

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

July 15, 2009

PRELIMINARY AGENDA

- 1) Public Session – Call to Order – Pledge of Allegiance **6:30 p.m.**
- 2) Review and Revision of Agenda
- 3) School Board Members' Comments **6:35 p.m.**
- 4) Summary of Non-Public Actions **6:40 p.m.**

From the June 24, 2009 Meeting:

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

Mrs. Couture made a motion to accept the nomination of John Fichera as part time (35%) High School Athletic Director at a salary of \$24,039.21 for the 2009-2010 school year. Mr. Boehm seconded. The motion carried 4-1-0, with Mr. Guerrette voting in the negative.

Mrs. Couture made a motion to accept the nomination of Liana Wilbur as a CHS Math teacher at a salary of \$33,290 for the 2009-2010 school year. Mr. Miller seconded. The motion carried 5-0-0.

- 5) Presentations to the Board **6:45 p.m.**
 - 1) Citizens Bank Update
 - 2) Appointment of Assistant Treasurer
- 6) Community Input **7:10 p.m.**
- 7) Recommended Action **7:25 p.m.**
 - a) Business Affairs
 - 1) Draft School Board Minutes:
 - a) Public Minutes June 24, 2009
 - 2) Business Administrator's Preliminary Report – June 2009
 - 3) Procurement Card Procedures & Employee Agreement - FYI
 - 4) Change in Computer Procurement Approval
 - 5) School Board Member Questionnaire for the Annual Audit

Mr. Martin explained that the new audit standards are being implemented this year. There are more extensive questionnaires to complete. The Board is required to complete the questionnaire and be signed by the Board Chair. Board members completed and signed the document at the meeting.

 - 6) Authorization for Superintendent (or designee) to Submit Grants at the Local, State, & Federal Levels
motion to authorize Dr. Elaine Cutler, Superintendent, and Mr. Steve Martin, Business Administrator, to sign all Office of Business Management forms, all contracts, and all grants on behalf of the Litchfield School Board for the 2009-20010 school year.
 - 7) Manifest
- 8) New Business **8:00 p.m.**
 - 1) Financial Policies to be Reviewed:
 - a) Photocopying Procedures (Amendment to Policy)

- b) Transfer of Appropriations (DBJ)
- c) Revenues from Local, State, & Federal Tax Sources (DEA)
- d) Investment Policy (DFA)
- e) Gate Receipts, Fees, & Admissions (DFE)
- f) Free Admissions (DFEA)
- g) Depository of Funds (DG)
- h) Authorized Signatures (DGA)
- i) Bonded Employees (DH)
- j) Financial Management & Reporting (DI)
- k) Payroll Procedures (DKA)
- l) Cash & Checks in School Buildings (DM)

9) **Old Business** **8:50 p.m.**

- a) Policies – 1st Reading
 - 1) Skateboards, Rollerblades, & Scooters (JHFF)
- b) 2009-2010 School Board Calendar

10) **Committee Reports** **9:00 p.m.**

- 1) Budget Committee
- 2) Selectmen
- 3) Legislative

11) **Community Input** **9:10 p.m.**

12) **Non-Public Session: RSA 91-A:3II (a-c)** **9:20 p.m.**

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

(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.

- a) School Board Draft Minutes:
 - 1) Non-Public Minutes of June 24, 2009
- b) Staff Welfare
 - 1) Nominations
- c) Student Welfare

13) **Return to Public Session**

14) **Adjourn** **9:30 p.m.**

15) **Upcoming Meetings**

>Litchfield School Board - July 29, 2009; August 12, 26, 2009 - CHS Media Room – 6:30 PM

<u>Future Agenda Items/Pending Action:</u>	<u>Anticipated Date</u>
Board Goals/Update	July 29, 2009
Community Engagement Plan Update	July 29, 2009
Selection & Adoption of Instructional Resources Policy/Procedures Revision (IJL/IJL-R)	July 29, 2009
Domestic & International Travel Policy/Procedures Review (IICA/IICA-R)	July 29, 2009
Distance Learning Policy/Procedures Revision (IIMB/IIMB-R)	July 29, 2009
Home Education Policy/Procedures Revision (IHGB/IHGB-R)	July 29, 2009
Financial Policies – 1 st Reading	July 29, 2009
Financial Policies Approval	August 12, 2009
Europe Trip Presentation	August 26, 2009

Date: July 15, 2009
Campbell High School

Assessment Presentation

Upcoming Events:

275th Anniversary of the Town of Litchfield

Litchfield Board of Education
Public Session – 6:30 p.m.
Followed by Non-Public Session
August 26, 2009

September 19, 2009