.

**VIII. PUBLIC INPUT**

**A. Community Forum**

Jason Guerrette, 11 Perry Court, commented that he forwarded Board members correspondence regarding Common Core Standards. He noted that there are a members of the PERC Committee that have not supported Common Core for Reading and Math. He indicated that the implementation of Common Core should be delayed until all members of PERC are in unanimous support. Mr. Guerrette commented that the Commissioner of Education has stated that the implementation of Common Core Standards is voluntary and that school districts do not have to comply. He indicated if our children are being instructed appropriately they will perform well on tests.

Mr. Guerrette commented on the Board's discussion of PPACA (Obamacare). He indicated rather than pay the smaller of two fines for PPACA, the district should hire a person to manage employees' hours for reporting purposes. He commented that hours for part time employees can be capped and limited to one assignment only.

**IX. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

*Upon a motion by Mr. York, the Board entered into non-public session at 10:38 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. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque, yes.*

**X. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. York, the Board returned to public session at 6:40 p.m. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque, yes.*

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**XI. ADJOURN**

*Mr. Miller made a motion to adjourn at 11:20 p.m. Mr. York seconded. The motion carried 5-0-0.*

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

Derek Barka, Chair

Patricia D'Alleva, Vice Chair

Dennis Miller

John York

Brian Bourque

May 29, 2013

Attachment to the May 29, 2013 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the May 29, 2013 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

# Litchfield School District

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This is an enquiry email via [Litchfield School District](#) from:

**Name:** betty Vaughan

**Subject:** letter

**Message:** There has not been significant focus on the lack of a teacher's union contract. Since the contract was not approved by the voters there has been speculation that the voters will not vote for any tax increase. Conversely there are residents that believe not enough parents of school age children are voting in the town elections, are not engaged in the process and would have in fact voted for a teacher's contract. How can we determine which it is? I believe we should do a survey of as many residents as possible and try to find out, if they voted, why they voted that way and if they didn't vote what is their reason for not voting. We have about 6000 registered voters in Litchfield and between 1500 and 3000 people usually vote. I am concerned that the teachers will have reduced morale and that they will begin leaving in hopes that other towns will value them more and will demonstrate this by ratifying their teachers contracts and having higher rates of pay. The teachers my son has had so far have shown concern for my son and commitment to their jobs. I have been pleased so far with the level of competence that Noah's teachers have shown. In NH there seems to be a strong correlation between teacher's salaries and students scores on learning tests. Maybe this is because again, teachers feel more valued. Good schools also help attract people to moving to the area. Since the teachers were willing to take a cut in benefits to show their good faith in trying to come to a negotiated contract, it seems clear that a contract is important to them. Many teachers have been teaching in our town for years like Mrs. Johnstone and Mrs. Leite. How do you think they feel when we can't convince people that they are worth ratifying a contract? In our most recent budget cycle, the information that was being disseminated to the voters was minimal. The school board changed their vote on whether to accept the budget committee's budget and who knew? Who was consistently informing Litchfield residents? Who on the school committee was letting parents of school children know how important voting was in relation to the contract? The budget committee was happy because the school board let them have the upper hand, but in retrospect wasn't that the school board giving up? We have had lots of conflict in our town in relation to the school system. Many voters still haven't gotten over the fact that Campbell high school was built. Many townspeople during that time sent their children to private school anyway. The unhappiness about the high school being built has never been resolved and there are people in town who use that to derail progress being made in the school system. I understand that the school board is targeted as the bad guys because the teachers' salaries and the school budget is the biggest expense for the town. You should be commended for

sticking it out and trying to do what is right for the town. The school committee can't give up and give in to the negativity that surrounds the school budget. Kids like my son are depending on you to advocate for the teachers and the school. We need you to get the word out about what is happening with the teacher contract, the budget and the overall plan for the schools. What are the policies around providing voters with information about teacher's contracts? How much information can you give us and how clear can you make it? Can you have a committee that is made up of other people in town to help inform voters about what is happening and why it's so important to cast a vote? And can we do a survey of residents to see who is voting in town elections and what information they are being given?

Thank you for your consideration  
Betty Vaughan

Page Title: All School Board Members

Page URL: <http://www.litchfieldsd.org/27-email-entire-school-board>

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The user has requested a copy of this email

**LITCHFIELD SCHOOL DISTRICT**

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**LITCHFIELD SCHOOL BOARD  
SCHOOL ADMINISTRATIVE UNIT NO. 27  
Litchfield, New Hampshire 03052**

**Approved Minutes for June 13, 2013  
(approved as written 6-26-13)**

**In Attendance:** Derek Barka, Chair  
Patricia D'Alleva, Vice Chair  
John York, Board Member  
Dennis Miller, Board Member  
Brian Bourque, Board Member  
Dr. Brian Cochrane, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Laurie Rothhaus, Principal, CHS  
Mrs. Michele E. Flynn, School Board Administrative Assistant

*(Note: Agenda items may not have been addressed in the order they were presented on the agenda.)*

**I. PUBLIC SESSION 6:00 p.m.**  
A. Call to Order

Mr. Barka called the meeting to order at 6:02 p.m.

**II. NON-PUBLIC SESSION: RSA 91-A:3II (a, c)**

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

*Upon a motion made by Mrs. D'Alleva, the Board entered into non-public session at 6:04 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 (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. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque, yes.*

**III. RETURN TO PUBLIC SESSION**

*Mr. Miller made a motion to return to public session at 6:50 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque, yes.*

- B. Pledge of Allegiance
- C. Review & Revision of Agenda

Revisions to the agenda included moving Acceptance of Donation after Student Handbook under Old/Unfinished Business.

