

LITCHFIELD SCHOOL DISTRICT

POLICY NUMBER: **BCA**
Revised

ADOPTED: **June 16, 2010**

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CODE OF ETHICS

The Litchfield School Board believes that the primary responsibility of its members must be the educational welfare of the students attending the Litchfield Public Schools, and to implement the educational interests of the community.

Ethics

The Litchfield School Board shall adopt these ethical statements and publicly commit themselves collectively and individually to the following. I shall:

- Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- Display and demonstrate courtesy and decorum toward fellow Board members at all public meetings and in all public statements.
- Support the superintendent and help him/her be as effective as possible.
- Make policy decisions only after full discussion at publicly held board meetings.
- Render all decisions based on the available facts and personal judgment.
- Not attempt to exercise authority as an individual and will not make unauthorized commitments on behalf of the board.
- Disclose any conflict of interest and abstain from voting on an issue, if appropriate.
- Refrain from using my Board position for personal or partisan gain.
- Respect the confidentiality of information disclosed in executive sessions of the board.
- Consistently support what is best for the total school district.
- Support all board decisions and assist in carrying them out effectively.
- Support the right and obligation of teachers to teach the approved curriculum.

If any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board.

Approval: 2nd Reading, June 16, 2010

Reviewed: 1st Reading, May 12, 2010

Revised: May 5, 2010

Revised: April 7, 2010

Adopted: April 21, 2004

Approved: April 21, 2004

Adopted: August 23, 2000

LITCHFIELD SCHOOL DISTRICT

GUIDELINES: SCHOOL BOARD MEMBER USE OF SOCIAL MEDIA

Many school board members are active users of social media, including online platforms as well as other media (eg. blogs, personal websites). Although social media can be a positive tool for fostering community engagement with the school district, Board members should operate within appropriate guidelines when communicating online about school district business.

The Litchfield School Board believes this policy will serve as appropriate guidelines for School Board members' use of social media.

In using social media to communicate about school district business, a School Board member should:

1. Clarify s/he is speaking as an individual member of the Board and not an official School Board or School District spokesperson.
2. Avoid or refrain from deliberating School District business with a quorum of the Board.
3. Direct complaints or concerns presented online to the appropriate administrator, preserving the chain of command of the School District and the School Board.
4. Avoid or refrain from posting content that indicates s/he has already formed an opinion on matters pending approval of the School Board.
5. Post only content that the School Board and/or School District has already released to the public.
6. When restating what has occurred at a previous board meeting, clarify the posting is not an official record of the School Board meeting and share information only from the open portions of the meeting. Only final board-adopted minutes are the official record of a school board meeting.
7. Always conduct him/herself online in a manner that reflects well on the School Board and the School District, and avoid posting information that has not been verified and made public by the School Board.
8. Immediately report to the School District any potential security breach from the loss of a district-issued or personal electronic device on which confidential district records could be accessed.
9. Immediately report harassing or defamatory communications to the Superintendent if they involve school officials, staff, students or district business. If an individual posts potentially offensive, harassing or defamatory remarks on a school board member's account, the board member will not be held responsible for the inappropriate post unless the board member personally publishes or repeats the content (i.e. "sharing", "retweeting").

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10. Comply with the School District's acceptable use policy when using district-issued devices or technology resources, including district Internet access on a personal device.

There is nothing in the law or policy that prohibits a School Board member from publicly describing the discussion or action that took place during the open portions of a previous School Board meeting. However, the Litchfield School Board policy BCA, School Board Code of Ethics, provides that each School Board member shall accept the will of the majority vote in all cases and support the resulting decision or policy.

References

Soule, Leslie, Kidder Attorneys at Law, Legal Review

Texas Association of School Boards, Social Media Guidelines for School Board Members

Iberville Parish School Board, Policy BBAA, School Board Member Use of Social Media

Approval: 2nd Reading, October 4, 2017

Reviewed: 1st Reading, September 20, 2017

This policy will be an addendum to Policy BCA, School Board Code of Ethics.

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SCHOOL BOARD CONDUCT

The Litchfield School Board shall adopt the following conduct statement, and annually each member shall read, review and sign a copy of this statement to indicate their agreement. Our collective goal is to make educational decisions in the best interest of our students.

