

LITCHFIELD SCHOOL DISTRICT

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

**Draft Minutes for January 9, 2019
Held at Campbell High School**

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Robert G. Meyers, III, Board Member
Elizabeth MacDonald, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Ph.D., Superintendent
Cory Izbicki, Business Administrator
Mary Widman, Director of Curriculum, Instruction & Assessment
Scott Thompson, Principal, GMS
Tom Lecklider, Principal, LMS
William Lonergan, Principal CHS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

The first part of public session was held in the CHS Auditorium to accommodate the State Representatives and the community at large.

A. Call to Order

Mr. Bourque called the meeting to order at 6:20 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from December 19, 2018:

Mr. Meyers made a motion to approve the non-public minutes of December 5, 2018. Mr. Bourque seconded. The motion carried 5-0-0.

E. School Board Discussion and Open Forum

- School Board Discussion with State Representatives

Mr. Bourque welcomed State Representatives Ralph Boehm, Richard Lascellas, Mark MacLean and Mark Proulx to the Board meeting.

Mr. Bourque explained that School Board members will discuss topics including education funding, the declining stabilization grant, building aid, SB 193, and the increasing burden of local taxation placed on Litchfield as a result of the loss of revenues due to the decisions made by the Legislature to down shift funding responsibilities to local school districts and municipalities. He indicated approximately 80% of our budget is salaries and benefits and the funding from the State is decreasing.

Mr. Izbicki commented if we level funded the budget it would still result in a tax increase of \$0.24 on the tax rate.

Mr. Boehm commented that the Representatives are aware of what is occurring in the State. He indicated that school districts do not have to worry about SB 193 (School Choice) because it will not affect public school funding. He noted that the statements made regarding loss of funding to public schools was based on bad information. He pointed out that the Supreme Court would deem unconstitutional any public school funding that is given to private schools.

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Mr. Bourque indicated that he is aware there has been no legislative action on the bill, but the ramifications are felt in different school districts. He commented the State wants districts to pay for students who want to go to school in a different town. He cited the recent example of a Manifest Educational Hardship case in Litchfield where the State Board of Education ordered the district to pay the tuition for two years for a student who had never attended schools in Litchfield, but whose now resides in Litchfield, to continue to attend Pinkerton Academy.

Mr. Boehm commented that the decision is made in the best interest of the child. He indicated there were similar issues when he was a member of the School Board and the Board at that time did what was in the best interest of the child. He believes a student should be able to finish where they started.

Mr. Boehm commented that funding is based on the number of students. In 2007 there was no representation from Litchfield in the Legislature. He indicated that Litchfield was slated to lose \$2M in education funding in 2011 and the Stabilization grant was passed so that school districts slated for a decrease in funding would not lose that money. There is another bill in the Legislature to recalculate the formula, but Mr. Boehm refused to support it because he feels it will not work. He explained that although Litchfield does not stand to lose or gain any funding, he does not support funding that awards funding to districts who do not perform well. He indicated that districts with a high percentage of free/reduced lunch are awarded more funds. Mr. Boehm commented changing the funding formula takes a long time. He noted the State uses median household income, which is not fair for Litchfield.

Mrs. Hershberger asked if commercial base is calculated into the rate.

Mr. Boehm indicated he would like to see that as well. He commented that there are no more donor towns and the state education tax stays with the town. He noted there has been a decrease in school population across the state. He believes that the State Trust Fund should be awarded using a census-based method.

Mr. Lascelles complimented the Board for investigating any source of funding. He noted there are things at the state level that have to be watched. He indicated the whole idea with respect to property poor towns should be some sort of equalization and he does not believe that is currently working. Mr. Lascelles is a fan of local taxation and commented whenever the state gets involved there is always a struggle or crisis with the political climate. He indicated it is a better method to use a budgeting process with the Budget Committee and Town Meeting where people can go to sessions and see where their money is going. He commented when money is sent to the State there is always a struggle to get any of it back. He pledged to make sure Litchfield has a voice when formula issues are raised and that Litchfield gets its fair share.

Mr. Boehm commented there are state and federal mandates and he will always fight against them. He indicated that we do not need the state or federal government telling us how to teach our children.

Mr. McLean believes local control is better. He indicated that it is unfortunate with recent Supreme Court decisions you do not have full local control. He commented that the state funding formula does have an impact of rewarding badly performing districts. Mr. McLean indicated Legislators have to go back and look at the details of the funding formula and try to make it beneficial and equitable.

Mr. Proulx echoed Mr. McLean's sentiments and pledged to look at that formula more closely.

Mr. Bourque asked how stabilization will work when it has been phased out.

Mr. Boehm indicated that everything will be left as it is with no loss or gain. He commented he would like to see the per pupil amount increase since the school population in the whole state is decreasing.

Mr. McLean commented the adequacy portion was going to be equal across the state, but stabilization was the buffer and it allowed certain towns to lose and some to gain.

Mr. Boehm commented one of the problems in 2011 was that Bedford was getting more money and Litchfield was losing money. He believes that Bedford should have been a donor town based on its size and commercial base.

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Mr. Bourque commented they are looking at the current trend, funding from the state and the tax impact on the town.

Mr. Boehm commented that State only has a certain amount of money. He indicated that there are some bills coming forward proposing a state sales tax and state income tax.

Mr. Lascelles commented if you are looking to the state for tax relief you have to think about the overall priority within the state. The tax structure now is a finite amount of money at the state level. Some tough choices have to be made when it comes to priorities. Politicians have said yes for too long to everything that comes along. Franklin D. Roosevelt, who got us out of the depression, set up a social welfare system and not a supporter of unions. Mr. Lascelles indicated we are in a situation where New Hampshire does not become the “new Massachusetts” and we are conscious of that. He commended the Board for getting the representation together to find out what is going on at the state level, but have to be very cognizant of those formulas because for a while we did not have representation and lost out on funding.