- D. Summary of Non-Public Actions from the May 29, 2013 non-public session:

*Mr. York made a motion to accept the nomination of Michael Perez as CHS Assistant Principal at a salary of \$80,913 for the 2013-2014 academic year. Mr. Miller seconded. The motion carried 5-0-0.*

*Mr. York made a motion to approve the non-public minutes of May 8, 2013 as written. Mrs. D'Alleva seconded. The motion carried 4-0-1, with Mr. Miller abstaining.*

*Mr. York made a motion to accept the resignation of Jonas Taub, District Psychologist. Mr. Bourque seconded. The motion carried 5-0-0.*

*Mr. York made a motion to accept the resignation of Linda Frost, CHS Science teacher. Mr. Miller seconded. The motion carried 5-0-0.*

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*Mr. York made a motion to release Jodi Callinan from her contract for the 2013-2014 academic year. Mr. Miller seconded. The motion carried 5-0-0.*

*Mr. York made a motion to accept the nomination of Catherine Devine as CHS Science teacher at a salary of \$63,186 for the 2013-2014 academic year. Mr. Miller seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the nomination of Jodi Callinan as CHS Director of Guidance at a salary of \$67,700 for the 2013-2014 academic year. Mr. York seconded. The motion carried 5-0-0.*

*Mr. York made a motion to accept the nomination of Lisa Petry as part time CHS Guidance Counselor at a salary of \$31,760.95 for the 2013-2014 academic year. Mr. Miller seconded. The motion carried 5-0-0.*

**E. Presentations & Recognitions**

- CHS Core Values, Beliefs and Learning Expectations

Mrs. Rothhaus presented the proposed CHS Core Values, Beliefs and Learning Expectations to the Board.

Mr. Miller was concerned with the wording under the Social Expectations. He indicated that the phrase “mutual respect” is sometimes interpreted as “tolerance”. He noted that one person may disagree with an idea or statement the other person may have. Mr. Miller commented that the first person may not have respect for the second person and wondered how that situation would be addressed.

Mrs. Rothhaus indicated that when students disrespect other students, Mr. Hicks is notified and works with the disrespectful students. She noted that behavioral contracts are used.

***Mr. Miller made a motion to approve the proposed CHS Core Values, Beliefs and Learning Expectations. Mrs. D’Alleva seconded.***

Mrs. D’Alleva was concerned that the diversity issues was overused.

Mr. York commented that there are always problems regarding disagreement and respect. He asked about the process and how the Board would know if the process is being followed by all.

Mrs. Rothhaus indicated that teachers and staff are always talking about core values with students. She noted that there are posters in all classrooms and information in all teacher plan books. Mrs. Rothhaus commented that core values are part of everyday life at CHS and are the fabric of our school.

Mrs. D’Alleva expressed continued concern regarding the use of the word “diversity”. Mr. Miller commented that the core values align with the District goals, which the Board approves each year.

Dr. Cochrane suggested reversing the order of the Social Expectations statements so that the thoughts would flow better.

***Mrs. D’Alleva amended the motion to approve the proposed CHS Core Values, Beliefs and Learning Expectations with the suggested revision. Mr. Miller seconded.***

Mrs. D’Alleva suggested replacing the word “diversity” to “all people”. Board members felt the phrase “all people” changed the intent of the statement.

***Mrs. D’Alleva made a motion to replace the word “diversity” (under Social Expectations) to “all people”. Mr. Barka seconded.***

Dr. Cochrane indicated that the phrase “all people” restricts the statement from respect with regard to diversity of thought.

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***The motion failed 1-4-0, with Mrs. D'Alleva in support.***

***Vote on the amended main motion to approve the proposed CHS Core Values, Beliefs and Learning Expectations with the suggested revision: 5-0-0.***

F. Correspondence

Mr. Barka indicated that there were several emails from community members:

- Tracy Caprioglio, 12 Brandy Circle, expressing her support to keep laptops for teachers at GMS.
- Jason Guerrette, 11 Perry Court, expressing his desire that the Board refrain from spending end of year funds; also suggesting a second quote on the consultant for the maintenance plan.
- Laura West, 4 Waterview Circle, expressing support for repair of the GMS parking lot, laptops for teachers at GMS and desks/chairs at GMS.
- Michael Caprioglio, 12 Brandy Circle, expressing support for laptops for teachers at GMS.
- Betty Vaughn, expressing her support for Litchfield schools.

*(All correspondence will be attached to the approved minutes.)*

G. Approval of Draft Minutes:

- Public Session May 29, 2013

***Mr. York made a motion to approve the public minutes of May 29, 2013 as written. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

H. Community Forum

Chris Pascucci, 12 Colonial Drive, commented that Mr. Barka invited him to speak at the Board meeting. He acknowledged that including the community is encouraging. Mr. Pascucci commented on End of Year Funds. He noted there are different schools of thought regarding the use of end of year funds. He agrees that the GMS parking lot needs repair/replacement, but believes that the Board should have placed the request on the warrant. He indicated that end of year funds should not be spent on a Consultant for the Facilities Plan because a committee of community members consisting of people in this type of business can be established and a valid plan can be drafted.

Mr. Barka commented that Mr. Pascucci voted against removing the money to fix the parking lot from the budget as a Budget Committee member. He asked Mr. Pascucci to explain his statement.

Mr. Pascucci indicated that when he speaks at a Board meeting during Community Forum he is speaking as a private citizen and not a Budget Committee member. He agreed that the GMS parking lot is in desperate need of repair, but that it should have been in the budget or on the warrant. He indicated that he was here to thank Mr. Barka for inviting him to speak. Mr. Pascucci commented that the gesture shows leadership.

Kathleen Follis, Mike Lane, expressed disappointment that at the previous Board meeting math leveling was not approved. She commented much research has been done on both sides of that issue. There are many positives with leveling. She indicated that across a class of 23-25 students there may be a wide range of learning disabilities and it is not easy for a teacher to interrupt instruction to target a group that may be struggling. Mrs. Follis commented that leveling allows you to better allocate your staff. She indicated that as a district we want to increase rigor; however, our fifth grade is decreasing content time and increasing enrichment. She commented enrichment time should be included with content time as children can ask questions in class. Mrs. Follis commented that enrichment time is mostly for homework help, but homework should be done at home.

Mrs. Follis commented regarding student to student conflict or teacher to student conflict, a hierarchy should be in place for those situations.

Robin Corbeil, 4 Nesmith Court, commented that leveling was extremely helpful for her child in fifth grade. She noted that her child was leveling in grade 6, which was a positive experience. She indicated that there was no leveling in grade 7, which was not a very successful year, but in grade 8 leveling kept her challenged and engaged. Mrs. Corbeil expressed support for leveling as it can be challenging for students to struggle with math concepts and for those students to take a risk and try to answer those questions.

