

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

October 1, 2008

(approved as amended 10-8-08)

Present:

Mr. Dennis Miller, Chair
Mrs. Cindy Couture, Vice Chair
Mr. Ralph Boehm, Board Member
Mrs. Pat Jewett, Board Member
Mrs. Dot Beauregard, Board Member
Dr. Elaine Cutler, Superintendent
Mr. Steve Martin, Business Administrator
Ms. Amanda Lecaroz, Director of Curriculum & Instruction
Mr. Martin Schlichter, Principal, GMS
Mr. Tom Lecklider, Principal, LMS
Mrs. Laurie Rothhaus, Assistant Principal, CHS
Mr. Dan Kiestlinger, Athletic Director, CHS
Mr. Dave Ross, Site Facility Manager, GMS
Mr. Jack Williams, Site Facility Manager, LMS
Mr. Jim Bliss, Athletic Coordinator, LMS
Mrs. Michele E. Flynn, Secretary

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

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

2) Review & Revision of Agenda

Revisions to the agenda included: under Recommended Action, Business Affairs: the addition of MS-24; under Non-Public session: a nomination and a leave were added to Staff Welfare.

3) School Board Comments

There were no Board member comments.

4) Community Input

There was no community input.

5) Recommended Action

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of September 24, 2008

A minor revision was made to the minutes.

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

2) MS-24

Mr. Martin distributed the MS-24 to Board members. He explained it is a report for estimated revenues and historically reflects that catastrophic aid is estimated at 70%. Mr. Martin indicated that the Department of Revenue Administration will not approve the report if catastrophic aid is estimated less than 75%. Mr. Martin reported that he spoke with the DRA and explained his rationale for the estimation of catastrophic aid revenue at 70%, and assured them that any funds remaining at the end of the year are returned to the taxpayers.

3) Manifest

The manifest was circulated and signed by the Board.

6) Budget Work Session

Mr. Martin distributed revised School Board and SAU proposed budgets for FY10 to Board members.

a) Transportation

Mr. Martin distributed the proposed FY10 Transportation budget and reviewed the district-wide detail with the Board. He explained that FY10 is the last year of a four year contract with First Student. He also mentioned that the Special Education transportation portion will be reviewed with the Board by Mrs. Gregg, Special Services Director.

Mr. Schlichter reviewed the proposed FY10 Co-Curricular Transportation budget for GMS with the Board.

Mr. Lecklider and Mr. Bliss reviewed the proposed FY10 Athletic and Co-Curricular Transportation budget for LMS with the Board.

Mrs. Rothhaus reviewed the proposed FY10 Co-Curricular Transportation budget for CHS with the Board.

Mr. Kiestlinger reviewed the proposed FY10 Athletic Transportation budget for CHS with the Board. He highlighted increases, decreases, and changes from last year's budget detail for the Board.

Mr. Martin distributed a spreadsheet of requested new and expanded positions. He indicated that the requests were needs based and have not been included in the FY10 budget pending the Board's review and decision.

b) Athletics/Co-Curricular

Mr. Martin distributed the proposed FY10 Athletics/Co-Curricular budget.

Mr. Schlichter reviewed the proposed FY10 Co-Curricular budget for GMS with the Board. He noted that supplies and dues and fees are decreased from last year's budget.

Mr. Lecklider reviewed the proposed FY10 Co-Curricular budget for LMS with the Board noting that it was level funded. Mr. Bliss reviewed the proposed FY10 Athletic budget for LMS with the Board. He highlighted increases and decreases for the Board.

Mrs. Rothhaus reviewed the proposed FY10 Co-Curricular budget for CHS with the Board. She highlighted the clubs that are being requested for the FY10 school year.

Mr. Kiestlinger reviewed the proposed FY10 Athletics budget for CHS with the Board. He highlighted and explained increases and decreases for Board members.

c) Curriculum Development

Ms. Lecaroz distributed the FY10 proposed Curriculum Development budget. She indicated that the overall budget is decreased from last year. She highlighted changes for the Board.

Ms. Lecaroz distributed and reviewed the Curriculum Development & Review Cycle with the Board. She indicated that Reading/Language Arts and Physical Education /Health Education are scheduled to be revised in FY10 and that textbook replacements are being requested for the middle school. She explained the revised cycle for the Board.