As a member of the Litchfield School Board, I shall strive to improve public education, and to that end I shall:

- Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.
- Not surprise other board members or district staff in public nor engage in personal attacks.
- Listen carefully and with courtesy when other people have the floor and are speaking during board meetings.
- Maintain open communications with the superintendent of schools.
- Delegate executive functions to the superintendent and confine board action to policy making, planning, and appraisal.
- Maintain a balance between fiscal responsibility and a commitment to quality education.
- Not speak outside of board meetings against any majority decision which was reached in good faith, nor take any private action that undermines Board decisions.
- Explain how important it is to follow a proper “chain of command” at the district and Board level if contacted by a parent or other citizen about a school problem.

If any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board.

Approval: 2nd Reading, June 16, 2010
Reviewed: 1st Reading, May 12, 2010
Revised: May 5, 2010
Approval: Original policy, BCA, April 21, 2004

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**Litchfield School Board
School Board Conduct (BCAA)
Signature Page**

(Dennis Miller)

(Mary Prindle)

(Jason Guerrette)

(John York)

(Patricia D'Alleva)

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 March 6, 2019

Held at Litchfield Town Hall

In Attendance:

Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, 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.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 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 February 20, 2019: *There were no non-public actions.*

E. Presentations and Recognitions

• E³ Awards:

Nominees for the Empowering Excellence in Education awards were recognized by the Board.

○ Janice Hood

Mr. Lonergan commented Janice Hood was the founding member of CHS PTO and served even after her children had their attendance at CHS. She began the drive for water bottle filling stations recently installed at CHS, coordinated many fundraisers, teacher appreciation events, Hannaford's community cares contributions for CHS, assisted with promotions of the annual pie fundraisers and t-shirts for freshmen seminar students. Janice has been the lifeblood of the organization.

○ Heather Stagnone

Mr. Lonergan commented that Heather Stagnone has totally supported CHS staff and students. She had three children go through CHS and served beyond their completion. She assisted in teacher appreciation events, graduations, seeking out and sometimes providing gift certificates for fundraisers, assisted with PTO meetings and activities, as well as assisted in the main office on many occasions. Heather has contributed to the positive climate and culture of CHS.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

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- CHS Drivers' Education

Mr. Izbicki informed the School Board about that Granit State Driving School would be offering driving instruction for students at CHS. He indicated CHS has not had a formal drivers' education vendor and Granite State reached out to provide an April and June program for CHS students.

- Follow Up to School Board Inquiries
 - Great East Festival Breakdown of Cost

Dr. Jette commented that he had not yet received a cost breakdown for the Great East Festival trips.

Mr. Lecklider commented that schools would provide travel for participating band and chorus students to the festival site and then go to Canobie Lake that day. He indicated it was not cost effective to transport the students to the venue and then to Canobie Lake in the opposite direction. He noted that it was decided that the festival could take place internally by bringing judges in from the outside to give feedback to our grade 8 band and grades 7/8 chorus. Mr. Lecklider commented the Litchfield Great East Festival visits Canobie Lake after school.

Mr. Bourque indicated the concern was over the cost of the trip for GMS, which is \$60 and \$14 of that total is provided by the PTO.

Mr. Thompson commented the total cost includes the cost for the festival fee.

Mr. Lecklider indicated he will provide more information regarding the cost for LMS.

Dr. Jette indicated that he will bring the cost information and clarification to the Board.

- High School Beverages

Dr. Jette commented that the Board expressed concern relative to handbook language regarding students and beverages in the high school when there was mention of the opening of a coffee bar for students to purchase beverages before school and bring them to class.

Mr. Lonergan indicated that beverages are not allowed in the auditorium, gym or in labs. He commented it is up to the individual teacher if beverages can be brought into class by students. He noted having a beverage in class is not against any policy. Mr. Lonergan commented that when observing students arriving late to school they usually are carrying a coffee cup from somewhere.

Dr. Jette mentioned that Ms. Crowley, Food Service Director, did a soft roll out of a "freestyle wrap" line in the CHS cafeteria where all wraps are made fresh.

H. Community Forum

There was no public input.