Mr. Boehm suggested having the Representatives back in June to provide an update on the laws.

Mr. Proulx commented what this Legislature accomplishes this year another will undo in two years. He indicated it is difficult to tell other Legislators what they can or cannot do. He noted to plan on money coming forward by a certain date is very hard to predict.

Mr. Lascelles commented people are spending money on Keno.

Mr. Boehm mentioned there is a bill do eliminate Keno revenue for Kindergarten.

Mr. Bourque asked if the profits from Keno go to the education fund. Mr. Boehm indicated the profits go to fund full day kindergarten.

Mrs. Harrison commented that Litchfield still needs a new school, but without reinstating building aid that may not happen.

Mr. Boehm indicated building aid came out of the budget, but someone thought it would be a good idea to bond that money. He noted the State is now stuck with paying off the bond. He commented building aid was established because the State was growing significantly and they helped pay for the schools.

Mrs. Harrison commented our buildings are aging and a new building would be on the backs of our taxpayers.

Mr. McLean commented there is an ongoing drug crisis in the state and many things that have been on the ‘back burner’ are now getting attention.

Mr. Proulx commented that the state is not growing and many people are leaving.

Mr. Lascelles commented if you have something at one point that does not mean it will always be there.

Mr. Proulx indicated there are so many other needs in the state. He noted that he was surprised to see what the state is responsible for and there are many different populations that are requiring more care.

Mr. Boehm indicated it is better to eliminate the middle management and not the people doing the work.

Mr. Lascelles indicated that Litchfield is not alone. He noted Berlin is closing their schools. He commented we all want to keep Litchfield the best it can be.

Mr. Proulx commented that Litchfield now has four voices.

Mr. Bourque commented that he is pleased Litchfield has the voices at the state level and looks forward to the Representatives returning in June.

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Mr. Lascelles observed that local young people are moving into NH. He indicated NH has the most aged population in the country and we need more young people to settle here.

Mrs. Hershberger asked if there are any innovative way schools are generating revenue.

Mr. Boehm indicated that Litchfield is generating revenue through sponsors.

Mr. Lascelles commented there are a limited number of businesses in Litchfield and whenever a school group is looking for sponsorship they approach these businesses. He indicated he would like to see the schools patronize businesses or products.

Mr. Bourque agreed with Mr. Lascelles and indicated that local businesses have been beyond generous.

- Community Forum

Mr. Bourque opened the floor to questions from the audience. Hearing none, Mr. Bourque thanked the State Representatives for their time attending the meeting and speaking with the Board.

F. Presentations and Recognitions

There were no presentations or recognitions.

G. Correspondence

Mrs. Harrison reported correspondence was received from Keri Douglas, 9 Pheasant Street, regarding the declining revenue from the state and other sources, as well as comments regarding New Hampshire Retirement System.

H. Superintendent's Comments

- Follow Up to School Board Inquiries
 - NHSBA Delegate Assembly Reminder

Dr. Jette reminded School Board members that a representative is required to attend the NHSBA Delegates Assembly to introduce the proposed resolution from the floor of the assembly.

Mrs. Harrison volunteered to attend the January 26 NHSBA Delegate Assembly and bring forward the resolution from the School Board.

- Special Education Conference Reminder

Dr. Jette reminded School Board members about the upcoming special education conference that includes a session on Building Resilient Communities. Board members were extended an invitation to attend the session.

Mrs. MacDonald offered to attend the Special Education Conference.

- 2019 Warrant

Dr. Jette asked Board members if they would like to add to or revise any warrant articles. He indicated the warrant will be reviewed by the DRA and final language will be provided for the Board on January 23 for the Board's signatures.

Article 1: Operating Budget

Mr. Bourque asked about the transportation contract cost. Mr. Izbicki indicated that we can adjust or amend the article at Deliberative Session.

No changes were made to Article 1.

Article 2: LEA Contract

No changes were made to Article 2.

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Article 3: Enrichment Tutor LMS

No changes were made to Article 3.

Article 4: Math Tutor LMS

No changes were made to Article 4.

Article 5: Expendable Trust

Dr. Jette asked the Board if they would like to keep this article on the warrant as the Budget Committee questioned the necessity.

Mr. Bourque indicated the Budget Committee said if this amount were added to the Capital Reserve Fund article they would support it.

Mr. Meyers made a motion to remove Article 5, creation of an Expendable Trust Fund for teacher hiring. Mrs. Harrison seconded. The motion carried 5-0-0.

Article 6: Building Maintenance Capital Reserve Fund

Dr. Jette indicated Article 6 will become Article 5.

Mr. Meyers made a motion to revise the article to ask to appropriate \$100,000 to be added to the Building Maintenance Capital Reserve Fund. Mrs. Harrison seconded. The motion carried 5-0-0.

○ FY20 Default Budget

Dr. Jette provided the FY20 Default Budget to the School Board for review.

Mr. Izbicki indicated that included in the default budget are salaries and benefits costs from October 2018; the transportation contract is not included because we do not have a contract; transportation is level funded; operational lines are level funded. He mentioned that there is a possibility that when the transportation contract is finalized it could lower the proposed budget.

○ Enrollment Update

Dr. Jette provided the enrollment update for the School Board. He reported current enrollment as of January 8, 2019 reflects an increase of 7 students since December 22, 2018, for a total of 1,314 students. He noted that Kindergarten classrooms are tight with the increased enrollment.