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Jason, 11 Perry Court, commented on leveling. Regarding core values, Mr. Guerrette commented we are an educational facility not a social engineering facility. He noted that core values is social engineering. He agreed with Mr. York's statement if someone does not respect you, they are not going to respect you. Mr. Guerrette indicated that diversity today means being politically correct. He commented that we can respect each other's ideas, but that does not mean we will respect each other. He stated he wants his children to believe what he believes. He cautioned the Board about diversity and commented that it lives in social media today.

Mr. Guerrette commented regarding facilities assessment. He indicated that he has done this type of assessment and that the district does not need a consultant for the simple systems in the school buildings. He suggested that there are people who would like to volunteer to help with the assessment.

Mr. Pascucci commented that he is in support of leveling and it appears that more people support it as well.

I. Superintendent's Comments

Dr. Cochrane acknowledged that there has been much correspondence that references GMS. He commented that we are replacing failing teacher laptops with desktops and people are concerned with the lack of functionality. Dr. Cochrane indicated that he does support the use of portable technology for teachers as they work long hours. He noted that we are putting in place a cost difference as compared to the ability to upgrade. He commented in our financial situation cost becomes the decision driver. Dr. Cochrane indicated that there will be a future discussion on how we can provide mobile technology for our teachers permanently. Teachers need quick internet connectivity, functionality, and the office suite software. Dr. Cochrane commented that the district is addressing the possibility of finding supportable technology in the form of a tablet that will lower costs to be competitive with thin clients and desktops. He indicated that the district will provide a small number of teachers with a tablet as a pilot.

Mr. York asked about the status of outfitting GMS and LMS with Smart Boards. Dr. Cochrane indicated that LMS is set and there are only a few classrooms at GMS that do not have Smart Boards.

Mrs. D'Alleva asked if teachers are already using tablets. Dr. Cochrane commented that teachers are not using laptops, with the exception of Special Education teachers who use iPads who run specific special education applications.

Mr. Barka was concerned that there will be cases where teachers have to bring something home. Dr. Cochrane indicated that a "loaner" pool will be created with a protocol in place. He noted that these laptops will not augment the new mobile carts. He commented that we are trying to get as much technology in the students' hands as we can and make the transition smooth.

**IV. REPORTS**

A. School Board Comments

Mr. Miller thanked Mr. Martin for his years of service to the district. He commented that there are many things Mr. Martin does for the Board that people outside the district do not realize. Mr. Miller indicated that Mr. Martin strives to provide information to the Board.

Mr. Martin commented that he is pleased with the progress of the district over the last nine years. He wished the Board the best of luck and commented that he enjoyed working with the Board members.

Mr. York echoed Mr. Miller's sentiments and wished Mr. Martin and Mrs. Mahoney well in their new positions. Mr. York congratulated the LMS and CHS girls softball teams for winning the championships.

Mr. Barka commented that he supports laptops for our teachers as teachers are our most important asset. He suggested piloting tablets next year. Mr. Barka congratulated the Class of 2013.

Mr. Miller congratulated the Class of 2013 and commented that the Senior Awards Night was held last night. He congratulated all at CHS.

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Dr. Cochrane commented that the senior class were a wonderful group of people who set a high bar.

B. Committee Reports

• Safety Committee

Mr. York reported that the Joint Loss Management Committee met on June 4. He indicated that the Committee reviewed building walkthrough inspections. He commented that the new Business Administrator will most likely be making recommendations to Dr. Cochrane and the Board regarding safety improvements. Mr. York noted that issues reported on the building walkthroughs are able to be resolved and there were no major issues reported.

Mr. York asked for permission from the Board to investigate biennium budgeting for the school district. He reported that he met with the NHMA and the NHSBA regarding the biennium budgeting process. He indicated that both organizations recommend we meet with our legal team. Mr. York noted that the town has offered to use their attorney's services and has appropriated \$500 toward legal fees to begin the process. He indicated that the town is asking the School Board to match the contribution. Mr. York commented that we are reaching out to other districts for interest in biennium budgeting.

Mr. York commented that the framework is that the district would follow the state budget cycle process and alternate years with the town. Town meetings would continue to be held annually. He indicated that clarifications on the default budget are needed. He commented that we need to look at the implementation process and bring a plan forward to the voters in March.

Mr. Martin cautioned the Board that the current finance software is capable of annual budgeting only.

Mr. Barka commented that he is intrigued, but not decided on the idea.

Mrs. D'Alleva expressed concern regarding the idea of biennium budgeting.

Mr. York indicated that the budget has been flat for the last two years and shows no sign of changing. He explained that our budget for year one and two is fairly simple to calculate with one time expenditures removed in year two. He indicated that there are three things that the school district will need to create: a healthcare trust fund to cover dramatic increases in year two; a capital reserve maintenance fund; a special education reserve fund. He commented that the school budget in year two would be comparative to a default budget. Mr. York commented that annually the Board would present changes to the voters at the annual meeting.

Mrs. D'Alleva asked if voters would have the opportunity in the second year to retract the budget. Mr. York commented that the two year budget that is voted and approved will stand for two years. He noted that it will be a bottom line budget and any money left over in year one would automatically roll into year two. He commented that the risk is increased costs in utilities and healthcare. Mr. York noted that warrant articles can be presented annually. He indicated that the State of Washington uses biennium budgeting and has great success.

Dr. Cochrane commented that next year would be the first year of the new biennium because we would have to align with the biennium process. He indicated that we are looking for implementation for the next biennium (3 years out). He supported two year budgeting and explained that because so much of the district's capacity is taken up in the budget process, we would have more time to on educational matters. Dr. Cochrane commented that we will be in a more trusting situation with how we budget and spend.

Mr. York indicated that the town hopes to begin biennium budgeting by 2015.

Dr. Cochrane commented that we have little money left his year, which is the new normal. He noted that people expect us to manage money well and advocate for what we need. He believes that biennium budgeting is worth investigating.