I. School Board Comments

Mrs. Harrison commented that she was thankful for the last three years she served on the Board. She indicated the district is in a great place with great administration and food service. She noted that we have come a long way with full day kindergarten and 1:1 computing. With reference to Mr. Bourque, Mrs. Harrison commented people do not see all the time and research that goes into being the Board Chair. She indicated he weighs all options and input carefully before moving forward, advocates for the taxpayers at the state level, has a good working relationship with the town and supports the Board as a whole even when voting is split.

Mr. Bourque agreed that the Board has come a long way and is on the right track to bring the district to the level they would like it to be. He believes the district is at a great level already, but would like to see more forward motion. He commended Mrs. Harrison for greatly adding to the School Board's transparency and commented when you consider the information we provide for the public, we are more than transparent. Mr. Bourque noted that the Board has done much work, but more needs to be done. He believes that this Board is a solid team that is there for the best interest of the students.

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Mrs. Hershberger commented there is so much change going on in today's day and age, but she has seen the value of consistency over the time she has been on the Board. She believes voters should consider the benefit of longevity on the Board. She indicated that Mr. Bourque is not afraid to take a hard line and that Mrs. Harrison worked very hard on the full day kindergarten project. She believes the Board is in a good place.

Mr. Bourque commented that he attended STEAM Night at GMS and it was great. He noted every class he was involved with or visited was fascinating. He commented the entire staff on a fabulous job. Mr. Bourque wished the CHS Boys Basketball team good luck at SNHU tonight. He praised the CHS Key Club for posting a note on every locker at CHS with a positive message written on it. Mr. Bourque noted that is a perfect example of school culture.

II. GENERAL BUSINESS

A. Public Minutes:

- February 20, 2019 Public Hearing

Mrs. Harrison made a motion to approve the public hearing minutes for February 20, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

- February 20, 2019

Mr. Meyers made a motion to approve the public minutes for February 20, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.

III. REPORTS

A. Curriculum Report

Ms. Widman provided the curriculum report for the School Board. She noted that the PERC meeting for March 7 was rescheduled to March 20. She reported she and Mrs. Bandurski began walking around the buildings and going to classrooms to observe as a team. Curriculum revision in math began today at CHS and was a great meeting. She will meet with the K-4 group next week. Summer work planning will include: technology training, Stage 2 curriculum work in math, and the Competency Design Studio and some NGSX Science training.

B. Principals Reports

Principals will provide reports for the School Board. Principals will highlight two items from their report. Principals will provide an update regarding ALICE protocols for the School Board. Each building administration was provided with documentation to review with faculty and staff regarding the fall implementation of ALICE protocols in the school buildings.

- GMS
 - Governor's Picture Grade 4

Mr. Thompson commented in December GMS grade four students were invited to create ornaments for the Governor's Christmas tree in the NH State House. The ornaments were made with a NH based theme. He noted when the fourth graders visited the State House, they were excited to see their ornaments on the tree and took a picture in front of the decorated tree with Governor Sununu, which he signed.

- STEAM Night

Mr. Thompson reported that GMS held a STEAM Night on March 5 and activities included Martinelli math games, engineering tower challenges, floating boats filled with pennies, launching a mini rocket, making silly putty, making lava lamps, using shaving cream and food coloring to make puff paint (Kindergarten), and making robots out of vibrating toothbrushes that could draw. He indicated a demonstration from First Lego League and the CHS First Robotics team was included. He thanked First Student for the shuttle bus service.

- ALICE

Mr. Thompson reported that five meetings were held with the Emergency Response team and there have been five evacuation and reverse evacuation drills, as well as lockdown drill while the students were in the cafeteria. He indicated that the Emergency Response team discussed how ALICE would be implemented at the elementary level. He noted we are not going to teach students to be active resisters. Mr. Thompson noted that there is a book about the ALICE preparedness for younger children that will provide language for small children to be prepared at the emergency level. He mentioned the team collected emergency bags and replaced them with backpacks that are

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easier to carry. Mr. Thompson commented the team is relooking at what we want to have on hand in the classrooms for extended lockdowns. There was a review of classroom locks and interior doors for security, and Mrs. Clinton Jones reviewed the ALICE implementation timeline, protocol drafts and upcoming parent forum with teachers at the faculty meeting.

Mrs. Hershberger asked if there is a book for middle school students as well. Mr. Lecklider indicated a representative directed us to resources for middle schoolers with ALICE language.

