

*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**

**December 10, 2008**

**(approved as amended 12-17-08)**

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 (*excused*)  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mrs. Michele E. Flynn, Secretary

>>> **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 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. Mrs. Couture seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Jewett, yes.*

1) **Return to Public Session**

*Mrs. Couture made a motion to return to public session at 6:37 p.m. Mrs. Jewett seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Jewett, yes.*

2) **Public Session – Call to Order – Pledge of Allegiance**

Mr. Miller called the meeting to order at 6:39 p.m.

3) **Review and Revision of Agenda**

The addition of Acceptance of Donation under Business Affairs was the only revision

4) **School Board Members' Comments**

There were no Board member comments.

5) **Teachers' Contract Negotiations**

Mr. Miller reported that the Litchfield LEA reached a tentative agreement with the District negotiating committee on December 10, 2008. He disclosed that the Board discussed the terms in non-public session. Mr. Miller indicated that they ratified the FY2010-2012 LEA Collective Bargaining Agreement with a 2.5% increase plus step, and level funded for three years at the current contract costs: co-curricular/stipends, course reimbursement/workshops, and professional development. Some concessions were made in health benefits.

*Mr. Boehm made a motion to ratify the Litchfield LEA contract for FY2010, 2011, & 2012 at the agreed upon terms. Mrs. Couture seconded. The motion carried 3-1-0, with Mrs. Jewett voting in the negative.*

6) **Community Input**

There was no community input.

7) **Recommended Action**

a) **Business Affairs**

1) Draft School Board Minutes:

a) Public Minutes of November 19, 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 4-0-0.***

b) Public Hearing Minutes of December 3, 2008

***Mrs. Couture made a motion to approve the minutes as written. Mr. Boehm seconded. The motion carried 4-0-0.***

c) Public Minutes of December 3, 2008

Revisions to the Preliminary Default Budget discussion and Food Service Budget discussion were made. The vote on the motion to approve the preliminary default budget was revised from 5-0-0 to 4-1-0 as one Board member voted in the negative.

***Mrs. Couture made a motion to approve the minutes as amended. Mr. Boehm seconded. The motion carried 4-0-0.***

2) Business Administrator's Report – November 2008

Mr. Martin reviewed the November 2008 financial report with the Board. He indicated that the FY2010 budget took up a significant amount of time in November. The Board approved the recommended budget and budget books and CD's were available to the Budget Committee at the end of November.

Mr. Martin reported that the District received the schedules for the annual audit and upgraded to the new version of the eFinancePLUS software with no problems. He also reported that the State reduced our Building Aid revenue for FY09 by \$7,912 from the September forecast. The Talent Road power gate is completed and we are in the process of purchasing and distributing remotes to town emergency services, the bus company, and the plowing company. Mr. Martin indicated that the District agreed to the revised terms for fuel oil procurement with Fuller Oil. The addendum is estimated to reduce the budget overspend for energy by \$15,000.

3) Warrant Articles

Mr. Martin distributed a second draft of the 2009 Warrant Articles with legal counsel's revisions and reviewed the changes with the Board. He noted that the attorney has not yet completed the kindergarten advisory article.

Mrs. Couture queried if Article 3 (to call a special meeting if the teachers' contract article fails) would be included on the Warrant. After a brief discussion, Board members agreed that the article should not be included on the Warrant.

***Mr. Boehm made a motion to remove Article 3 from the 2009 Warrant. Mrs. Jewett seconded. The motion carried 4-0-0.***

4) Acceptance of Donation

Dr. Cutler reported that Mr. Ricard, a Litchfield resident, is donating a treadmill to CHS for the weight training program. The value is \$400.00.

***Mrs. Jewett made a motion to accept Mr. Ricard's donation of a treadmill for the CHS weight training program, with gratitude. Mr. Boehm seconded. The motion carried 4-0-0.***

5) Manifest

The manifest was circulated and signed by the Board.

8) **Old Business - Policies to 1<sup>st</sup> Reading:**

a) Emergency Care & First Aid Policy and Procedures (EBBC/EBBC-R)

Mr. Boehm suggested that instructions for the discovery of pediculosis be included in the policy procedures. The policy will be revised and return as a 1<sup>st</sup> Reading.

b) School Ceremonies, Observances, & Patriotic Exercises (IND)

*Mrs. Couture made a motion to approve the policy for a 1<sup>st</sup> reading with revisions. Mr. Boehm seconded. The motion carried 4-0-0.*

c) Student Health Services (JLC)

*Mrs. Couture made a motion to approve the policy for a 1<sup>st</sup> reading with revisions. Mr. Boehm seconded. The motion carried 4-0-0.*

d) Physical Examinations of Students (JLCA)

*Mrs. Couture made a motion to approve the policy for a 1<sup>st</sup> reading with revisions. Mr. Boehm seconded. The motion carried 4-0-0.*

e) Immunizations of Students (JLCB)

*Mrs. Couture made a motion to approve the policy for a 1<sup>st</sup> reading with revisions. Mrs. Jewett seconded. The motion carried 4-0-0.*

f) School, Community, News, & Home Relations (KA)

Dr. Cutler suggested changing the title of the policy to School, Community, Media, & Home Relations.

*Mrs. Couture made a motion to approve the policy for a 1<sup>st</sup> reading with revisions. Mr. Boehm seconded. The motion carried 4-0-0.*

Mr. Jason Guerrette suggested moving Community Input to the end of the meeting so that residents that cannot be at the beginning of the meeting can have an opportunity to comment. Mr. Miller indicated that the agenda included two Community Input sections in the past, but the Board opted to reduce it to one. An additional Community Input section will be added to the agenda.

**9) Committee Reports**

1) Budget Committee

Mr. Miller reported that the Budget Committee met on December 4. Mr. Martin and Dr. Cutler presented the FY10 District operating budget to the Committee members. Some town budgets remain to be discussed. The next meeting is tentatively scheduled for December 11, barring inclement weather.

2) Selectmen

Mrs. Jewett reported that Selectmen are working with the new treasurer on account reconciliation. She mentioned that anyone in the community that has needs should contact the town, as many residents would like to donate items. She also reported that Selectmen continue to work on warrant articles.

3) Legislative

Mr. Boehm reported that the legislature held its first county delegation meeting. He explained that state legislators are the county legislative body and the county budget is approved by the state legislators. State representatives are the legislative body and Commissioners are the governing body.

4) Grants Committee

The Grants Committee met on December 5. Mrs. Beauregard was not present to give her report to the Board. Dr. Cutler reported that a thank you letter was sent to the HLN for donations that have been received from residents. She indicated that the Committee is focusing on acquiring grants and/or donations for two projects: the CHS girls softball dugout and the irrigation for LMS. Dr. Cutler reminded the public that the last day for 2008 donation tax deductions is December 31.

Dr. Cutler distributed November enrollments to the Board. There are currently 1550 students in grades 1-12 with 39 enrolled in prek/k.

**11) Adjourn**

*Mrs. Couture made a motion to adjourn at 7:37 p.m. Mrs. Jewett seconded. The motion carried 4-0-0.*

Date: December 10, 2008  
Campbell High School

Litchfield Board of Education  
Public Session – 6:00 p.m.  
Followed by Non-Public Session

**12) Upcoming Meetings**

*>Litchfield School Board: December 17, 2008 - CHS Media Room - 6:30 PM*

Respectfully submitted,

Michele E. Flynn  
School Board Secretary