

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

March 12, 2008

(approved as written 3-26-08)

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
Mrs. Deb Mahoney, Director of Human Resources
Mrs. Michele E. Flynn, Secretary

1) Public Session – Call to Order – Pledge of Allegiance **6:30 p.m.**

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

2) Review and Revision of Agenda

Revisions to the agenda included: Defer item 6, New Business, LMS Teacher Technology until the March 26 meeting; recess at 7:00 p.m. for a special meeting of the Board of Selectmen.

3) School Board Members' Comments

Mr. Miller announced that the Selectmen's meeting was not broadcast live, but was recorded for playback on the local cable channel. The purpose for the meeting held by the Selectmen was to announce the vacancy for Town Treasurer and to appoint an Interim Treasurer for the remainder of the year.

a) Election Results

Mr. Boehm was concerned about public Kindergarten as the proposed new school article failed. He commented that the legislature has not voted on an implementation date for public Kindergarten.

Dr. Cutler reported that the legislature has not voted on the funding and could recommend an extension for implementation of Kindergarten to Fall 2009. She added that the State will supply portables and supplies to those districts that do not currently offer and have no space for public Kindergarten. Dr. Cutler discussed with Board members placement of portables and options for septic hookups.

Mr. Martin indicated that he spoke with Mr. Murdough of the NH DOE who suggested Litchfield start planning for the portables for Kindergarten. Dr. Cutler pointed out that the legislative package to fund these portables includes grant money. She suggested another meeting with Mr. Murdough to discuss the location of the portables at GMS.

Mrs. Couture noted that the Board agreed that the 1930s building would not be used and that the staff at GMS must address a plan for their building spaces and services. Dr. Cutler indicated that she met with the principals to discuss contingencies if GMS is ever unable to be used. She added that she will work with the administrative staff at GMS to plan for building spaces and services. Dr. Cutler suggested that a formal letter be sent to Mr. Murdough regarding the location of the portables and asking for a response before the next Board meeting.

b) Clarification of English/Social Studies Coursework

Dr. Cutler reported that CHS recommended that students can choose either an English or a Social Studies Honors option and are researching offering either course if a student does not pass one of the courses. Presently students

must audit the class that they passed while making up the failed course. Mr. Manseau provided grade comparisons previously requested by the Board.

Dr. Cutler distributed a copy of the letter she sent to the State Department of Education requesting a one day waiver.

4) Community Input

There was no community input.

5) Recommended Action

a) Business Affairs

- 1) Draft School Board Minutes:
 - a) Public Minutes February 20, 2008

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

- b) Public Minutes of March 5, 2008

Minor revisions were made to the minutes.

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

- 2) Business Administrator's Report – February 2008

Mr. Martin reviewed the February Business Report with the Board. Items covered include: federal funds, audit fees for federal grants, year-end unreserved fund balance forecast, an eFinancePlus project update, and required certification for Food Service staff. He added that the new District website is operational.

- 3) 403(b) Plan Update

Mr. Martin updated the Board on the District's 403(b) Plan. After receipt of a written proposal from Gatekeeper, a third party 403(b) plan administrator, and discounting many others based on their affiliations, Mr. Martin announced the District will retain Gatekeeper as its third party 403(b) plan administrator. 403(b) is a pre-tax retirement plan for education. Dr. Cutler observed that the District must have a formalized plan written and approved by January 1, 2009.

Mrs. Mahoney discussed the fee charged by the third party administrator, which will be charged to the employee and will cost \$3.00 per month per employee enrolled in the plan. The Board agreed that employees who participate pay the \$3.00 per month fee for 403(b) plan administration.

Mr. Martin also mentioned that the start up cost to set up the 403(b) plan is \$3,000. Mr. Martin and Mrs. Mahoney will return to the Board in May with recommendations for the next step in the process.

The Board recessed at 7:00 p.m. to attend the Selectmen's meeting in the CHS auditorium.
The Board reconvened at 8:00 p.m.

- 4) FY09 Budget Recommendations/Approval
(Mrs. Jewett returned to the Board meeting at 8:02 p.m.)