- LMS

Mr. Lecklider recognized individuals who have made major contributions to education and student activities. He reported the drama club performance was excellent and the annual Dodgeball tournament culminated in a pep rally on Friday. He mentioned that Marc Cloutier has again volunteered to pick up over 1700 dozen Krispy Kreme donuts sold during the Washington DC trip fundraiser.

- Bill Atwood

Mr. Lecklider reported that Mr. Atwood visited LMS last month, circulating in classrooms and meeting with the math team presenting strategies on math instruction. There was much good conversation surrounding those strategies. Much of what Mr. Atwood uses is the Collins writing approach in math that requires students to provide written explanations for their answers. He talked about vocabulary and a level of consistency around middle and high school. He believes students should have a good conceptual understanding of vocabulary. When presenting to students he uses games in which he applies math and uses graphics as math is visual.

Ms. Widman commented Mr. Atwood was also at CHS later in the day and will revisit.

- ALICE

Mr. Lecklider reported the staff meeting went well today. The school performed a Shelter in Place drill today, which was very efficient and the administration received good feedback. Mrs. Thayer presented the ALICE information that we will be discussing. She explained the drills will be more scenario based with discussion about options and information that will help them make good decisions. Mr. Lecklider indicated the staff is ready for the implementation.

- CHS

Mr. Lonergan read the names of the top 11 students at CHS announced today.

- Semester 1 Exam Review

Mr. Lonergan reported the end of semester reviews for exams were analyzed with Ms. Widman and the curriculum facilitators. When the exams are examined we look at depth of knowledge and how the exams align with competencies. There were many exams that were low depth of knowledge and there were a fair number of questions that were significantly challenging. Depth of knowledge progresses quickly in the questions on the exam. Curriculum facilitators were asked to return to their departments and talk to teachers to see where they can focus improvement for the second semester.

Mrs. MacDonald asked if the high school is moving away from final exams.

Ms. Widman commented that presently we are looking at how we move toward a competency based exam.

Mr. Lonergan commented that there is significant value to summative and cumulative exams. He indicated he was not certain we want to eliminate them, but he would like to see what things look like going forward. He believes department meetings will focus on raising the level of the exam.

- ALICE

Mr. Lonergan reported the CHS faculty meeting was postponed to March 11. He mentioned that staff were concerned about the emergency flip charts and the difference in procedures and would like more clarification on lockdown procedures. He indicated staff will be told flip charts are in the process of being revised. Mr. Lonergan reported the emergency bags are being updated by students and noted some emergency procedures have been changed.

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C. Dining Services Reimbursement Report

Dr. Jette shared food service meal reimbursement counts with the School Board. He reported in February the number of meals significantly increased over the number of meals the previous year. He noted the per day meal count increased by 80 meals per day.

Mrs. Harrison asked if we are spending more to make the meals and wanted to know how this year's sales compare to last year's sales in revenues.

Mr. Izbicki indicated that spending is on track. He commented that in the past food service was not really serving meals that qualified as reimbursable, but we are now getting more reimbursement because the meals are in compliance. He mentioned that there was a large fund balance at the end of past years, but those funds were not invested in the equipment, which is now old and breaking down. He noted that we have invested in the equipment.

Mrs. Harrison commented it would be nice to grow the program to cater events that happen at the schools.

Mrs. Hershberger commented the Director is open to any concerns or suggestions.

Mr. Bourque commented there seems to be more than an abundance of choices and food now.

Mr. Izbicki indicated portion sizes have been reviewed and are now appropriate for grade levels.

D. Enrollment Report

Dr. Jette shared the February 2019 Enrollment report with the School Board. He reported that there are 1,311 students enrolled in the district. He noted Kindergarten registrations are at 87 and Grade 1 registrations are at 52.

V. NEW BUSINESS

A. Volunteer Handbook Revision

The School Board expressed some concerns regarding language relative to volunteers who do not have child care arrangements who would like to serve in the schools. Revisions were made to the handbook to reflect more appropriate language. Included in the handbook is language relative to exceptions by the administration for younger siblings brought in by volunteers on case by case basis.

Mrs. Harrison made a motion to approve the Volunteer Handbook as revised. Mrs. Hershberger seconded. The motion carried 5-0-0.

