

*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 8, 2008**

**(approved as written 10-15-08)**

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  
Dr. Ronda Gregg, Director of Special Services  
Mr. Martin Schlichter, Principal, GMS  
Mr. Tom Lecklider, Principal, LMS  
Mrs. Michele E. Flynn, Secretary

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

Mr. Miller called the meeting to order at 6:33 p.m.

**2) Review & Revision of Agenda**

Revisions included: Under Old Business, Response to NHSBA Regarding Athletic Requirements will be deferred to October 15.

**3) School Board Comments**

There were no Board member comments.

**4) Community Input**

There was no community input.

**5) Budget Work Session**

a) Special Services

Dr. Gregg presented the proposed FY10 Special Services budget to the Board. She highlighted changes, increases, and decreases for the Board. Dr. Gregg also reviewed the proposed FY10 Special Services Transportation and Vocational budget with the Board, highlighting major changes.

b) GMS

Mr. Schlichter presented the proposed FY10 GMS budget to the Board. He highlighted changes, increases, and decreases for the Board. Mr. Schlichter noted that the Superintendent directed administrators to level fund their budgets.

c) LMS

Mr. Lecklider presented the proposed FY10 LMS budget to the Board. He highlighted changes, increases, and decreases for the Board. Mr. Lecklider noted that his proposed budget is down \$41,000.

Dr. Cutler commented that administrators worked very hard on the FY10 proposed budget to keep it level funded and reasonable while not impacting the integrity of educational program.

Mr. Boehm had concerns about kindergarten. Dr. Cutler informed Board members that there will be a Kindergarten Plan presentation to the Board at the October 22 meeting, which will include State and District costs. She indicated that the Kindergarten Plan would require a Board decision for approval.

**6) Recommended Action**

a) Business Affairs

1) Draft School Board Minutes:

a) Public Minutes of October 1, 2008

In reference to the October 1 minutes regarding the MS-24, Mr. Martin stated that he is no longer concerned with State's limits on catastrophic aid [as the DRA previously indicated they would not approve any estimate of catastrophic aid under 75%]. He reported that the DRA set the catastrophic aid limit at 70%.

A revision was suggested under the Budget Work Session, Technology, to reflect that the increase in Data Communications was due to a \$15,000 error in the previous budget that was based on an old contract. The remained is the new contract with an expanded networking structure.

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

b) Revised Food Service Budget Schedule

Mr. Martin discussed a budget schedule change for the FY10 Food Service budget presentation with the Board. He indicated that the Food Service FY10 proposed budget will not be presented on October 15 because the initial participation in the hot lunch program appears to be decreased, but it has not been absolutely determined. Food Service Director, Hilda Lawrence, and Bookkeeper, Christine Lavacchia will be collecting market data and forecasting for this year and next year. Mr. Martin informed Board members that along with the budget presentation, a potential lunch prices increase may be brought to the Board.

Mr. Boehm suggested a survey of the students to determine if [and the reason why] participation in the hot lunch program may be decreasing. Dr. Cutler noted that the Alert Now vendor was in the SAU Office last week demonstrating additional features of the system. She suggested that Alert Now could be used for a simple five question survey for Food Services.

c) Manifest

The manifest was circulated and signed by the Board.

**7) Committee Reports**

1) Budget Committee

Mr. Miller reported that the Budget Committee met on Thursday night and reviewed the Fire Department budget. The Committee postponed all town budgets until end of month for Selectmen to review the accounts in light of the financial situation of the town.

2) Selectmen

Mrs. Jewett reported Selectmen still working on budgets.

**8) Old Business**

a) CHS Track Document

Mrs. Couture explained that she had previously drafted a letter for the HLN out of concern for the confusion over the CHS track resurfacing. Board members revised the letter. It will be posted on the District website.

b) Response to NHSBA Regarding Athletic Requirements

This item will be deferred to the October 15.

**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 7:26 p.m. under RSA91-A:3II (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body***

Date: October 8, 2008  
Campbell High School

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

*or agency itself, unless such person requests an open meeting. Mrs. Jewett 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. Jewett made a motion to return to public session at 7:34 p.m. Mr. Boehm seconded. The motion carried by roll call: Mr. Miller, yes; Mrs. Couture, yes; Mr. Boehm, yes; Mrs. Beauregard, yes; Mrs. Jewett, yes.*

Mrs. Jewett queried about Homecoming. Dr. Cutler updated the Board on Homecoming.

Dr. Cutler commented that she doesn't expect the Board would have a need to cut much from the budget as administrators were instructed to bring forward a budget that was level-funded.

**11) Adjourn**

*Mr. Miller made a motion to adjourn at 7:40 p.m. Mrs. Jewett seconded. The motion carried 5-0-0.*

**12) Upcoming Meetings**

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

Respectfully submitted,

Michele E. Flynn  
School Board Secretary