Mr. York commented that we are looking to have a meeting the last week in June.

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***Mr. Bourque made a motion to allow Mr. York to investigate the biennium budget process and for the Board to contribute \$500 toward legal fees. Mr. York seconded. The motion carried 5-0-0.***

C. Enrollment Report May 2013

Dr. Cochrane provided the May 2013 enrollment to the Board. He noted that 1,494 students were enrolled in the district as of the end of May. He reported that Kindergarten registrations are at 56 and 1<sup>st</sup> grade registrations are at 73.

**V. OLD OR UNFINISHED BUSINESS**

A. CHS Course of Studies

Mr. York asked when the Board will address Sophomore/Senior projects. Dr. Cochrane indicated that the Board can discuss the topic for next year. He noted that faculty members will present information to the Board with regard to the topic.

Mrs. Rothhaus offered to have students present to the Board as well. She indicated that the Board may choose to make Sophomore/Senior project an ELO as the state encourages these learning opportunities.

Mr. York commented that he understands that the Sophomore project is civic-based and understands the importance of community. He indicated that he would rather the Sophomore project be more educational.

Mr. Miller explained that as part of the Sophomore project, the student has to write and present. The presentation must be approved through the clearing house. Mrs. Rothhaus explained that the presentation helps with public speaking.

- Proposal for Credit Recovery – Economics

Dr. Cochrane presented a proposal for students to recover credit for the Economics course. He indicated that several students transferred into CHS following their freshmen year. As a result, students were never enrolled in the Economics course throughout their years at CHS. He indicated to recover the ½ credit of Economics needed to graduate, students were granted an independent study under the tutelage of Heidi Paris and Special Education teachers in order to recover the missing credit.

Mr. York asked how these students could have gone undetected through high school without taking Economics. Mrs. Rothhaus explained that we discovered this year that there were more seniors who did not have Economics. She indicated that we would have to place them in a Humanities class or send them to Nashua adult education.

Mr. Barka asked what the best resolution would be. Mrs. Rothhaus recommended having an orphan class every other year.

Dr. Cochrane indicated that a more proactive stance is being taken to resolve the issue. He noted that the Humanities curriculum facilitators and staff have responded to the immediate need and discussed a resolution.

Mr. Miller asked if the students could take the course through VLACS instead of adding a course. Dr. Cochrane commented that students can take a course through VLACS; however, some of these students would not be good candidates for VLACS.

***Mr. York made a motion to approve the proposal for Economics Credit Recovery for CHS. Mr. Miller seconded. The motion carried 5-0-0.***

Board members asked that the course is added to the Program of Studies.

***Mr. Miller made a motion to approve the 2013-2014 CHS Program of Studies. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

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- B. CHS Student Handbook 2013-2014
  - Proposed Changes

Mrs. Rothhaus presented changes to the CHS Student Handbook. Board members reviewed and discussed all changes, and recommended revisions.

Mrs. Rothhaus will apply the revisions and provide the updated handbook to Board members electronically.

- C. Textbook Approval:

Dr. Cochrane reminded the Board that Dr. Heon presented recommendations for textbook purchases at the May 29 meeting. She asked for approval from the Board in order to order the books prior to July 1.

- AP Biology Textbooks

There was an inquiry about the cost of the textbooks. Dr. Cochrane commented that the cost of the AP Biology textbooks is approximately \$160 per book, with the e-learning component. He indicated that this is the first year the course will be offered and 32 students have enrolled.

***Mr. York made a motion to adopt the AP Biology textbook, Biology 10<sup>th</sup> edition by Raven et. al. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

- Gr 3 Science-Social Studies Texts

Mrs. D'Alleva expressed concern regarding potential substitute choices.

***Mr. York made a motion to adopt the Grade 3 literacy, non-fiction books about science and social studies as presented. Mr. Bourque seconded. The motion carried 4-0-1, with Mrs. D'Alleva abstaining.***

- D. Policy Development/Revision:

Board members reviewed the following policies for revision.

- Homework Policy Proposal
- Communicating Electronically with Students
- Staff Acceptable Use Policy
- Student Acceptable Use Policy

The above policies were deferred to the June 26 meeting.

**VI. NEW BUSINESS**

- A. Business Administrator's Report – May 2013

Mr. Martin presented the May 2013 finance report to the Board. He reported the rebate on the procurement card program is over \$10,000 this year. He thanked Mrs. Bellerive for her efforts to maximize the rebate to the taxpayers.

Forecast: Mr. Martin reported we are currently forecasting a year-end general fund unassigned fund balance of approximately \$276,000 which consists of approximately \$192,000 in unanticipated revenues and a \$63,000 under spend in the general fund operating budget

Mr. Martin indicated that the estimate on the main GMS parking lot area is \$52,000 - \$53,000. He noted if we go out to bid we are required to get a performance bond. He recommended the Board encumber \$55,000 for the GMS parking lot should they decide to go forward. Mr. Martin reported the basketball hoops have been installed at GMS.

- Forecast & Year End Priorities

Mr. Barka expressed support to encumber year end funds for the GMS parking lot.

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Mrs. D'Alleva commented that \$63,000 is half of the increase of the teachers' contract. She suggested returning the money to the voters to offset the cost of the new contract, which may help to pass the new contract.

Mr. Barka asked how much is being returned to the taxpayers. Mr. Martin indicated that even if the Board encumbered the funds for the parking lot, they would still be returning over \$200,000 to the taxpayers.

***Mr. York made a motion to encumber \$55,000 for the replacement/repair of the GMS parking lot. Mr. Miller seconded. The motion carried 4-1-0, with Mrs. D'Alleva opposing.***

Mr. Barka commented that there were several emails regarding laptops for teachers.

Mr. York asked if some of the year end funds can be used for the tablets. Mr. Martin indicated that the amount of money for the tablets is minimal and can be purchased with the FY14 budget.

- Technology Disposition/Recycling

Mr. Martin asked Board members to approve the disposition and/or recycling of old and unusable technology equipment. He noted that Apple has offered its free recycling program once again, through which the District can dispose/recycle old and unusable technology equipment at no cost.