Mr. Thompson mentioned he met with the teachers with regard to kindergarten class size. He noted pre-k class size is limited to 15 students and consists of up to 50% special education students. He indicated that although the current policy for kindergarten is 20 with a paraprofessional, it is a challenge as the kindergarten class sizes increase, but they are managing.

○ CHS Recycling

Dr. Jette provided information regarding a School Board request regarding CHS recycling of cafeteria materials. He indicated much recycle material is being thrown away in the cafeteria and the recycling program is largely student volunteer-based. He observed it would be challenging to keep up with the large amount of recycling from the lunches.

Mr. Lonergan commented that recycle bins can be set up; however, other drink holder often get mixed in and it becomes messy. He indicated the recycle program cannot support the cafeteria daily with three lunch periods.

Mr. Bourque suggested using the students that run the store to help. Mr. Lonergan indicated that recycling would have to be incorporated into that course.

○ Union Leader Article

Dr. Jette mentioned there was an article in the Union Leader yesterday that reported the State has \$10M in federal funds they are not able to spend, which has been accumulating because district are not spending the funds. He noted that there is a chart included in the article that shows how much each district did not spend according to the State.

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Dr. Jette indicated the chart is misleading. He provided to the Board actual allocations, budgeted, approved and paid back to us from the State and the current balance for our district. He indicated that Litchfield spent every penny. Dr. Jette reported that there is a balance of \$13,000 for the 2017-18 grant, but it is a 27 month grant so we have until September 2019 to spend the money. He commented the grant is monitored very closely.

I. School Board Comments

Mrs. MacDonald asked why we cannot approve naming the CHS auditorium now because the proposal was brought forward before we had a policy.

Mr. Bourque indicated that if the proposal is approved, the Board will be bringing forth a policy that will have no meaning because we are bypassing a process we have worked very hard to establish.

Mrs. MacDonald made a motion to name the CHS Auditorium in honor of Phil Martin. Mrs. Harrison seconded.

Mrs. MacDonald indicated the proposal was brought to us before we had a policy.

Mr. Bourque indicated that others were proposed to the Board we did not name anything. He explained when we received this proposal we believed we needed to put a policy in place due to the number of proposals we had received.

Mrs. Hershberger commented in absence of a policy we were basing decisions on precedent and not naming anything.

Mrs. MacDonald indicated many people have contacted her regarding the proposal.

Mr. Bourque commented that we felt as a Board if something is that important it will stand the test of time and that the public should have input. He indicated we are developing a policy to give us some guidance and direction.

Mrs. Harrison agreed that the Board should vote. She commented the proposal has gone through most of the process. She indicated Mr. Lonergan and Mr. Perez feel they do not need to go through that process again and they will have to wait that final year.

Mr. Bourque asked what is being lost by waiting. He commented if students are concerned that people will forget Mr. Martin, why name the auditorium after him. He indicated a policy is needed to ensure the right decision is made.

Mrs. Hershberger indicated if the policy is approved tonight we can make a motion to place the request on the warrant.

Mr. Bourque believes that the Board would be bypassing policy parameters if an exception for this request is made.

Mrs. MacDonald amended the original motion to draft an article for the 2019 warrant requesting voter approval to name the CHS Auditorium in honor of Phil Martin. Mrs. Harrison seconded.

Mrs. Harrison agreed with the proposal as many in the public supported it. Mrs. Hershberger agreed.

Mr. Bourque commented that the Board wanted a policy and process to ensure we are doing the right thing and now the Board is jumping past the process we worked on for several months.

The motion carried 3-2-0, with Mr. Bourque and Mr. Meyers opposing.

Mr. Bourque observed the Board is not going through the process and is taking action based on emotional outcry.

Mr. Meyers commented the numbers were not different from the proposal to name the CHS Library after Dr. Ange and a different direction was sought.

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II. GENERAL BUSINESS

A. Public Minutes:

- December 19, 2018

Mrs. Harrison made a motion to approve the public minutes of December 19, 2018. Mr. Meyers seconded. The motion carried 5-0-0.

III. REPORTS

A. Curriculum Report

Ms. Widman provided the curriculum report for the School Board. She reported that Bill Atwood spent the day on December 5 in the district and was met with great energy and positivity. She noted teachers walked away with new ideas, as well as an energy and commitment to bring their learning into their classes.

Ms. Widman reported all schools have put out their parent notification letters with regard to state testing.

B. Principals' Reports

Principals provided their reports for the School Board. Principals discussed the impact of the reduction of State Aid in their buildings.

- GMS

Mr. Thompson reported that third and fourth grade teachers are learning about the NHSAS Interim and Benchmark Assessments, which gives students a chance to use the state platform in a low stakes environment and gives teachers feedback about what they are teaching. He explained the interim assessments can be take an unlimited number of times and allow teachers to gather evidence of student learning to inform instruction. Benchmark assessments are more specific in content area and can be used as pre-tests or post-tests for a unit of instruction. Mr. Thompson noted that we will not be doing all of the AIMSweb assessments.

Mr. Thompson spoke about Bill Atwood's visit. The day began with a two hour overview in the morning that involved classroom teachers, special education teachers, specialist teachers and paraprofessionals. The entire faculty was debriefed and engaged, involved and having fun. It was exciting to bring the strategies into the school and to see Mr. Atwood's demo working with the students who were really engaged. After he worked with the students, they were excited to get in front of the class and lead the class using his strategies, including students with disabilities.

- LMS

Mr. Lecklider reported that LMS held its Geography Bee this week and Brian McKinnon is the winner who will go on to compete at the state level. He commended the generosity of the community for their assistance during the holiday season. He indicated the Giving Tree was a successful event.

