



LITCHFIELD SCHOOL DISTRICT
School Administrative Unit #27

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Equal Opportunity Employer

Memorandum

February 7, 2018

**To: The Members of the Litchfield School Board
Superintendent James O'Neill**

**From: Cory Izbicki, Business Administrator
Subject: Updates**

The purpose of this memorandum is to update the Members of the School Board regarding areas of day to day operations of the School District that may be of particular interest:

1. Budget Update:

- a. Per the direction of the School Board at the January 24th meeting, a letter was sent to the Board of Selectmen requesting the use of impact fees for Full Day Kindergarten. An updated legal opinion from the attorney of the school district was sent over for their review as well. Pending their decision, updates to our financial proposal for full day kindergarten and the warrant article may have to be done
- b. Budget (MS-27) and the Proposed Warrant were posted January 29 per State Requirement.
- c. School Deliberative: February 10 @ 10am in the CHS auditorium.

2. General Matters:

- a. Transportation: On the morning of February 2, there was a minor accident involving Bus 9. The accident occurred in Hudson by Alvirne High School when a car slid past a stop sign due to road conditions into the path of the bus. No injuries were reported, and the students involved were moved onto another bus and taken to LMS. Representatives from First Student, Principal Lecklider, Hudson Fire and Rescue, Hudson Police, and Litchfield Police were all on site. Thank you to Principal Lecklider and Assistant Principal Thayer for their quick response and communication out to the parents.
- b. Custodial Shortage: We are currently in a staff shortage in the area of second shift custodial help. Dave Ross and Hollie Messenger are working towards resolving this as soon as possible with multiple positions posted. I would like to thank Mr. Ross and his crew for their flexibility and willingness to help out any way they can as we work through these challenges.
- c. Food Service Audit: All preliminary audit documentation has been provided to the State. Auditors will be on site at CHS the week before February vacation.

3. Year to date financials and expenditure status reports will be provided for the next scheduled meeting on February 21.

Please let me know if there are any questions regarding the information noted above

Respectfully,

Cory Izbicki
Business Administrator