Mr. Martin distributed the Budget Committee reductions to the FY09 Budget. He indicated that the District is required to submit an MS-22 to the State Department of Revenue Administration each year. He mentioned that Board members could take this opportunity to reallocate funds or approve the FY09 budget recommendations as they appear. Board members declined to reallocate any funds at this time.

Mrs. Couture made a motion to approve the FY09 Budget Committee budget recommendations. Mrs. Jewett seconded. The motion carried 5-0-0.

- 5) CHS Traffic Study

Mr. Martin indicated that the CHS Traffic Study Committee met on March 6 and discussed options to resolve the traffic flow in the CHS parking lot. The recommendations are as follows:

1. Change the Highlander Court North entrance/exit into the CHS property from a two-way street to a one-way exit only. Convert the current two exit lanes into both left turn and right turn lanes. Post one way/do not enter signs on Albuquerque. This will help improve traffic flow offsite.
2. Remove the stop sign on Highlander Court near the North entrance to the parking lot and replace it with stop signs for traffic exiting the North parking lot from both lanes, giving traffic on Highlander Court the right-of-way.
3. Change the South parking lot into two one-way lanes with the South lane closest to the athletic fields one-way heading east toward the soccer fields and the inside lane one-way heading west toward Highlander Court. Re-line the South parking lot so that the parking spaces are angled in the direction of the traffic flow to force cars to move in the direction posted.
4. Make the temporary stop sign on Highlander Court at the bus lane permanent so that traffic leaving from in front of CHS has the right-of-way. Continue to use cones for now to restrict traffic from cutting through the middle open divider.
5. Make the temporary one-way South traffic pattern on the perimeter road permanent on the east side of the building near the athletic fields.
6. Convert the current emergency-only entrance into the CHS site off Talent Road into a bus-only/emergency vehicle-only entrance controlled by a power gate. Traffic will be one-way only into the site.
7. Construct a parent drop-off lane for up to five cars and sidewalk on the Southwest side of the building next to the SAU Office area.

Board members discussed the recommendations. It was suggested to place the recommendations report (with the map included) on the website. Mr. Miller felt the Board needs public input before making a decision. The Board agreed to hold a public hearing on April 2, 2008 at 7:30 p.m., as well as inviting Planning Board members and surrounding residents.

Mr. Miller indicated that the next step will be to acquire detailed cost estimates for each recommendation. The Board agreed Mr. Martin would acquire the necessary cost estimates.

6) Manifest

The manifest was circulated and signed by the Board.

6) New Business

a) LMS Teacher Technology

This item was deferred to the March 26 meeting.

7) Old Business

1) Policies: 1st Reading

a) Use of Private Vehicles to Transport Students (EEAG)

Mrs. Couture made a motion to approve with revisions the policy for a 1st Reading. Mrs. Beauregard seconded. The motion carried 5-0-0.

b) Instructional Approach (IF)

Mrs. Couture made a motion to approve the policy for a 1st Reading. Mrs. Jewett seconded. The motion carried 5-0-0.

c) Assessment (ILBA)

Mrs. Jewett made a motion to approve the policy for a 1st Reading. Mrs. Couture seconded. The motion carried 5-0-0.

d) High School Competency Assessments (ILBAA)

Mrs. Couture made a motion to approve the policy for a 1st Reading. Mrs. Jewett seconded. The motion carried 5-0-0.

e) Age of Entrance (JEB)

Mrs. Couture made a motion to approve the policy for a 1st Reading. Mrs. Jewett seconded. The motion carried 5-0-0.

Date: March 12, 2008
Campbell High School

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

The only non-public item was the approval of draft non-public minutes from March 5, 2008.

Mrs. Couture made a motion to approve the non-public minutes for March 5, 2008 as written. Mrs. Jewett seconded. The motion carried 5-0-0.

Mrs. Couture reported that the 1st Grade Registrations total 102 to date.

8) Adjourn

Mrs. Couture made a motion to adjourn at 9:20 p.m. Mr. Boehm seconded. The motion carried 5-0-0.

9) Upcoming Meetings

>Litchfield School Board: March 26, 2008 - CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn
School Board Secretary