Mr. Lecklider spoke about the State Assessments. He indicated he was excited about the format of the interim assessment. He commented the test can be given in the classroom with 1:1 technology and instant results. He noted accommodations are embedded. Mr. Lecklider indicated that it creates a natural flow in the classroom.

Mr. Lecklider spoke about Newsela and provided an example for the Board. He explained there are four to five reading levels per article and a writing prompt, which looks for evidence to justify answers or responses. He indicated that the reading is based on current events.

- CHS

Mr. Lonergan reported CHS has experienced incredible generosity around the holidays by the community; PSAT scores went out to parents and the data team is looking at that information; CHS will take the Youth Risk Behavior Survey this year; CHS has been reaccruited by NEASC; a Career Breakfast is planned for March so students can meet with community members to discuss career opportunities and requirements for those who may opt to go directly into a career after graduation; CHS is doing a work study on competency recovery and summer school.

- Learning Commons News

Mr. Lonergan provided a link to the CHS Learning Common new page.

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- Sophomore Project and Senior Project

Mr. Lonergan prepared presentations regarding sophomore and senior projects for the Board.

Mr. Bourque indicated he requested a list of current projects, the sponsors, the advisor/teacher and the dates of the project and presentations. He noted the Board would like to see what projects the students are doing.

Mr. Lonergan provided a list of the 2018-2019 projects with advisor names. Mr. Bourque indicated the Board is looking for the sponsors of the projects and a more in depth description of the projects.

Mrs. Harrison commented the students need to do their hours in their topics and write a paper. Mr. Lonergan clarified sophomores present to the class, whereas senior projects are presented to the public. He indicated there needs to be rigor added to the senior project and the administration is looking into it.

Dr. Jette suggested the Board commit some time in the summer to discuss improvement of the senior project.

IV. NEW BUSINESS

A. 2019-2020 CHS Program of Studies

The 2019-2020 CHS Program of Studies and changes to the program were presented to the School Board. Mr. Lonergan reviewed the changes in the 2019-2020 Program of Studies. He explained Senior English was removed as a graduation requirement, and instead, seniors will take either AP English or Honors Senior English.

The Board suggested a minor revision.

Mrs. Harrison made a motion to approve the 2019-2020 CHS Program of Studies with the suggested revision. Mrs. MacDonald seconded. The motion carried 5-0-0.

V. OLD OR UNFINISHED BUSINESS

A. Policies:

- FF, Naming of Facilities

Mrs. Harrison suggested changing the waiting period for proposals for naming a facility from 3 years to 2 years.

Mrs. Harrison made a motion to change the waiting period for proposals for naming a facility from 3 years to 2 years. Mrs. MacDonald seconded. The motion carried 3-2-0, with Mr. Bourque and Mr. Meyers opposing.

Mr. Bourque made a motion to approve Policy FF, Naming of Facilities as amended. Mrs. Harrison seconded. The motion carried 5-0-0.

VI. MANIFEST

The manifest was circulated and signed by the School Board.

VII. PUBLIC INPUT

A. Community Forum

There was no public input.

VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

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

Upon a motion made by Mr. Bourque, the School Board entered into non-public session at 9:15 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. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

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IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Hershberger, the School Board returned to public session at 10:00 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mrs. Hershberger made a motion to adjourn the meeting at 10:00 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

DRAFT

*New Hampshire School Boards Association
Legislative Bulletin*

Week of January 14, 2019

Dear Members,

The week of January 14th greeted us with an aggressive legislative schedule that included an ambitious calendar of bills as well as series of presentations delivered during a joint session of the House and Senate Education Committees. The week kicked off on Tuesday the 15th with a presentation by Commissioner Edelbut and State Board Chair, Drew Kline. This presentation occurred at the invitation of the House Education Committee Chairman, Representative Mel Myler. The requested purpose was to detail a vision of education during the current legislative calendar. Reaching Higher NH recorded the Commissioner's presentation among others (Chancellors of the State University and Community College Systems and Caitlin Davis, Division Director at the NHDOE).

In addition to Reaching Higher NH's recording, a [PDF](#) was provided during Ms. Davis's school funding session has also been included. This PDF offers a timeline/history of school funding in NH and spreadsheets detailing the impact of funding decisions on local communities. We recommend that that local board members review these documents.

School Safety and Wellness

HB 123 - Relative to Emergency Response Plans in Schools.

NHSBA Position: Support. NHSBA provided oral testimony in response to HB 123 offering recommendations for implementation. Overall, the bill modifies the types of emergency drills schools will be required to exercise on an annual basis. Currently, 10 fire drills are required each year of which 2 have to be emergency response drills. HB 123 adds language to the term "emergency drills" expanding them to all "hazard drills," and increasing the number from 2 to 4. Of note, 4 out of the 10 drills must be all hazard and at least one "shall test emergency response to an armed assailant." NHSBA requested that the Department of Homeland Security and the Department of Education release a joint technical advisory upon passage of HB 123. Such TA should clarify what meets the requirements for each drill type and offer guidance in supporting students during such drills that may trigger adverse responses.

HB 131 - Establishing a Commission on Mental Health Education Programs.

NHSBA Position: Support. NHSBA provided oral testimony responding to HB 131. Like HB 123, NHSBA offered recommendations concerned with implementation (operations of the commission), as well as possible amendments. Such amendments expanded membership to include school nurses, school counselors, and to consider a format for work completion similar to the Governor's School Safety Task Force. NHSBA expects this bill to pass.

HB 164 - Relative to reporting statistics on student behavior. This bill requires school principals to report certain student behavior (theft, destruction, or violence in a safe school

zone or any case of bullying or pornographic use of social media) to the school board. The bill also requires school boards to include reports of certain student behavior in the school board minutes.