There was a brief discussion regarding replacement textbooks and supplies included in the budget. Ms. Lecaroz indicated that she would revise the Curriculum Development & Review Cycle document as suggested and return to the Board on October 22.

d) Building & Grounds

Mr. Martin distributed the proposed FY10 Buildings & Grounds budget.

Mr. Schlichter and Mr. Ross reviewed the proposed FY10 Buildings & Grounds budget for GMS with the Board, highlighting increases and decreases. Mr. Schlichter and Mr. Ross indicated that there is a substantial increase in

Repairs & Maintenance, which is attributed to the repair/replacement of the grease traps at GMS, and general repairs to the building. Mr. Ross was concerned about erosion along the building line from rain and melting snow. He is requesting installing gutters on the building to prevent a potential hazard [icy pathways] in the winter months. Mr. Lecklider and Mr. Williams reviewed the proposed FY10 Buildings & Grounds budget for LMS with the Board. They reported that there were no increases from last year's budget.

Mr. Martin reviewed the proposed FY10 CHS Building & Grounds budget with the Board. He highlighted major changes for the Board.

When reviewing the Utilities account, Mr. Martin reported that district-wide increases included insurance, maintenance software, utilities, grounds equipment, supplies, and maintenance. He indicated that many items included in the GMS budget are building inspection driven. Mr. Martin indicated that, in the Building Improvements account for GMS, items that have been recommended include: the removal of Romex cable that is being replaced with MC cable, an emergency voice notification system (upgrade to fire alarm system), adequate lighting for classrooms, sprinklers, and an ADA compliant bathroom.

Dr. Cutler explained that the lighting at GMS was included in the FY10 proposed budget because it is required by the State DOE approval standards. The lighting in classrooms 1-10 and the gym is not adequate for educational purposes. Dr. Cutler indicated that when the Board appears before the State Board of Education they must explain why this issue was not addressed. She also noted that during a walk through with the inspection consultant the sprinkler system was recommended, but not required. An ADA compliant bathroom was included in the budget. Dr. Cutler explained that the building has no bathrooms that are ADA compliant and should have at least one [as the minimum standards require four].

Mr. Martin discussed the lease cost of the portables at LMS and GMS with the Board. Board members asked for a lease-purchase cost as well.

e) Technology

Mr. Martin reviewed the proposed FY10 Technology budget with the Board and highlighted increases and decreases. He noted that Data Communications had the largest increase because there was a \$15,000 error in the previous budget based on an old contract. The remainder is the new contract with an expanded networking structure. Also included in the budget is a high school computer lab replacement [computer graphics].

7) **Committee Reports**

1) Budget Committee

Mr. Miller reported that the Budget Committee met last Thursday. Committee members are working on town budgets. The Committee requested a copy of the school district MS-24. He also reported that the October 2 meeting will be moved from CHS to the Town Hall and will convene at 7:30 p.m.

2) Selectmen

Mrs. Jewett reported that Selectmen met with the Recreation Commission liaison. She indicated that the Selectmen asked about building use for recreation during the winter. Mrs. Jewett also reported that they are nearing completion of the budget and no warrant articles have been submitted to date.

8) **New Business**

a) NHSBA Resolutions Overview

Dr. Cutler discussed with the Board a resolution concerning the loss of instructional time and travel costs drafted by a group of Superintendents from the Upper Valley area of New Hampshire.

Mrs. Couture explained that this resolution was drafted because four communities are concerned about the escalating costs of travel to athletic events. They asked for concessions for their resolution in athletic scheduling and have not addressed their own problems. They are asking for other communities to make concessions for them in athletic scheduling.

Board members briefly discussed the "resolution" and agreed that Mrs. Couture would craft a draft response from the Board for their review on October 8.

Mrs. Couture distributed a letter regarding the CHS track resurfacing for Board members to consider placing on the district website. The Board agreed to revisit this item on October 8.

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

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

Mrs. Jewett made a motion to go into non-public session at 9:37 p.m. under RSA91-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. Mrs. Couture seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

10) Return to Public Session

Mrs. Couture made a motion to return to public session at 10:00 p.m. Mrs. Beauregard seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.

11) Adjourn

Mrs. Jewett made a motion to adjourn at 10:03 p.m. Mrs. Beauregard seconded. The motion carried 5-0-0.

12) Upcoming Meetings

>>Litchfield School Board: October 8, 15, 22, 2008 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn
School Board Secretary