

*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**  
**November 12, 2008**  
**(approved as amended 11-19-08)**

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. Michele E. Flynn, Secretary

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

Mr. Miller called the meeting to order at 6:32 p.m.

**2) Review & Revision of Agenda**

Revisions included: the addition of Acceptance of Donations under Business Affairs, Opportunities for Giving under Business Affairs, and the CHS Student Council plan for their “Make a Difference Food Drive”, which was previously approved by the Board.

**3) School Board Comments**

Mrs. Jewett commented that the LMS Veterans’ Day program was well done. She congratulated the faculty and the students for their excellent behavior.

Mrs. Couture commented that while attending athletic events at CHS, she noticed that students in the parking lot or walking to and from the building would stop and face the flag in front of the school during the singing of the National Anthem. She commended students for their etiquette.

Mr. Boehm mentioned that there is a vote recount for some of the representatives that ran for office in the Litchfield/Hudson/Pelham election. Mr. Miller congratulated Mr. Boehm on his electoral victory as a State Representative for Litchfield.

**4) Community Input**

There was no community input.

**5) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of October 22, 2008

Minor revisions were made to the minutes.

***Mrs. Couture made a motion to approve the minutes as amended. Mrs. Jewett seconded. The motion carried 4-0-1, with Mrs. Jewett abstaining.***

b) Public Minutes of November 5, 2008

Some minor revisions were made to the minutes.

***Mrs. Couture made a motion to approve the minutes as amended. Mrs. Jewett seconded. The motion carried 4-0-1, with Mr. Miller abstaining.***

2) Business Administrator's Report – October 2008

Mr. Martin reviewed the business report with the Board. He noted that most of the business work was focused on the budget. He also reported that the field audit component of our first federal funds single audit was completed and no problems were found. Mr. Martin reported that we are still waiting for some preliminary audit information, but because of the new audit standards, the audit is behind schedule. He is concerned that the audit may not be ready for publishing in the annual report. Mrs. Couture suggested asking the Selectmen to delay the annual report until the audit is completed.

Mr. Martin reported that the implementation of the new eFinancePLUS software continues. Mr. Martin and Mrs. Mahoney attended the Sungard User Conference and learned how to solve issues with the software, as well as upgrading to the 4.3 version of the software, which will move forward by the end of November. He added that he was successful in getting written confirmation from Tyler Technologies to terminate our MUNIS contract early, which will save the District \$30,000, if we are able to complete the data export in time. Otherwise, we will have to keep MUNIS for another quarter. This savings will be used to offset some of the energy account over spend.

Mr. Martin also reported on Buildings & Grounds and Technology. He added that at this time we are forecasting to spend 100% of the adjusted operating budget. Mr. Martin updated Board members on the District's energy contract. He noted that Fred Fuller offered our Energy Buying Group the option to cancel our fixed price contract for oil and switch to a floating contract price during the year. Mr. Martin expressed concern with the offer as we would lose price certainty, but it may reduce the costs.

3) LMS Portables Lease Decision

Mr. Martin presented LMS Portables Lease Options for the 2009-2010 school year to the Board as requested. He indicated that a 3-year lease renewal for the portables has been budgeted, which is the least expensive option. Mr. Martin commented that the other options, which include a purchase option, are significantly more expensive.

*Board consensus: to renew the current lease of the LMS portable classrooms for three years.*

4) GMS Safety Project Cost Update

Mr. Martin presented an update on the GMS Safety Project costs to the Board. He indicated that the approved project costs [which were funds that were encumbered in the 2008 budget] were \$324,517.55. Due to additional costs for some of the items, the revised project cost total is \$413,185.55, reflecting an over spend of \$88,668.00. Mr. Martin reported that all the work has been completed, but we are waiting for delivery of the jersey barriers for the portable and propane tank.

5) Enrollment Projections

Dr. Cutler reviewed October 2008 enrollment projections with the Board. She reminded Board members that kindergarten projections are not included. Mrs. Couture noted that pre-school projections are also not included.

6) Acceptance of Donations

Dr. Cutler asked Board members to approve donations for LMS from the Barry family that included: 2 speakers for the music department; three soccer balls, three tennis rackets, and a vhs recorder/player. The total value is \$300. The Board thanked the Barry family for their generosity.

***Mr. Boehm made a motion to accept the donations from the Barry family, with gratitude. Mrs. Jewett seconded. The motion carried 5-0-0.***

7) Opportunities for Giving

Dr. Cutler presented Board members with a list of Opportunities for Giving that will be posted on the District website Grants Committee home page.

8) CHS Student Council Make a Difference Food Drive

Dr. Cutler presented Board members with a letter the CHS Student Council will send to parents/guardians announcing their Make a Difference Food Drive, which will be held during the week of November 17-21 to benefit the Litchfield Food Pantry. GMS and LMS are involved in food drives as well. The Food Drives were previously approved by the Board on October 22, 2008.

9) Manifest

The manifest was circulated and signed by the Board.