NHSBA Position: Oppose. NHSBA signed in opposition and provided no written testimony anticipating that HB 164 would die in committee. The Association is now monitoring this bill more carefully given the nature of testimony provided by one of the state's teachers unions. The Association opposes this bill for many reasons, most importantly for the confidentiality of student information and maintaining objectivity of the local board.

Academics & Programming

HB 169 - Requiring school districts to submit an annual report concerning gifted students.

NHSBA Position: Oppose. NHSBA provided testimony during the committee's public hearing in opposition to this bill. This bill is a carryover from last session that underwent a study committee during the summer months. NHSBA has consistently testified against this bill for the following reasons: a) NH is a state built from competency-based education, which aims to address the personal learning needs of students. Given this philosophical belief and practice, a report on gifted education is unnecessary at the state level. b) National professional associations already maintain a record of and research on "best practices" in gifted education, managing this at the NHDOE is simply duplicative. c) The definition of a gifted student within the bill is very narrow, limiting giftedness to purely academic potential.

HB 170 - Requiring a civics examination as a high school requirement. This bill would require students to attain a passing grade on a locally developed civics competency assessment and a 70% or better on the Civics Naturalization Examination to be eligible for a graduation certificate.

NHSBA Position: Oppose. NHSBA testified in opposition to this bill for numerous reasons. Most significantly, this bill creates a high-stakes testing environment for students impacting graduation from high school if a student is not successful on BOTH tests.

HB 171 - Establishing a commission to study equal access and opportunity for students with disabilities to participate in athletics.

NHSBA Position: Signed in support, NHSBA is assigned a seat on this commission.

School Funding

HB 254 - An act relative to the appropriation of meals and rooms tax revenues to school building aid. This bill would appropriate certain meals and rooms tax revenues for school building aid grants.

NHSBA Position: Support. NHSBA intended to testify in support HB 254 with respect to allocation of funds to the state building aid program but was unable to do so due to scheduling conflicts. NHSBA has position on the meals and rooms tax. Rather, NHSBA's support was based solely on funding the school building aid program. NHSBA's support for increased building aid is based on NHSBA Perennial Resolutions II:A, II:C, II:D, and Continuing Resolution #4 (2017).

HB 175 - An act relative to requirements for school building aid grants. This bill revises procedural requirements for submitting school building aid grant applications.

NHSBA Position: No Position. This bill does not impact local school boards or the building aid program. This bill merely changes some procedural requirements relative to the NHDOE building aid program.

HB 176 - An act relative to grants for school building aid and making an appropriation therefor. This bill requires a state general fund appropriation equal to the differences between the statutory maximum school building aid grant amount of \$50M and the state operating budget appropriation for building aid.

NHSBA Position: Support. Current law requires the state to appropriate \$50M for the school building aid program. Of that \$50M, \$35M currently pay previous state obligations, leaving only \$15M for new building aid projects. This bill would require the state to appropriate no less than \$50M for the building aid program. NHSBA's support for increased building aid is based on NHSBA Perennial Resolutions II:A, II:C, II:D, and Continuing Resolution #4 (2017).

HB 177 - An act relative to the calculation of stabilization grants. This bill would put a "freeze" on stabilization cuts and would leave stabilization grants at the 2018 level.

NHSBA Position: Support. First, NHSBA would like to thank the Berlin School Board, Derry Cooperative School Board and Pittsfield School Board for providing testimony to the House Education Committee. NHSBA's support of HB 177 is based on multiple resolutions that call for full education funding - Perennial Resolutions II:A, II:D, and II:N.

HB 184 - An act relative to the calculation of kindergarten students in the average daily membership and repealing prorated kindergarten funding based on Keno revenues. This bill increases funding for pupils attending full-day kindergarten programs.

NHSBA Position: Support. NHSBA's support of HB 184 is based on Continuing Resolution #6 (2017) which states that NHSBA supports state funding for the cost of full-day kindergarten for school districts that have chosen to provide kindergarten for the entire school day.

HB 357 - Relative to the public-school district infrastructure fund.

NHSBA Position: Signed in support. The school district infrastructure fund is an allotment of state money that has supported school districts in the last year by funding security upgrades. This bill modifies the fund by making all moneys nonlapsing.

Cooperative School Districts

HB 408 - An act relative to postponement of town meetings and local elections.

NHSBA Position: No Position. NHSBA is not taking a position on this bill, but is tracking HB 408, as it may impact many school boards. Of note is a provision relative to cooperative school districts which states:

Amend RSA 671 by inserting after section 22 the following new section: 671:22-a Rescheduling Elections. In the case of a school district that comprises one or more preexisting districts and holds its elections in conjunction with the town elections in the component towns

as provided in this subdivision, the town moderators in each town shall, in the event of an emergency described in RSA 40:4, II, use their best efforts to agree on rescheduling the town and school district elections. In the absence of an agreement, if some but not all of the towns reschedule their elections, the school district election shall be conducted in conjunction with the town elections held on separate dates, but no town shall publicly announce results of the school district election until the polls close on the rescheduled election date. For purposes of recounts under RSA 669:30, the rescheduled election date shall be deemed to the day of the school district election.

NHSBA encourages our members in cooperative school districts to be mindful of this bill.

HB 149 - An act relative to apportionment costs in cooperative school districts. This bill permits the apportionment formula for a cooperative school district to be subject to review five years after an article to continue the current formula was passed.

NHSBA Position: Support. NHSBA testified in support of HB 149. This bill clarifies that if the voters in a cooperative school district vote to maintain the status quo apportionment formula, that formula shall not be subject for reconsideration for a five-year period; just as if the voters vote to amend the apportionment formula, that change is also not subject for review for a five-year period. This five-year period allows school boards and the public to forecast budgets with some certainty.