***Mr. York made a motion to approve the disposition of IT equipment through the Apple Free School Recycling program. Mr. Bourque seconded. The motion carried 5-0-0.***

B. Authority to Sign (Superintendent & Business Administrator)

Dr. Cochrane asked Board members to authorize the Superintendent and Business Administrator to sign contracts, grants and business management forms on behalf of the Board.

***Mr. Miller 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. Mr. York seconded. The motion carried 5-0-0.***

C. Acceptance of Donation

A Bowflex Xtreme gym system with an extra set of rods was donated to the CHS Athletic Department. The approximate value is \$1,120.

***Mr. Miller made a motion to accept the donation of a Bowflex Xtreme Gym System and additional rods with a value of \$1,120 donated by Michael and Michele Flynn with gratitude. Mrs. D'Alleva seconded. The motion carried 5-0-0.***

**VII. MANIFEST**

The manifest was circulated and signed by the Board.

**VIII. PUBLIC INPUT**

A. Community Forum

Jason Guerrette, 11 Perry Court, commented that he was not in support of repair/replacement of the GMS parking lot with year end funds as it is a capital improvement. He indicated that those are decisions for the voters. He believes that the expenditure should be placed on the warrant.

Incompletes/Test Corrections: Mr. Guerrette was not in support of test corrections as he believes they are "bring home" tests.

Biennium Budgeting: Mr. Guerrette was not in support of biennium budgeting. He commented that the state does not have RSA's directing them how to budget. He indicated that this type of budgeting creates more problems and will be conflicting with the RSA's relative to the default budget. Mr. Guerrette commented that he has heard this Board speak about giving the Superintendent full authority to develop the budget. He indicated that people have a hard time understanding SB2 procedures and biennium budgeting will make it even more difficult. Mr. Guerrette

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commented that his suggestion of budgeting 18 months out was argued against when he was a Board member. He asked why there is a problem now. Mr. Guerrette indicated if it is a time issue, it is the Board's responsibility. He noted that the Board should take it's time developing the budget each year.

Mr. York clarified that there are RSA's that allow this process to occur immediately. He indicated there is nothing that stops a town from adopting the process.

**IX. 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 10:48 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. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque, yes.*

**X. RETURN TO PUBLIC SESSION**

*Mr. Miller made a motion to return to public session at 11:44 p.m. Mr. York seconded. The motion carried by roll call vote: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. Bourque, yes.*

**XI. ADJOURN**

*Mr. Miller made a motion to adjourn at 11:45 p.m. Mr. York seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board



# 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

Derek Barka, Chair

Patricia D'Alleva, Vice Chair

Dennis Miller

John York

Brian Bourque

June 13, 2013

Attachment to the June 13, 2013 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the June 13, 2013 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

# Litchfield School District

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This is an enquiry email via [Litchfield School District](#) from:  
betty Vaughan < [lizfvaughan@hotmail.com](mailto:lizfvaughan@hotmail.com) >

**Name:** betty Vaughan

**Email:** [lizfvaughan@hotmail.com](mailto:lizfvaughan@hotmail.com)

**Subject:** litchfield schools

**Message:** We want our kids to excel. We want them to be the best, be noticed and feel proud of their accomplishments. But not at the expense of what makes Litchfield great. Our small town feel, our volunteerism, our knowing everyone and everyone knowing us. We want our kids to learn but not alone in front of a computer. K thru 12 is more than just the book/computer learning. It's the making friends, it's having kids backs, it's the idea that there are bullies but mostly the bullies are not the ones who win. Our kids stand up for each other and tell the bullies to stop. It's the doing the projects together and it's buying your friends product at entrepreneur day not because it's the best thing since sliced cheese but because our friend is. We want our classmates to feel good so we buy their stuff and we both walk away with a smile. School in Litchfield is the teachers, the teachers we all know who have worked in Litchfield for years and know all the older brothers and sisters and cousins when our kids get to their grade. It's the knowledge that our teachers will have that same goofy grin of pride when our kids do well just like we do. It's the teachers who give our kids love of music and reading and hard math problems. It's the teachers that inspire. It's good to be able to have our kids sit in front of a computer and know how to use it. But not in a vacuum, not alone just to get the grade. Schools in Litchfield have magic; they have a sparkle no matter how old and dilapidated the buildings get, they still shine. It's the people in them, it's the kids, the parents, the teachers all working together to make our kids great. They won't just learn to read, they'll learn to love and to hope, they'll learn to stand up for others and have empathy for those less fortunate than themselves. Litchfield's schools are a place of magic, a place of learning because of who we all are. Sure we adults fight and carry on about the price of this and that, related to school, but the kids don't care about that, we can learn to do that better. We just need to keep the relationships, the friendships, the togetherness, the caring, the magic. I'm concerned that there is a little too much focus on grades and scores and productivity. When we were in school the lessons we learned were about all aspects of life, and we need to carry on that tradition in public schools. Before we go changing everything, improving everything, based on some crazy business philosophy, let's think about preserving what is already good about our schools and having gratitude for all the people that are good in our schools. Then we can add and change aspects of a school system that is already great.

**User info**

IP address: 75.68.51.7

IP Based Location: Merrimack, NH, USA

Web Browser: Chrome 27.0.1453.110

Operating System: Windows

Screen resolution: 1280x1024

Sent date: Wednesday, 12 June 2013 20:23

# Litchfield School District

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This is an enquiry email via [Litchfield School District](#) from:  
Jason Guerrette <[sts3717@gmail.com](mailto:sts3717@gmail.com)>

**Name:** Jason Guerrette

**Email:** [sts3717@gmail.com](mailto:sts3717@gmail.com)

**Subject:** EOY Spending

**Message:** Good afternoon, Thank you considering public input. The time to decide what the year's priorities are is during the budgeting process. Not after the fact when the public (voters) cannot express their support or not. it is understood that you are within your legal rights to spend down every last penny, however, I think the good will from saying you return every penny goes much further in getting public support in future budgets. As for the consultant, I just finished the very same type of work about a year ago. I spent \$35,000 in downtown Boston on a vastly more complicated system with many more areas of evaluation than the district needs. There is no way this is going to cost near that kind of money and anyone selling that to you is flat dishonest. My professional assessment is half that at most for a comprehensive evaluation. I must say that I am disappointed that you did not at least write a letter to the HLN or have a press release to invite folks to contact you. Most have no idea you are about to expend their money. This years budget passed with only a very tiny reduction vs. default, yet here you are looking to spend 5 times that amount. Please take the two spending items, sell them to the BC, then to the voters in next year's operating budget. Then those that actually have to pay for it can have a say.

