

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

DRAFT MINUTES

September 8, 2010

Present: Mr. Dennis Miller, Chair (*excused*)
Mrs. Cindy Couture, Vice Chair
Mr. Jason Guerrette, Board Member
Mrs. Mary Prindle, Board Member
Mr. John York, Board Member
Dr. Elaine Cutler, Superintendent
Mr. Steve Martin, Business Administrator
Mrs. Deb Mahoney, Director of Human Resources
Mrs. Michele E. Flynn, Administrative Assistant

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

6:30 p.m.

Mrs. Couture called the meeting to order at 6:37 p.m. Mrs. Couture noted that Mr. Miller is attending to a business matter.

2) Review & Revision of Agenda

Revisions to the agenda included the addition of Acceptance of Donations under Business Affairs.

Dr. Cutler queried Board members' interest in a renewal subscription of American School Board Journal. Board members suggested researching the cost for online access or a District subscription.

3) School Board Comments

Mr. Guerrette commented that the NE ADA Office will officially allow an exemption for the CHS press box. He mentioned that had we not inquired about compliance, a wheelchair lift would have been required.

4) Summary of Non-Public Actions: From August 25, 2010:

Mrs. Couture read the non-public actions from the August 25, 2010 meeting.

Mrs. Couture made a motion to approve the July 14, 2010 non-public minutes as written. Mrs. Prindle seconded. The motion carried 5-0-0.

Mrs. Prindle made a motion to accept the nomination of Patrick Quinn as a CHS Math teacher at a salary of \$49,046 for the 2010-2011 school year. Mrs. Couture seconded. The motion carried 5-0-0.

Mrs. Couture made a motion to accept the nomination of Kathleen Hegarty Follis as part time Occupational Therapist at a salary of \$21,628 for the 2010-2011 school year. Mrs. Prindle seconded. The motion carried 5-0-0.

Mrs. Prindle made a motion to accept the nomination of Carolyn Ortiz as part time CHS Guidance counselor at a salary of \$18,342 for the 2010-2011 school year. Mr. Miller seconded. The motion carried 5-0-0.

5) Board Correspondence

A thank you card was sent to the Board from Connie Faro to express her appreciation for recognizing her 35 years of service.

6) Community Input

There was no community input.

7) Recommended Action

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of August 25, 2010

1 Mr. Guerrette requested the minutes be tabled until the next meeting. Board members agreed to table the minutes
2 until September 22, 2010.

3
4 2) FY12 Salary Guidelines

5 Dr. Cutler indicated that salary guidelines is the first phase of the budget process. She explained that Human
6 Resources presents options to the Board and asks for Board direction. Dr. Cutler commented that, in light of the
7 economic situation, Board members can elect to freeze salaries of non-bargaining employees or research other
8 options. She indicated that in the past salary surveys have been conducted, but have not been consistent among
9 occupations.

10
11 Board members agreed that a schedule review cycle should be developed for all employee groups.

12
13 Mrs. Mahoney mentioned that certain employee groups were not surveyed last year [administrators, nurses, tutors,
14 monitors, and substitutes]. She indicated that nurse substitute rates are the biggest challenge as feedback indicates
15 that the rate per day is too low. Mrs. Mahoney discussed briefly with Board members recruitment methods for nurse
16 substitutes. Board members requested a survey analysis of nurse substitutes salary rates.

17
18 Dr. Cutler asked Board members for direction on salary guidelines for the 2011-2012 year. Board members agreed
19 that they would most likely support a salary freeze for non-bargaining employees. Mr. Guerrette suggested that the
20 Board consider including salary increases for non-bargaining employees in a warrant article. Mr. Martin was
21 directed to prepare a cost analysis of potential step increases for non-bargaining employees without COLA for
22 presentation in December.

23
24 3) Business Administrator's Update

25 Mr. Martin updated the Board on district finances and projects. He reported that the field audit is ongoing and
26 transportation went smoothly for the opening of school. He also reported that the GMS bathrooms have been
27 completed, the roof is completed except for some metal flashing, and the lighting retrofit project is progressing.
28 All major projects are progressing or have been completed.

29
30 4) Tuition Rates

31 Mr. Martin presented the 2010-2011 tuition rates to the Board. The tuition rates are based on the cost per pupil as
32 calculated in the DOE 25. He noted that traditionally the Board approves a 50% tuition reduction for District
33 employees whose children attend Litchfield schools. Proposed tuition rates are as follows:

34 Elementary: \$10,206.12; Middle: \$9,861.07; High: \$12,140.26.

35
36 ***Mr. York made a motion to approve the 2010-2011 tuition rates as presented. Mrs. Prindle seconded. The***
37 ***motion carried 4-0-0.***

38
39 5) DOE 25 Signature

40 Mr. Martin presented the 2010 DOE 25 for Board signatures. He explained that the DOE 25 is the annual financial
41 report to the DOE, which is a detailed report of all revenues and expenditures. The document was circulated and
42 signed by the Board.