Personnel and Management

HB 223 - An act relative to night work. This bill limits the number of hours a "youth" may work between the hours of 8pm and 6am in any 24-hour period.

NHSBA Position: No Position. NHSBA is not taking a position on this bill. Rather, we are tracking this bill as it may have potential impact on students engaged in extended learning opportunities, internships, and so forth.

NHSBA is tracking close to 200 bills this session. Our weekly update may not touch upon each of the bills we monitor in a given week. It is the Association's hope to provide membership with ONLY the summaries that are most impactful to schools and communities and relevant to the governance of local districts. We have new legislative tracking software this session that enables us to more closely monitor all activity. You will notice, the weekly schedules we now offer membership appear as a pdf providing members with more detail. This is a result of our new software.



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570 & Fax: (603) 578-1267

Equal Opportunity Employer

Michael Jette, Ph.D.

- *Superintendent of Schools*

Cory Izbicki

- *Business Services*

Mary Widman

- *Curriculum, Instruction & Assessment*

Hollie Messenger

- *Human Resources*

January 23, 2019

**To: The Members of the Litchfield School Board
Superintendent Mike Jette**

From: Cory Izbicki, Business Administrator

Subject: Report for January 23 School Board Meeting

The purpose of this monthly report is to update the School Board regarding day to day and ongoing operations that would be of particular note.

1. FY20 Budget Update

- a. Litchfield Budget Committee Budget Hearing was held on January 10 in the CHS Auditorium. At a meeting held afterward, the committee took the following action:
 - i. Article 1 Operating Budget: Recommended 6-2-0
 - ii. Article 2 LEA CBA: Not Recommended 4-4-0
 - iii. Article 3 Enrichment Tutor: Recommended 7-1-0
 - iv. Article 4 Math Tutor: Recommended 7-1-0
 - v. Article 5 Capital Reserve: Recommended 8-0-0
- b. Two non monetary articles are included on the Warrant:
 - i. Article 6 Naming of High School Auditorium: Recommended by School Board 3-2-0
 - ii. Article 7 (Petition) Tax Cap
- c. Draft MS-27 has been provided in this packet for review.
- d. The Warrant and Default Budget have been provided for signature. The required posting date for these items is January 23. Copies of these documents are also in digital form in the School Board Team Drive.
 - i. Warrant:

2. Public School Infrastructure Fund.

- a. Deadline for completion or request for extension for projects associated with the Public School Infrastructure Fund is April 1. Extensions move the deadline for completion and request for funds to December 31, 2020.
- b. Status of Infrastructure Projects:
 - i. GMS Secured Vestibule: There are two minor items to be completed to finish off this project. One of which the installation of main entrance signage which was included in grant application. A picture of the signage under consideration and the estimate is included in the packet and in digital form in the School Board Drive. The most cost effective signage would be Option A.
 - ii. LMS Canopy and Vestibule: The project has been approved for up to \$100,000 which falls short of funding the full project. Additional discussion will need to take place in consideration of this project. I will submit the request for extension for these funds by the April 1 deadline as we consider options for funding.
 - iii. CHS Secured Vestibule: This Project to renovate the CHS entry way has been approved for funding at the rate of 80/20, State/Local Match. The State will fund up to \$62,560,



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the District will have to fund \$15,640. There is money remaining that was encumbered for this purpose from FY18 which can be used toward the match. The remainder could be offset by the Capital Reserve fund at the Discretion of the Board. An extension will be requested by April 1 for these funds considering the work cannot be completed until summer to avoid disruption and security concerns.

3. Other Information:

- a. The Full Day Kindergarten Modular project is substantially completed. Exterior lighting was installed the weekend of January 12-13. Once that invoice has been received and paid, the project will be financially closed. Accounting information regarding the project will be provided to the Board upon completion.
- b. Draft financial statements were received from Plodzik and Sanderson on January 17. They were reviewed and approved by myself and I anticipate issuance of the statements over the next couple of weeks at which time digital copies will be provided to the board. Please let me know if you would like a bound hard copy. The financial statements of the Litchfield School District will be issued with an unqualified opinion, this is considered a clean opinion and the financials are considered fairly stated in all material respects. If you have any questions about the financials please do not hesitate to ask.
 - i. I have requested that the Director in charge of our audit at Plodzik and Sanderson provide us with a proposal for extending our engagement with them for another three years. It is my opinion that maintaining our relationship with our auditor is in the best interest of the Litchfield School District.
- c. Year to date financials as of Friday January 18 have been provided for Board review. Please let me know if you have any questions.

Please let me know if there are any questions regarding the information contained in this report.

Respectfully Submitted,

Cory Izbicki
Business Administrator

General Fund Balance Sheet - January 18

Assets:		
Cash		4,176,759
Receivables:		
Accounts		-
Intergovernmental		8,407,328
Interfund receivables		5,802
Prepaid Item		1,925
Total Assets		12,591,814
Liabilities:		
Accounts Payable		100,702
Open Purchase Orders and Contracts		10,812,918
Accrued Salaries and Benefits		214,513
Deferred Revenue		17,801
Interfund payable		102,670
Total Liabilities		11,248,604
Fund Balances:		
Restricted - For Prepaid Item		1,925
Committed Fund Balance		-
Assigned Fund Balance - Encumbrances		-
Unassigned Fund Balance:		
Special Services (1201,1260,2140,2150,2160,2332,2722)	351,830	
General Education	989,455	
Total Unassigned Fund Balance		1,341,285
Total Fund Balance		1,343,210
Total Liabilities and Fund Balance		12,591,814