Respectfully, Jason Guerrette

## User info

IP address: 69.3.8.82

IP Based Location: Somerville, MA, USA

Web Browser: Internet Explorer 8.0

Operating System: Windows

Screen resolution: 1280x1024

Sent date: Friday, 07 June 2013 15:56

# Litchfield School District

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This is an enquiry email via [Litchfield School District](#) from:  
Laura West <[laurawest40@gmail.com](mailto:laurawest40@gmail.com)>

**Name:** Laura West

**Email:** [laurawest40@gmail.com](mailto:laurawest40@gmail.com)

**Subject:** End of Year School Balance

**Message:** I am a resident of Litchfield and would like to see the end of year tax balance put back into our wonderful schools. We have three amazing schools but they lack some basic needs. GMS NEEDS a new parking lot and more parking spaces. GMS also needs teacher lap tops and our children need new desks and chairs to sit at. I am in favor of investing my tax dollars back into our schools. We have an amazing town and amazing teachers and schools. Litchfield needs to attract more families to our great town and that can be done by providing our schools with much needed resources. Please consider putting the money back into our schools. Thank You, Laura West 4 Waterview Circle Litchfield, NH

## User info

IP address: 24.128.64.96

IP Based Location: Manchester, NH, USA

Web Browser: Chrome 27.0.1453.93

Operating System: Apple

Screen resolution: 1920x1080

Sent date: Wednesday, 12 June 2013 06:16

# Litchfield School District

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This is an enquiry email via [Litchfield School District](#) from:  
Michael Caprioglio < [finndoggus@gmail.com](mailto:finndoggus@gmail.com) >

**Name:** Michael Caprioglio

**Email:** [finndoggus@gmail.com](mailto:finndoggus@gmail.com)

**Subject:** Computer Replacements at GMS

**Message:** Good morning. I am not able to attend the meeting on Thursday but wanted to share my thoughts regarding replacing laptops with desktops for teachers at GMS. This is a very bad idea as that school has a lot of electrical issues. They do not have enough outlets in the rooms and the ones they do have don't work very well (some outlets will blow out a section of the school if tripped). They switched to laptops years ago because of these issues. Not to mention that a teacher will not be able to bring their computer home or with them to meetings. I know this is a cost savings effort but in the long run, will cause more issues. They are being replaced, so the only cost difference is the extra cost of the laptops. Please use some year end funds to make up the difference in the cost of the two systems. As a community, we spent over \$100,000 to build a track for the second time but cannot find a couple thousand dollars for technology in the classroom???? GMS is old, most of the furniture is from the 70s and has a network with constant issues. Please try to make the teacher's job at least a bit easier. Mike Caprioglio 12 Brandy Circle

## User info

IP address: 4.53.48.66

Web Browser: Chrome 27.0.1453.110

Operating System: Windows

Screen resolution: 1600x900

The user has requested a copy of this email

Sent date: Wednesday, 12 June 2013 08:22

# Litchfield School District

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This is an enquiry email via [Litchfield School District](#) from:  
Tracy Caprioglio < [swimcap@comcast.net](mailto:swimcap@comcast.net) >

**Name:** Tracy Caprioglio

**Email:** [swimcap@comcast.net](mailto:swimcap@comcast.net)

**Subject:** Laptops for GMS Teachers

**Message:** Hello, I know it's that time of year when you are deciding if and how to use end of year funds. I would like to put forth a request that you allocate some of those funds toward new laptops for the teachers at GMS. It is my understanding that due to the budget cutbacks, their laptops will be added to the mobile lab and they will be given desktops instead. I see this as a huge step backward in productivity and adds to an already difficult physical layout in their classrooms. Laptops were initially introduced to the elementary school because there is a lack of outlets in the classrooms and power issues throughout the building. I spend a lot of time at GMS and help with the computer cart during NWEA testing. I can tell you from first hand knowledge the lack of outlets is a problem and we have been know to blow a breaker or two when using certain outlets. By adding to that load with a tower and a monitor and forcing a teacher to a corner of the room where there is an outlet you are not only adding to the physical limitations in the classrooms but, it is my belief, you are diminishing productivity for the teaching staff. No longer will they be able to bring laptop's home to work, create new smart board presentations, access vital information during 504 or IEP meetings, etc. ... Please consider using some of my tax dollars to make sure our GMS teachers have the technology they need and deserve by replacing the laptops they currently have and not taking a step backward to desktops. Thank you for your time and consideration in this matter, Tracy Caprioglio

## User info

IP address: 66.31.204.180

IP Based Location: Woburn, MA, USA

Web Browser: Chrome 27.0.1453.110

Operating System: Windows

Screen resolution: 1366x768

*LITCHFIELD SCHOOL DISTRICT*

*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 for June 26, 2013  
(approved as amended 7-17-13)**

**In Attendance:** Derek Barka, Chair  
Patricia D'Alleva, Vice Chair  
John York, Board Member  
Dennis Miller, Board Member (*excused*)  
Brian Bourque, Board Member  
Dr. Brian Cochrane, Superintendent  
Mrs. Michele E. Flynn, School Board Administrative Assistant

*(Note: Agenda items may not have been addressed in the order they were presented on the agenda.)*

**I. PUBLIC SESSION 6:30 p.m.**

A. Call to Order

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

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from the June 13, 2013 non-public session:

*Mr. Miller made a motion to approve the non-public minutes of May 29, 2013 as amended. Mr. Barka seconded. The motion carried 5-0-0.*

*Mr. Miller made a motion to accept the nomination of Hillary Paro as Behavior Specialist for the District at a salary of \$62,000 for the 2013-2014 year. Mrs. D'Alleva seconded. The motion carried 5-0-0.*

E. Presentations & Recognitions

• Lacrosse Proposal

Robert DeMarais and members of the booster club presented a proposal for a self-funded Lacrosse team at CHS. Mr. DeMarais explained that currently the teams are run by the Recreation Program for both boys and girls. He indicated that there is ample participation for both boys and girls teams. He commented that many will age out of the Recreation Program, which is the reason for the proposal of a high school program. The teams play in the spring and are drawing increasing interest in town. The proposed budget will be funded by fundraising and participation fees.