B. Policies:

- Revision:
 - BEDH, Public Participation at School Board Meetings

The Public Participation at Board Meetings policy was revised to recognize the distinction between board business and public comment, and to align with emerging judicial decisions regarding the need for viewpoint neutrality relative to public comment rules.

Mrs. Harrison made a motion to approve policy BEDH for a 1st Reading. Mr. Meyers seconded. The motion carried 5-0-0.

- Review:
 - DL, Self-Funded Programs

A draft policy has been prepared for School Board review and feedback. In drafting the policy, the district is trying to address the questions/concerns regarding tutoring for pay, services of school employees offered for a fee (private business using school facilities), and the extension of services offered by employees of the school district relative to enrichment, advanced studies/lessons for students who go above and beyond what is taught in the classroom, and/or new students who have enrolled in the district well into the year and need to be 'brought up to speed' with the rest of the class.

VI. MANIFEST

The manifest was circulated and signed by the School Board.

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VII. PUBLIC INPUT

A. Community Forum

There was no public input.

The School Board recessed at 7:30 p.m. and reconvened the meeting at 7:35 p.m.

B. Presentations and Recognitions

- E³ Awards
 - Carolyn Leite

The School Board recognized Carolyn Leite for her accomplishments and contributions to the music department and music education in Litchfield.

Mr. Lecklider read a prepared statement of recognition, which included background for Mrs. Leite's experience, building a music, band and choral program at LMS, and her mastery of personalized education. Mrs. Leite's assignment has expanded to include instruction at CHS as well and is respected by her colleagues for her high standards of expectations and musical knowledge. Mrs. Leite is devoted, dedicated and motivated to her students and programs. Mr. Lecklider thanked her for her years of service in the district.

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 Mrs. Harrison, the Board entered into non-public session at 7:49 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 9:05 p.m. Mr. Meyers 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

Mr. Bourque made a motion to adjourn the meeting at 9:05 p.m. Mr. Meyers seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

**LITCHFIELD SCHOOL DISTRICT MEETING
ELECTION RESULTS
MARCH 12, 2019
The State of New Hampshire**

Election of Officers

School Board: **Brian Bourque, 847 votes, elected, three-year term**
 Christina Harrison, 1,025 votes, elected, three-year term

Warrant Articles

ARTICLE 1 *(as amended at Deliberative Session 2-9-19)*

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 **\$22,849,638**? Should this article be defeated, the default budget shall be **\$22,771,378**, 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: \$0.35 (Operating Budget Budget)

Estimated Tax Impact: \$0.28 (Default Budget)

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

*Recommended by the Budget Committee
Vote 6-2-0*

**Passed Yes: 912
 No: 790**

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
2021-2022	\$ 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
Vote 5-0-0*

*Not Recommended by the Budget Committee
because of a tied vote
Vote 4-4-0*

**Failed Yes: 730
 No: 884**

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
Vote 5-0-0

Recommended by the Budget Committee
Vote 7-1-0

Yes: 808
Failed No: 883

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

Passed Yes: 924
No: 775

ARTICLE 5 (as amended at Deliberative Session 2-9-19)

Shall the Litchfield School District vote to raise and appropriate up to \$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

Passed Yes: 1,271
No: 422

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

Passed Yes: 1,343
No: 309

ARTICLE 7 (Petitioned Article) (as amended at Deliberative Session 2-9-19)

Shall the School Board study the impact of 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 0-5-0

**Yes: 716
Failed No: 926**

A true report of the 2019 Litchfield School District election results, prepared by:

**Michele E. Flynn
Administrative Assistant to the School Board
March 13, 2019**

A true report of the 2018 Litchfield School District election results, attest:

**Lynn Baddeley
School District Clerk
March 14, 2019**

GREAT EAST MUSIC FESTIVAL TRIP COST BREAKDOWN

<u>School</u>	<u>Cost</u>	<u>PTO</u>	<u># of Students</u>	<u>Canobie Admission Fee</u>	<u>FY19 Budget</u>	<u>FY20 Budget</u>
GMS	\$60	\$14	55	\$28	\$60 (fee)	\$60 (fee)
Chaperones	\$40			1 free per 10 group tickets sold	\$558 (transport. est)*	\$608 (transport. est)*
<i>*GMS Co-Curricular Transportation total in the budget is \$1575 (19), \$1654 (20) - estimate for 2 buses</i>						
LMS	\$25		40	\$28	\$300 (fee)	\$300 (fee)
Chaperones	\$25			1 free per 10 group tickets sold	\$558 (transport. est)	\$608 (transport. est)
LMS Class Trip	\$27		99	\$28		
Chaperones	\$27			1 free per 10 group tickets sold		

Notes: The budget line for Chorus fees is \$200, but this includes the fee to the Large Group Festival as well.