43
44 5a) MS-25

45 Mr. Martin presented the 2010 MS-25 for Board signatures. He explained that the MS-25 is a summary of the DOE-
46 25. The document was circulated and signed by the Board.

47
48 6) Student Enrollment – September 7, 2010

49 Dr. Cutler presented student enrollment taken September 7, 2010. She reported the following:

- 50
51
52
- GMS: 536
 - LMS: 524
 - CHS: 518

53 Total enrollment as of September 7, 2010 was 1,578 students, which includes pre-k and kindergarten.
54
55
56

1 7) 2010-2011 School Board Goals Approval

2 Board members reviewed the revised goals and objectives for 2010-2011. Board members suggested final revisions
3 to the goals.
4

5 ***Mrs. Prindle made a motion to approve the 2010-2011 Board goals with final revisions. Mr. York seconded. The***
6 ***motion carried 4-0-0.***
7

8 8) High School Interscholastic Athletics (IGDJ): Student Physicals

9 Dr. Cutler provided to the Board information regarding NHIAA regulations and the practice of other area high
10 schools regarding athletic eligibility and student physicals. She thanked the high school athletic directors for
11 gathering the information. Dr. Cutler explained that the problem facing parents of potential student athletes is that
12 most physicals are scheduled in the child's birth month. Insurance companies will not pay for a second physical in
13 the same year, for which financial responsibility falls on the parents.
14

15 Board members reviewed the information regarding the practice of other high schools and athletic eligibility/student
16 physicals. Board members suggested using some wording from Pinkerton's policy and some wording from
17 Nashua's policy. The suggested wording indicates that incoming freshmen must have physicals within the previous
18 12 months prior to entering CHS. Unless the student has a physical injury or illness, this will be the only physical
19 required during the athlete's high school years. The policy will be revised and return for a 1st Reading.
20

21 9) Facilities Use Fees Information

22 Dr. Cutler provided to the Board data collected reflecting teams that use the Litchfield facilities that have less than
23 50% participation by Litchfield youth. The Board requested the information in consideration of a flat fee usage of
24 facilities. There are four groups that have less than 50% participation by Litchfield youth: Grizzlies, AAU
25 Basketball, St. Francis, Granite State Marauders.
26

27 Board members briefly discussed pros and cons of charging fees to individual groups. Mr. York requested the
28 District's costs for salaries, labor, materials, and maintenance when fields or facilities are used by groups. Mr.
29 Martin will provide the costs to the Board at as future meeting. The Board requested a similar document for all the
30 recreational activities in Litchfield.
31

32 10) Truancy/Student Attendance Policy Discussion

33 Dr. Cutler reported that the truancy law changed as of July 1, 2010. Truancy is defined as 10 half days of
34 unexcused absences instead of the twenty days that was allowed previously. School boards must provide
35 participation of parents in the development of this policy. Parent participation in the development of a policy is also
36 required with the new Bullying Law. Dr. Cutler proposed forming a sub-committee composed of 1-2 administrators,
37 2-3 parents, a board member and myself to craft a draft policy for the Board to consider. Vehicles for use to solicit
38 parent participation on the sub-committee will be the HLN and the District website.
39

40 Mr. Guerrette requested membership on the sub-committee. Board members agreed.
41

42 11) Public Participation at School Board Meetings (BEDH): Policy Research

43 Dr. Cutler presented research data on public participation at school board meetings previously requested by the
44 Board. The Board requested the research while considering the possibility of open dialogue with community
45 members during the community input periods at board meetings. The research data indicates that a large majority of
46 school boards, both state-wide and nationwide, do not interact with community members during public input
47 sessions.
48

49 Mrs. Couture commented that the current policy seems to be consistent with a large majority of the research data.
50 She indicated that board meetings are not meetings with the public; however, she suggested that public forums can
51 be scheduled in order to allow more interaction with the community.
52

53 Mrs. Prindle, Mr. York, and Mr. Guerrette believe that the Board's current practice for community members to
54 speak and the Board not respond does not serve the public.
55

1 Board members discussed setting time aside at the beginning of the meeting for open dialogue with the community.
2 Dr. Cutler indicated the Board has scheduled three forums in October for public input on the budget. More forums
3 will be determined for December.
4

5 6) Acceptance of Donation

6 Mr. Martin announced that the District received a donation in the amount of \$2000 from Target to purchase
7 Listening Centers for the GMS Library. Dr. Cutler indicated that the Board had previously accepted the donation.
8

9 13) Manifest

10 The manifest was circulated and signed by the Board.
11

12 8) Policies – 1st Reading

13 1) Buildings & Grounds Security (ECAB)

14 Board members reviewed revisions to the policy.
15

16 *Mrs. Prindle made a motion to approve the Buildings & Grounds Security policy for a 1st Reading. Mr. Guerrette*
17 *seconded. The motion carried 4-0-0.*
18