Revenues, Expenditures and Change in Fund Balance

Revenues:		
School District Assessment		13,687,119
Other Local		31,836
State		7,236,331
Federal		55,432
Transfer from other funds		
Total Revenues		21,010,718
Expenditures:		
Current:		
Instruction		12,163,597
Support Services:		
Student		1,749,913
Instructional staff		633,028
General Admin		110,098
Executive Admin		528,339
School Admin		1,273,575
Business		327,488
Operations and Maintenance		1,871,208
Student Transportation		1,087,863
Other		691,261
Debt Service:		
Principal		-
Interest		-
Facilities acquisition and construction		53,890
Noninstructional services		-
Transfer to other funds		152,670
Total Expenditures		20,642,930
Excess of Revenues		367,788
Fund Balance, beginning (7/1/2018)		975,422
Fund Balance, ending (1/18/2019)		1,343,210

Category	Encumbered - Prior Year	Appropriations	Contracts and Purchase Orders	YTD Expenditures	Expenditures plus Contracts / PO's	Variance Positive / Negative
Instruction Total	72,203	12,615,653	6,964,892	5,198,705	12,163,598	524,258
Student Support Total	-	1,832,159	1,007,592	742,320	1,749,913	82,246
Instructional Staff Total	44,081	731,133	266,909	366,119	633,028	142,186
General Admin Total	-	119,408	36,775	73,323	110,098	9,311
Executive Admin Total	-	548,833	237,296	291,043	528,339	20,494
School Admin Total	-	1,325,327	589,019	684,555	1,273,575	51,753
Business Total	-	310,341	156,148	171,340	327,488	(17,147)
Operations (Facilities) Total	68,875	2,016,505	698,996	1,172,212	1,871,208	214,172
Transportation Total	-	1,157,806	638,211	449,652	1,087,863	69,943
Other Total	105	725,705	199,441	491,820	691,261	34,549
Facilities Acq Total	17,638	36,252	17,638	36,252	53,890	(0)
Transfers Total	-	50,000	-	50,000	50,000	-
Grand Total	202,902	21,469,122	10,812,918	9,727,342	20,540,260	1,131,764

**2017 LITCHFIELD SCHOOL DISTRICT WARRANT
STATE OF NEW HAMPSHIRE**

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, February 9, 2019, at 10:00 o'clock in the forenoon for explanation, discussion, and debate of warrant articles number 1 through number 7. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

SECOND SESSION OF ANNUAL MEETING (VOTING)

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 12, 2019, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ARTICLE A

To elect by ballot the following School District Officers:

School Board Member
School Board Member

3-Year Term
3-Year Term

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an **operating budget**, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling **\$22,865,429**? Should this article be defeated, the default budget shall be \$22,824,871, which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Estimated Tax Impact: \$0.46 (Operating Budget)

Estimated Tax Impact: \$0.43 (Default Budget)

Recommended by the School Board

Recommended by the Budget Committee

Vote 5-0-0

Vote 6-2-0

ARTICLE 2

Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association, which calls for the following increases in salaries and benefits at the current staffing level:

Year	Estimated Increase
2019-2020	\$ 394,429
2020-2021	\$ 374,294
2012-2022	\$ 346,391

and further to raise and appropriate the sum of **\$394,429** for fiscal year 2020, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

Estimated Tax Impact: \$0.43

Recommended by the School Board

Not Recommended by the Budget Committee

Vote 5-0-0

because of a tied vote

Vote 4-4-0

ARTICLE 3

Shall the Litchfield School District vote to raise and appropriate the sum of **\$28,490** to hire a part time Enrichment Tutor, including salary and benefits, at Litchfield Middle School to support high achieving learners? If approved, this appropriation will be included in the operating budget in subsequent years.

Estimated Tax Impact: \$ 0.03

Recommended by the School Board

Recommended by the Budget Committee

Vote 5-0-0

Vote 7-1-0

ARTICLE 4

Shall the Litchfield School District vote to raise and appropriate the sum of **\$28,490** to hire a part time Math Tutor, including salary and benefits, at Litchfield Middle School to support struggling and resistant learners? If approved, this appropriation will be included in the operating budget in subsequent years.

Estimated Tax Impact: \$ 0.03

*Recommended by the School Board
Vote 5-0-0*

*Recommended by the Budget Committee
Vote 7-1-0*

ARTICLE 5

Shall the Litchfield School District vote to raise and appropriate the sum of **\$100,000** to be added to the Building Maintenance Capital Reserve Fund established in 2004 with this sum to come from the June 30 unassigned fund balance available for transfer on July 1 of this year?

Estimated Tax Impact: \$0

*Recommended by the School Board
Vote 5-0-0*

*Recommended by the Budget Committee
Vote 8-0-0*

ARTICLE 6

Shall the Litchfield School District vote to permanently name the Campbell High School auditorium after Philip K. Martin, in honor of his service to Campbell High School?

*Recommended by the School Board
Vote 3-2-0*

ARTICLE 7 (Petitioned Article)

Shall the School Board present to next year's annual meeting, an article adopting the provisions of RSA 32:5-b which could implement a tax cap whereby the Budget Committee shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than a certain dollar amount or percentage?

*Not / Recommended by the School Board
Vote*

GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS ____ DAY OF JANUARY 2019.