The budget lines for Chorus Transportation includes several other trips noted in the budget

2019-2020 LITCHFIELD SCHOOL DISTRICT CALENDAR

DRAFT 3/20/19

AUGUST 2019				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

22-23 New Teacher Orientation
27-29 Teacher Workshop

27 – All Staff Report to Work –
District Meeting
28 - Building PD
29 – Teacher Classroom Prep

FEBRUARY 2020				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

24-28 Winter Recess - NS

15 days

SEPTEMBER 2019				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2 Labor Day - NS

3 1st Day of School

20 days

MARCH 2020				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

22 days

OCTOBER 2019				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

7 Columbus Day - NS
(observed)

16 PSATs –
Early Release for CHS
Grades 9, 10, & 11 –12:30pm

22 days

APRIL 2020				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

8 END OF QUARTER 3

27- May 1 Spring Recess - NS

18 days

NOVEMBER 2019				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5 END OF QUARTER 1

11 Veterans Day – NS

25 Parent/Teacher Conf.
All Day and Evening - NS

26 Teacher Workshop - NS

27-29 Thanksgiving Recess - NS

15 days

MAY 2020				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 Spring Recess cont. – NS

25 Memorial Day - NS
(observed)

28 Senior Project Evaluation –
Early Release for CHS
Grades 9, 10, & 11 –12:30pm

19 days

DECEMBER 2019				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

23-Jan 1 Holiday Recess - NS

15 days

JUNE 2020				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Graduation – To Be Determined

11 175th day

18 180th day

24 Last day of school with
4 snow days

14 days

JANUARY 2020				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1 Holiday Recess cont. - NS

20 Martin Luther King, Jr./
Civil Rights Day - NS

*28 Teacher Workshop – NS
(tentative – will occur on NH
Primary Day once set)

29 END OF QUARTER 2
20 days

NOTES:



Shaded Days and NS = No School



Early Release CHS Grades 9, 10 & 11 Only – Oct 16, 2019 and
May 28, 2020 - 12:30 pm



End of Quarter – These days will change if we have cancellations.

Cancellation days will be made up at end of school year (June)

SEPT thru JAN - 92 DAYS FEB thru JUNE - 88 DAYS
180 Total Student School Days – 190 School, Snow & TW Days

Please Mark Your Calendar: Voting Day March 10, 2020



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*

March 20, 2019

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

From: Cory Izbicki, Business Administrator

Subject: Report for March 20 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. Public School Infrastructure Fund:

- a. The extension request for the funding of the three awarded projects has been granted to the State, well ahead of the April 1 deadline. Extension makes money available until December of 2020.

Updates on the projects as follows:

- i. GMS Vestibule project is waiting for installation of main entrance sign. Sign is on order and I would anticipate installation the week of April Vacation.
- ii. CHS Secured Vestibule to be completed over the summer. We are working with JM on the Level, who did the kindergarten work, in establishing the timeline for this project. Dave Ross and myself met with the building inspector and deputy fire chief to discuss the project on Tuesday March 19. We have received the green light pending plans submitted to the building inspector which will be received from the general contractor.
- iii. LMS Secured Vestibule / Canopy Project timeline for completion is to be determined. The State capped funding at a maximum of \$100,000 which we were awarded, leaving and estimated \$217,900 needed from local funding to complete the project. More discussion will have to be had to determine funding sources such as fund balance or capital reserve monies. Since a majority of the work will be outdoors, the project could potentially be completed during the school year.