19 2) Supervision & Evaluation of Instructional Staff (GCNA)

20 Board members reviewed revisions to the policy.
21

22 *Mr. Guerrette made a motion to approve the Supervision & Evaluation of Instructional Staff policy for a 1st*
23 *Reading. Mrs. Prindle seconded. The motion carried 4-0-0.*
24

25 3) Curriculum Development (IGA) (Amend)

26 Board members reviewed revisions to the policy.
27

28 *Mrs. Prindle made a motion to approve the Curriculum Development policy for a 1st Reading. Mr. Guerrette*
29 *seconded. The motion carried 4-0-0.*
30

31 4) Curriculum Guides (IGE) (Amend)

32 Board members reviewed revisions to the policy.
33

34 *Mrs. Prindle made a motion to approve the Curriculum Guides policy for a 1st Reading. Mr. York seconded. The*
35 *motion carried 4-0-0.*
36

37 9) Policies - 2nd Reading

38 1) Buildings & Grounds Property Management (EC)

39 *Mrs. Prindle made a motion to approve the Buildings & Grounds Property Management policy. Mr. Guerrette*
40 *seconded. The motion carried 4-0-0.*
41

42 2) Professional Staff Development Opportunities (GCI)

43 *Mrs. Prindle made a motion to approve the Professional Staff Development Opportunities policy. Mr. Guerrette*
44 *seconded. The motion carried 4-0-0.*
45

46 3) Student Activities & Organizations (JJA)

47 *Mrs. Prindle made a motion to approve the Student Activities & Organizations policy. Mr. Guerrette seconded.*
48 *The motion carried 4-0-0.*
49

50 4) Title I Parent/Guardian Involvement (KBB)

51 *Mrs. Prindle made a motion to approve the Title I Parent/Guardian Involvement policy. Mr. Guerrette seconded.*
52 *The motion carried 4-0-0.*
53

54 10) Committee Reports

55 Budget Committee

1 Mr. York reported that Budget Committee members responded to specific queries from the Board regarding the
2 FY12 budget presentation. The Board requested responses to the following:

- 3
4
- 5 • Dr. Cutler reminded the Board that the Budget Committee requested the FY12 budget be presented with no
6 more than a 3% increase on the tax rate. Mr. Miller requested that Mr. York ask the Budget Committee the
7 following questions:
 - 8 • If the FY12 budget is presented with a 3% increase on the tax rate, will the Budget Committee members be
9 satisfied?
 - 10 • Is the Budget Committee willing to exclude previously approved warrant articles (teachers contract) from
11 their requested 3% increase on the tax rate?

12 Mr. York indicated that the Budget Committee's response to both questions was "no". Mr. York also reported that
13 there was a discussion about facility maintenance. He noted that Budget Committee members were under the
14 impression that the District does not justify maintenance items in the budget. They requested more justification for
15 maintenance items and suggested that the District develop a maintenance schedule. Mr. Martin commented that
16 capital replacement costs will be identified in the School Dude software.

17
18 Mr. York read an email from Mr. Spencer to the Board. Dr. Cutler was concerned that there was misinformation
19 included in the message and clarified the rationale why the position first grade was not filled.

20
21 Grants Committee

22 Mrs. Prindle provided an update on the Grants Committee's activities over the summer. She reported that the
23 District received donations/grants from:

- 24
- 25 • Target for the Listening Centers at GMS
 - 26 • Hannford for the mixers and microwaves for the FACS program at LMS
 - 27 • Hannaford for the recycling program at CHS
 - 28 • Trees for LMS.

29 **11) Community Input**

30 There was no community input.

31
32 **12) Non-Public Session: RSA 91-A: 3II (a-c)**

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

34 *Mr. Guerrette made a motion to enter into non-public session at 9:01 p.m. under RSA 91-A: (a) The dismissal,*
35 *promotion or compensation of any public employee or the disciplining of such employee, or the investigation of*
36 *any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the*
37 *meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee.*
38 *(c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a*
39 *member of the body or agency itself, unless such person requests an open meeting. Mr. York seconded. The*
40 *motion carried by roll call vote: Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

41
42 **13) Return to Public Session**

43 *Mr. York made a motion to return to public session at 9:19 p.m. Mrs. Prindle seconded. The motion carried by*
44 *roll call vote: Mrs. Couture, yes; Mr. Guerrette, yes; Mrs. Prindle, yes; Mr. York, yes.*

45
46 **14) Adjourn**

47 *Mrs. Prindle made a motion to adjourn at 9:20 p.m. Mrs. Couture seconded. The motion carried 4-0-0.*

48
49 **15) Upcoming Meetings**

50 *>>Litchfield School Board: September 22, 29, 2010 – CHS Media Room - 6:30 PM*

51
52 Respectfully submitted,

53
54
55 Michele E. Flynn
56 School Board Administrative Assistant