Brian Bourque, Chair

Christina Harrison, Vice Chair

Elizabeth MacDonald

Robert G. Meyers, III

Tara Hershberger

Litchfield School Board



Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
Instruction					
1100-1199	Regular Programs	\$8,463,994	\$343,902	\$0	\$8,807,896
1200-1299	Special Programs	\$3,365,932	\$37,314	\$0	\$3,403,246
1300-1399	Vocational Programs	\$37,461	\$0	\$0	\$37,461
1400-1499	Other Programs	\$528,115	\$46,153	\$0	\$574,268
1500-1599	Non-Public Programs	\$0	\$0	\$0	\$0
1600-1699	Adult/Continuing Education Programs	\$0	\$0	\$0	\$0
1700-1799	Community/Junior College Education Programs	\$0	\$0	\$0	\$0
1800-1899	Community Service Programs	\$0	\$0	\$0	\$0
Instruction Subtotal		\$12,395,502	\$427,369	\$0	\$12,822,871
Support Services					
2000-2199	Student Support Services	\$1,833,533	(\$16,614)	\$0	\$1,816,919
2200-2299	Instructional Staff Services	\$739,882	(\$30,408)	\$0	\$709,474
Support Services Subtotal		\$2,573,415	(\$47,022)	\$0	\$2,526,393
General Administration					
0000-0000	Collective Bargaining	\$0	\$0	\$0	\$0
2310 (840)	School Board Contingency	\$0	\$0	\$0	\$0
2310-2319	Other School Board	\$119,243	\$1,303	\$0	\$120,546
General Administration Subtotal		\$119,243	\$1,303	\$0	\$120,546
Executive Administration					
2320 (310)	SAU Management Services	\$332,864	\$2,863	\$0	\$335,727
2320-2399	All Other Administration	\$214,569	\$4,415	\$0	\$218,984
2400-2499	School Administration Service	\$1,303,824	(\$6,554)	\$0	\$1,297,270
2500-2599	Business	\$307,157	\$17,982	\$0	\$325,139
2600-2699	Plant Operations and Maintenance	\$2,015,894	\$50,312	\$0	\$2,066,206
2700-2799	Student Transportation	\$1,157,806	\$0	\$0	\$1,157,806
2800-2999	Support Service, Central and Other	\$752,119	(\$10,696)	\$0	\$741,423
Executive Administration Subtotal		\$6,084,233	\$58,322	\$0	\$6,142,555
Non-Instructional Services					
3100	Food Service Operations	\$0	\$0	\$0	\$0
3200	Enterprise Operations	\$0	\$0	\$0	\$0
Non-Instructional Services Subtotal		\$0	\$0	\$0	\$0



**2019
MS-DSB**

Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
Facilities Acquisition and Construction					
4100	Site Acquisition	\$0	\$0	\$0	\$0
4200	Site Improvement	\$0	\$0	\$0	\$0
4300	Architectural/Engineering	\$0	\$0	\$0	\$0
4400	Educational Specification Development	\$0	\$0	\$0	\$0
4500	Building Acquisition/Construction	\$0	\$0	\$0	\$0
4600	Building Improvement Services	\$36,252	\$0	\$0	\$36,252
4900	Other Facilities Acquisition and Construction	\$0	\$0	\$0	\$0
Facilities Acquisition and Construction Subtotal		\$36,252	\$0	\$0	\$36,252
Other Outlays					
5110	Debt Service - Principal	\$0	\$0	\$0	\$0
5120	Debt Service - Interest	\$0	\$0	\$0	\$0
Other Outlays Subtotal		\$0	\$0	\$0	\$0
Fund Transfers					
5220-5221	To Food Service	\$558,968	\$42,286	\$0	\$601,254
5222-5229	To Other Special Revenue	\$575,000	\$0	\$0	\$575,000
5230-5239	To Capital Projects	\$0	\$0	\$0	\$0
5251	To Capital Reserve Fund	\$0	\$0	\$0	\$0
5252	To Expendable Trusts/Fiduciary Funds	\$0	\$0	\$0	\$0
5253	To Non-Expendable Trust Funds	\$0	\$0	\$0	\$0
5254	To Agency Funds	\$0	\$0	\$0	\$0
5300-5399	Intergovernmental Agency Allocation	\$0	\$0	\$0	\$0
9990	Supplemental Appropriation	\$0	\$0	\$0	\$0
9992	Deficit Appropriation	\$0	\$0	\$0	\$0
Fund Transfers Subtotal		\$1,133,968	\$42,286	\$0	\$1,176,254
Total Operating Budget Appropriations		\$22,342,613	\$482,258	\$0	\$22,824,871



Reasons for Reductions/Increases & One-Time Appropriations

Account	Explanation
2320-2399	Contractual obligations and health care elections for staffing level at the time of budget development.
4600	Level funded FY19 approved, contractual lease payment.
2500-2599	Contractual obligations and health care elections for staffing level at the time of budget development.
2200-2299	Contractual obligations and health care elections for staffing level at the time of budget development.
1400-1499	Contractual obligations and health care elections for staffing level at the time of budget development. Includes funding for vacant positions.
2310-2319	Contractual obligations and health care elections for staffing level at the time of budget development.
2600-2699	Contractual obligations and health care elections for staffing level at the time of budget development.
1100-1199	Contractual obligations and health care elections for staffing level at the time of budget development.
2320 (310)	Contractual obligations and health care elections for staffing level at the time of budget development.
2400-2499	Contractual obligations and health care elections for staffing level at the time of budget development.
1200-1299	Contractual obligations and health care elections for staffing level at the time of budget development.
2000-2199	Contractual obligations and health care elections for staffing level at the time of budget development.
2700-2799	Level Funded FY19 Transportation items for default in absence of service contract for FY20
2800-2999	Contractual obligations and health care elections for staffing level at the time of budget development.
5220-5221	Contractual obligations and health care elections for staffing level at the time of budget development.
5222-5229	Level Fund FY19 approved for default.
1300-1399	Level funded FY19 Approved Budget for default calculation.