

*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**

**January 2, 2008**

**POLICY WORK SESSION**

**(approved as written 1-23-08)**

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, Interim 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 6:37 p.m.

**2) Review & Revision of Agenda**

Revisions to the agenda included: under Old Business – Bond Schedule Review, Default Budget Discussion.

**3) Presentation to the Board**

>>>Superintendent Search: Ted Comstock, NHSBA Executive Director

This item was deferred to the January 9, 2008 meeting.

**4) School Board Members' Comments**

Mrs. Couture queried Board meeting dates for January. The January 2008 meeting dates were set in November 2007 for January 2, 9, and 30. Mrs. Couture suggested the Board meet on January 23 instead of January 30. She added that on January 9 there is a music concert at CHS at 7:00 p.m. The Board agreed to reschedule their meeting on January 9 from 6:30 p.m. to 5:00 p.m.

Mr. Miller reported that the FY09 Budget presentation to the Budget Committee was completed last week. There were some questions on administrators' salary values. He added that the Budget Committee plans to finish Town budgets tomorrow (1/3/08) night.

Mr. Boehm was concerned with computer/internet security in our schools. He suggested considering adding a course for computer awareness for students.

Mrs. Jewett thanked all the schools that collected food for the needy recently. She also thanked the Mike Hogan Karate School for their food donation on Christmas Eve.

**5) Community Input**

There was no community input.

**6) New Business**

a) Disposal of Obsolete Books

Dr. Cutler presented a request from Mr. Manseau, CHS Principal, for the approval of disposal of obsolete text books via a recycler. This will generate money for the recycling club. Board members discussed the request. Mrs. Couture suggested that the high school research donation organizations that ship books to other countries in need. Dr. Cutler will direct Mr. Manseau to research such organizations and return to the Board with an updated request.

7) **Old Business**

a) Kindergarten Update

Dr. Cutler reviewed the Kindergarten update included in Board members' packets that reflects the plans of the other districts that do not have public Kindergarten. Dr. Cutler reported that she wrote an article for the HLN informing Litchfield about the public Kindergarten issue. She encouraged parents in Litchfield to call the SAU office and inform us if they will have any Kindergarten age children for Fall 2008 or 2009 and are interested in half day public Kindergarten. GMS also prepared a similar Kindergarten interest survey that was sent home to parents in the District requesting the same information. Dr. Cutler added that the information will help the District form a database.

b) Communication Plan

A flyer with dates of upcoming official meetings and communication sessions was distributed. The Board approved the flyer by consensus.

Dr. Cutler suggested Board members consider the information for the public at the upcoming Information Meeting on January 16. She indicated that the architect's renditions of the proposed new school site plan, exterior of the building, and floor plans should be available for the Bond/Budget Hearings on January 11. Dr. Cutler suggested that Mr. Miller and Ms. Caprioglio, Building Committee Chair, prepare a short presentation for the meeting. She also suggested that we will have handouts available for the meeting, which will include: the architect's renditions of the proposed new school site, project costs, bond information, and budget information. Board members suggested the available information include: the Building Committee recommendation to the Board, the Board/Building Committee response to the Budget Committee, the GMS renovation estimates from Harriman and JCN, copies of the presentation, and copies of the 2007 GMS Field Study and Field Notes.

c) Default Budget Update

Mr. Martin distributed the revised FY09 Default Budget. He highlighted changes to Athletic Game Officials and the addition of the Alert Now Software lease. The total FY09 Default Budget is \$19,755, 556. Board members agreed on the FY09 Default Budget.

d) Tuition Update

Mr. Martin reported that he received a call from Alvirne High School regarding an attending student who is living in Litchfield. Apparently, the family lived in Hudson and moved to Litchfield, but never reported the move. Alvirne High School has agreed not to bill the District for the tuition up to January 2, 2008, however, they will begin billing Litchfield School District for the tuition beginning today. Mr. Martin noted that this is a Special Education student. The cost of the paraprofessional is estimated at \$40,000; occupational and physical therapy services will be additional. He asked for the Board to agree to add the total cost of \$50,000 to the MS-27 and the Default Budget. Board members were in agreement.

e) Bond costs

Mr. Martin reviewed a comparison of both 15 and 20 year Level Principal bonds and Capital Appreciation bonds. The bond amount for the proposed new school is \$20,692,550. He explained the differences between a Level Principal bond and Capital Appreciation bond, asking the Board for direction on the type of bond they would prefer to finance the proposed new school. With a Level Principal bond, principal payments are paid equally in one annual payment over the life of the bond. The annual tax rate impact is highest in the second year, and reduced annually thereafter. With a Capital Appreciation bond, principal payments are made semi-annually, with the principal payments front-loaded in the schedule. This accelerates State building aid payments to reduce the tax rate impact. Interest payments are higher over the life of the bond, there is a lower annual tax rate cost in early years, and the annual tax rate impact is more level over the life of the bond. Board members discussed the differences in the bonds.

***Mr. Boehm made a motion to approve financing of the proposed new elementary school with a Capital Appreciation bond for 15 years to calculate the amount needed for the FY09 warrant article. Mrs. Beauregard seconded. The motion carried 5-0-0.***

g) Administrative Salaries

Mr. Martin distributed back-up information regarding administrative salaries requested by Mr. Miller for the FY09 Budget. Included in the packet was information on what was approved by the Board and updated market data gathered from NHASP. He explained that the market continues to increase quicker than those we give our administrators. The new data indicates that each range may not need to be adjusted in the same way. Mr. Martin noted that the data shows the low, high and market midpoint in each range, as well as the District midpoint and how it differs from the market midpoint. Also included in the data are graphs that reflect a three year movement within the schedule, the percentage of impact on the schedule, and the recommended FY09 budget.

Mr. Miller indicated that administrators were placed on their respective ranges correctly, but now the market needs to be adjusted.

8) **Policy Work Session:**

1) School Safety Handbook Recommendation

Dr. Cutler reviewed the District's legal recommendation for student handbook notification of Safe School Zone and RSA 193:13. She also reviewed the District's revision. The Board briefly discussed the recommendations and suggested edits and bringing the item back for discussion at the January 23 meeting.

2) Policies:

a) Administrative Procedures to Accompany Student Conduct, Discipline, Due Process, and Pupil Safety & Violence Prevention Policies (JICD-R)

Dr. Cutler reviewed legal counsel's recommendation of the procedures. The Board discussed the recommendation briefly and suggested edits.

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

b) Safe School Zone (old, JFCJ; new, JICD)

Dr. Cutler reviewed the revised policy. Board members discussed the policy and suggested edits. The policy will return for a 1<sup>st</sup> Reading on January 23.

9) **Adjourn**

***Mrs. Couture made a motion to adjourn at 9:30 p.m. Mrs. Jewett seconded. The motion carried 5-0-0.***

10) **Upcoming Meetings** - Litchfield School Board: January 9, 30, 2008 – CHS Media Room - 6:30 PM

Respectfully submitted,

Michele E. Flynn  
School Board Secretary