Mr. Barka inquired about insurance for the program.

Dr. Cochrane indicated that if they are approved as a self-funded program through the district they are automatically covered by the district's insurance. He noted that all funds for the program have to go through the district. Dr. Cochrane provided information regarding high school sports. He noted that 114 males and 72 females participate in fall sports at CHS; 74 males and 63 females participate in spring sports. He commented that it appears that spring is the season more athletes may be available.

Mr. York asked if the athletics department is supportive of bringing Lacrosse into the high school program.

Dr. Cochrane commented that CHS is at or near its capacity to field teams.

Mr. York commented that it is important to field a girls Lacrosse program.

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Joe LaRose, Lacrosse Coach, commented that he has watched the program grow. He indicated that he started an indoor team in Bedford at the SportPlex. Mr. LaRose noted that many 9<sup>th</sup> and 10<sup>th</sup> grade students are interested in playing Lacrosse and there is much interest for a girls team. He indicated that there are approximately 12 girls in high school that are interested in playing with many moving up from 8<sup>th</sup> grade that are interested as well.

Dr. Cochrane asked the boosters to designate representatives to contact the Superintendent to coordinate numbers and deadlines should the Board wish to move forward with the program. He commented that he will inform Mrs. Rothhaus and Coach Patterson as well.

Talia, a CHS student and Recreation League Lacrosse player, commented that she has been playing for a few years in Windham. She indicated that it was her sophomore project to bring a Lacrosse team to CHS. She noted that many 8<sup>th</sup> graders are interested as well as interest at the high school. She indicated that female student athletes want a new sport.

Consensus of the School Board was to get provide more information and to speak with the CHS Athletic Director at the next meeting.

Dr. Cochrane will schedule a meeting with Mrs. Rothhaus and Coach Patterson to determine student numbers and bring the information to the Board.

Jack Kaber, President of the Lacrosse Foundation of New Hampshire, commented that he began the program in Hollis thirteen years ago. He indicated that one of the things the foundation can do is provide clinics with coaches. He noted that they work with parents through the National Coaching Alliance and are available to provide assistance to the Athletic Director to expedite the process.

Dr. Cochrane commented that currently the high school offers a good mix of programs in which almost half the student population participates. He noted that Lacrosse has growth potential and may be able to add to the mix of programs at CHS.

**F. Correspondence**

Mr. Barka read a letter from John Brunelle, 6 Bear Run Drive, expressing his support for establishing a Lacrosse team at CHS.

*\*Correspondence will be attached the to the approved minutes.*

**G. Approval of Draft Minutes:**

- Public Session June 13, 2013

***Mr. York made a motion to approve the public minutes of June 13, 2013 as written. Mr. Bourque seconded. The motion carried 4-0-0.***

**H. Community Forum**

Chris Pascucci, 12 Colonial Drive, commented that although his knowledge of Lacrosse is limited, he believes it is a popular sport. Mr. Pascucci was concerned with the program being self-funded. He commented that all sports should have some funding through the budget and raise funds externally for the remainder.

Mr. Pascucci commented regarding biennial budgeting. He commented that comments in favor of this type of budgeting include having more time to address other issues instead of working on an annual budget. Mr. Pascucci indicated that the Board has two major responsibilities: the education of the children and the preparation of the budget. He expressed support for an annual budget review that is fully vetted and brought to the voters in March. He believes that annual review of the budget is a valuable exercise and 'freeing up time' should not be the focus of the Board. Mr. Pascucci commented that he has heard former and existing Board members state the difficulty to accurately determine current budgets. He indicated that it will be difficult to convince voters a biennial budget will have advantages. Mr. Pascucci commented that the Board and Town may have difficulty gaining voter approval for biennial budgeting. He indicated he does not see a benefit to the taxpayer. He noted that taxpayers want to see

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money returned at the end of each year and will most likely balk at funds rolling from the end of the first year into the second, with an opportunity to acquire more funding as well.

Patricia Waggoner, 11 Broadview Drive, commented that after listening to the May 29 Board discussion regarding PPACA, she is concerned with the Board reducing hours of the part time staff and reducing coaches' participation.

Mr. Barka clarified that the SAU recommended offering health care to those who may meet the requirement at 100% employee cost. He explained for every person going to the health exchange, the district would pay the fine for those people. He noted that based on the increase and availability of information, we are moving forward with the assumption that paraprofessionals can coach as well as be involved in other co-curriculars.

Mrs. Waggoner thanked Mr. Barka for his clarification and asked Board members to always keep in mind what is best for the students.

**I. Superintendent's Comments**

Dr. Cochrane reported that he has been having conversations with Superintendents of other districts regarding the handling of facilities and long range planning. He noted that the cost for the consultant to enter facilities information into the software has been included in the budget, but has been removed from the last two budgets. Dr. Cochrane expressed concern that if the strategy fails for FY15, we will not be a position to request repairs/replacements from the voters regarding deferred maintenance items. He suggested establishing a sub-committee of the Board to discuss long term facilities management. He indicated the committee should have in its membership one Board member, a Budget Committee member, the Superintendent, Business Administrator and community members with such expertise.

Mr. Barka expressed support for the establishment of such a committee.

*Mr. York made a motion to establish a Facilities Committee and task the Committee with establishing a charge, goals and objectives to be approved by the School Board. Mr. Bourque seconded. The motion carried 4-0-0.*

**II. REPORTS**

**A. School Board Comments**

Mr. York asked Mrs. D'Alleva if she has resigned from the Negotiations Committee. She affirmed that she has resigned from the committee.