**6) Budget Work Session**

Mr. Martin presented the second round of the proposed FY10 budget to Board members at the November 5 meeting. Board members agreed to review the budget and revisit it at the November 12 meeting with any suggested revisions. Mr. Martin explained that the proposed budget increase is 3% with salaries and benefits included, but excluding kindergarten. He added that with discretionary items excluded, the budget increase is 1.05%.

Mr. Miller presented suggested reductions to the proposed budget that totaled \$127,265. Mrs. Couture suggested the Board propose a bottom line reduction to the budget. Board members discussed their bottom line reduction recommendation. Board members proposed level funding the FY10 budget [excluding salaries and benefits and discretionary items] for a reduction of \$36,741.14, including an additional \$8,500 [which was a double entry budget item], for a total reduction of \$45,241.14.

Mr. Martin asked for Board approval for new/expanded staff positions and athletics/co-curricular stipend positions, which has an increase of \$33,749.

***Mr. Boehm made a motion to level fund the proposed FY10 budget for athletics/co-curricular stipend positions for a total reduction of \$33,749. Mrs. Jewett seconded. The motion carried 5-0-0.***

***Mrs. Beauregard made a motion to approve the CHS Student Counselor position for FY10. Mr. Boehm seconded. The motion carried 5-0-0.***

***Mr. Boehm made a motion to approve expanding the Curriculum Director position to 100% beginning in the FY10 fiscal year. Mrs. Couture seconded. The motion carried 5-0-0.***

***Mrs. Couture made a motion to approve expanding the SAU Administrative Assistant/School Board Secretary position to 40 hours beginning in the FY10 fiscal year. Mrs. Jewett seconded. The motion carried 5-0-0.***

***Mrs. Couture made a motion to approve the LMS school year Administrative Assistant position beginning in the FY10 fiscal year. Mrs. Beauregard seconded. The motion carried 5-0-0.***

Mr. Martin indicated that the amount budgeted for Workman's Compensation could be reduced by \$10,000. Dr. Cutler clarified the total amount of reduction to the FY10 proposed budget as \$88,990.14. Board members rounded the amount to \$90,000, indicating that the Superintendent would be responsible for identifying the reductions. Dr. Cutler will email a list of reductions to Board members prior to the November 19 meeting and Mr. Martin will prepare the proposed FY10 School Board budget for final approval.

***Board consensus: to go forward with preparation of the proposed FY10 School Board budget with the recommended bottom line.***

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|---|---|
| a) Regular Programs (1100-1199)                 | o) Support Service, Central (2800-2999)                 |
| b) Special Programs (1200-1299)                 | p) Non-Instructional Services (3000-3999)               |
| c) Vocational Programs (1300-1399)              | q) Facilities Acquisition & Construction<br>(4000-4999) |
| d) Other Programs (1400-1499)                   | r) Debt Service (5110-5120)                             |
| e) Non-Public Programs (1500-1599)              | s) Salaries & Benefits                                  |
| f) Community Programs (1600-1899)               | t) Food Service   |
| g) Student Support Services (2000-2199)         | u) Federal Funds  |
| h) Instructional Staff Services (2200-2299)     |   |
| i) School Board (2310-2319)                     |   |
| j) Executive Administration (2300-2399)         |   |
| k) School Administration (2400-2499)            |   |
| l) Business & Finance (2500-2599)               |   |
| m) Operation & Maintenance of Plant (2600-2699) |   |
| n) Student Transportation ((2700-2799)          |   |

Mr. Miller suggested that Board salaries be level funded. Board members agreed.

***Mr. Miller made a motion to level fund Board salaries for the 2009-2010 fiscal year. Mr. Boehm seconded. The motion carried 5-0-0.***

Mr. Miller queried Board members about increasing the District Treasurer's salary. Mrs. Couture commented that the Board should consider the increase, but this may not be the year to approve one.

**7) Committee Reports**

1) Budget Committee

There was no Board representation at the November 6 Budget Committee meeting. Mr. Miller reported that voting on the town budget should begin November 13.

2) Grants Committee

Mrs. Beauregard reported the next Grants Committee meeting is scheduled for December 5.

3) Selectmen

Mrs. Jewett reported that the Selectmen have accomplished much. She also reported that the new temporary treasurer is working hard and is doing a great job. Selectmen are preparing a warrant article for a 5-year bond to repair all the culverts in town.

4) Other Committees – Legislature

Mr. Boehm reported that orientation is scheduled for new legislative members next week, a caucus is scheduled for November 24, and new members will take their oath of office in December.

**8) Policies – 1<sup>st</sup> Reading**

a) Use of Students in Non-School Public Information Program (KDCB)

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

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

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

***Mrs. Couture made a motion to go into non-public session at 8:47 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. Beauregard 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**

***Mr. Boehm made a motion to return to public session at 9:03 p.m. Mrs. Jewett 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 9:04 p.m. Mrs. Beauregard seconded. The motion carried 5-0-0.***

**12) Upcoming Meetings**

>>Litchfield School Board: November 19, 2008 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Secretary