Mr. York asked why the committee assignment was not opened up to all Board members. Dr. Cochrane indicated that legal counsel cautioned the Board regarding having a majority of the School Board membership in negotiation sessions.

Mr. York expressed his interest in committee membership. He commented that it appears the two current members are having issues with their schedules. He suggested two new members be chosen for the Negotiations Committee.

Mr. York suggested the Board schedule some non-public sessions in July to formulate tasks for the SAU regarding negotiations. He asked that the Business Administrator and Human Resources Director attend the meetings. Mr. York indicated new committee members should be chosen as well.

**III. OLD OR UNFINISHED BUSINESS**

**A. Curriculum Development and Review Cycle Approval**

Dr. Cochrane asked Board members to approve the Curriculum Development and Review Cycle previously presented to the Board by Dr. Heon.

*Mr. York made a motion to approve the 2013-2019 Curriculum Development and Review Cycle. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

**B. Policy Development/Revision:**

- Homework Policy Proposal

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Board members reviewed the Homework Policy proposal, which was approved to move forward by the Homework Task Force. Mr. Barka commented that all the research says in order for homework to be effective it has to have purpose and feedback from the teacher to the student.

Board members discussed the language of the policy. Mr. Barka indicated that these are guidelines as we cannot dictate how homework is done.

***Mr. York made a motion to approve the Homework Policy proposal as a 1<sup>st</sup> Reading. Mrs. D’Alleva seconded. The motion carried 4-0-0.***

- Communicating Electronically with Students

Board members reviewed the Communicating Electronically with Students policy/procedures. The CHS Student Council provided feedback regarding the policy/procedures.

Mr. York indicated that the feedback provided by the Student Council was confusing.

Dr. Cochrane commented that the relationship between teacher and student should not be characterized as a “friendship”. He noted that the purpose of the policy is to set appropriate expectations and to protect the Board and students against possible inappropriate action. He commented that the students may not agree, but the policy serves a function the way it is crafted.

Board members discussed with Dr. Cochrane concerns regarding creating and managing group email, parental involvement and student email.

Mr. York commented in today’s world of communication, we do need to allow the communication to occur and ensure there are safeguards.

***Mr. York made a motion to approve Policy GBEBD for a 1<sup>st</sup> Reading. Mrs. D’Alleva seconded. The motion carried 4-0-0.***

- Staff Acceptable Use Policy
- Student Acceptable Use Policy

Board members agreed to defer the Acceptable Use Policies to the next meeting when Mr. Miller is present.

**IV. NEW BUSINESS**

**A. School Board 2013 Audit Questionnaire**

Board members provided their responses for the 2013 Audit Questionnaire.

**B. Acceptance of Donation**

A donation of a Chipper/Vacuum was made to the District Grounds Department.

***Mr. York made a motion to accept the donation of a Troy-Bilt 8 hp Power Vac & Chipper, with a value of \$900.00. Mr. Bourque seconded. The motion carried 4-0-0.***

**C. Pre-Approved Bid List – GMS Parking Lot**

The Board was presented a pre-approved vendor bid list for the repaving of the GMS parking lot. Pre-approved vendor lists save time when there is a specific deadline for a project to be completed.

***Mr. York made a motion to approve the GMS Parking Lot Pre-Approved Bid List. Mr. Bourque seconded. The motion carried 3-1-0, with Mrs. D’Alleva opposing.***

**V. MANIFEST**

The manifest was circulated and signed by the Board.

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Mr. York commented that the online manifest process is not working and is not user friendly. He noted that it takes too much time to actually review the manifest with the online system. Mr. York recommended that hours spent on this project would be more beneficial in other areas.

Board members agreed.

*Board consensus: discontinue work and use of the online manifest.*

**VI. PUBLIC INPUT**

A. Community Forum

There was no community input.

**VII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

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

*Upon a motion by Mr. York, the Board entered into non-public session at 8:12 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. Bourque seconded. The motion carried by roll call vote: Mr. Barka, yes; Mr. York, yes; Mrs. D'Alleva, yes; Mr. Bourque, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion by Mr. York, the Board returned to public session at 9:27 p.m. Mrs. D'Alleva seconded. The motion carried by roll call vote: Mr. Barka, yes; Mrs. D'Alleva, yes; Mr. Miller, yes; Mr. York, yes; Mr. Bourque, yes.*

**IX. ADJOURN**

*Mr. York made a motion to adjourn at 9:28 p.m. Mrs. D'Alleva seconded. The motion carried 4-0-0.*

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

Derek Barka, Chair

Patricia D'Alleva, Vice Chair

Dennis Miller

John York

Brian Bourque

June 26, 2013

Attachment to the June 26, 2013 Public Minutes

The following is a collection of written correspondence to the Litchfield School Board, which were read during School Board Comments at the June 26, 2013 School Board meeting.

Respectfully submitted,

Michele E. Flynn  
School Board Administrative Assistant

**From:** John Brunelle

**Sent:** Tuesday, June 18, 2013 7:58 PM

**To:** Derek Barka; Brian Bourque; John York; Dennis Miller; Patricia D'Alleva; Brian Cochrane;  
[jpatterson@campbellhs.org](mailto:jpatterson@campbellhs.org)

**Subject:** Please support Litchfield Lacrosse in the High School

District Administration and School Board Members,

I am writing to ask for and encourage the school board and administration to support a lacrosse program at the high school level. The Litchfield Lacrosse Association has put together a great program at the recreation level; but there are many high school aged boys that have aged out and would like to compete at the high school level.

Those that have been in the program for the past couple years know how fast it has grown and the continued interest in developing more options. Players are drawn to the speed of the game and the active participation it encourages. Similar to basketball, players on the lacrosse field play some offense and defense; and they are constantly moving.

As I understand the approach, the team would be funded by players and we are not asking the school or taxpayers to incur any costs. But as I understand it without the support of the Athletic Director, School Board and Administration they will not be able to compete at the high school level or represent their town/school. We have supported a hockey and wrestling teams, which is completely funded in the same fashion; so I don't see any reason to not allow the program to develop in the upcoming school year.

Please consider supporting the efforts of the parents, league and players!!!!

Thank you for the time and consideration,

John Brunelle

6 Bear Run Drive