2. Town Meeting Results:

- a. Congratulations to Tina and Brian on re-election. Looking forward to continuing to work with the both of you.
- b. Operating Budget Passed
- c. LEA Contract Failed
- d. Enrichment Tutor Failed
- e. Math Tutor Passed
- f. Capital Reserve Transfer Passed
- g. Petition - Tax Cap Study failed



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3. Year to Date Financials

- a. The following information has been provided with this report as of 2/18/2019 (except where noted). **Please note, this information is as of mid-February, and is subject to change as actual expenditures and revenues are recognized. These are not projections of year end fund balance:**
 - i. (1) All funds financial statement, this includes general fund, food service, grants and capital projects funds.
 - ii. (2) Individual fund financials (general fund (3/18/2019), food service (2/28/2019), grants (2/28/2019)):
 1. General fund: Please note that expenditures include all amounts encumbered to date. Actual expenditures may be less than the amount encumbered, therefore releasing budgeted funds back into fund balance. Other items of note:
 - a. Town Tax Payments and State Adequacy/Stabilization are recognized in total and noted on the balance sheet as intergovernmental receivable.
 - b. Committed fund balance noted represents the amount that will be transferred to the Capital Reserve per Article 5. After this transfer is posted in July the balance in the Buildings and Maintenance CRF will be approximately \$284k.
 - c. Assigned fund balance represents projects or items identified during the budget process and removed from the operating budget for consideration of use of year end funds. A listing of these proposed budgetary encumbrances are included (4).
 - d. Unassigned fund balance is made up of special services underspend, general education excess revenue/underspend, and the amount to be returned from the Kindergarten Capital Project.
 2. Food Service: These financials represent financial position as of the end of February.
 3. Grants and Other Local Contributions: This fund is audited on a monthly basis by myself and Ann Inamorati, Chief Accountant, to make sure that fund balance is zero, as all expenditures in federal funds are reimbursable, and contributions received from local sources are deferred until expended and recognized as revenue. This is also to review for compliance of grant expenditures with the approved grant applications.
 - iii. (3) Capital Projects Funds:
 1. Full Day Kindergarten Project has been closed out with a transfer from the general fund. This transfer was budgeted as part of the gross appropriation.
 2. GMS Vestibule project remains open pending the main entrance sign as previously noted.
 - iv. (4) Listing of proposed encumbrances.
 - v. (5) Year to date expenditure status report



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4. Other Information

- a. **Badge Access:** We have noted difficulty with our Locksmith / Access company in the past. After voicing our concerns regarding customer service and responsiveness, there continues to be no improvement in these areas. With the help of Jason Pelletier, we have identified BCM Controls as a vendor that can address our building access needs, and provide us with better user friendly software to manage the system.
- b. **Financial Software and Job Applicant Software Upgrades:** For several years, our financial software has tied us to Internet Explorer due to certain plugins that need to be utilized that are not supported by other browsers. Over the next couple of months we will be upgrading to a newer version of the software that does not require these plugins. This will allow greater staff accessibility in order to process leave requests. We have also heard from new applicants about the inadequacy of the Job Applicant Center in our financial software. PowerSchool, which owns our financial software, has made available TalentEd, a user friendly alternative to the Job Applicant Center. Implementation of this product will be concurrent with the financial software upgrade.

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

Respectfully Submitted,

Cory Izbicki

Business Administrator

1

All Funds	
Assets:	
Cash	4,004,376.10
Receivables:	
Accounts	610.30
Intergovernmental	5,009,495.48
Prepaid Item	1,925.00
Interfund receivables	326,726.61
Total Assets	9,343,133.49
Liabilities:	
Accounts Payable	100,174.77
Open Purchase Orders and Contracts	7,781,361.62
Accrued Salaries and Benefits	205,528.08
Deferred Revenue	102,449.07
Interfund payable	329,640.61
Total Liabilities	8,519,154.15
Fund Balances:	
Restricted	3,211.06
Committed Fund Balance	100,000.00
Assigned Fund Balance - Encumbrances	327,220.00
Unassigned Fund Balance:	0.00
Special Services (1201,1260,2140,2150,2160,2332,2722)	304,936.02
General Education	83,273.87
Kindergarten Project Return	5,338.39
Deficit (Capital Project Fund Only)	- .00
Total Unassigned Fund Balance	393,548.28
Total Fund Balance	823,979.34
Total Liabilities and Fund Balance	9,343,133.49
	(0.00)
Revenues, Expenditures and Change in Fund Balance	
Revenues:	
School District Assessment	13,687,119.00
Other Local	428,519.92
State	7,240,835.43
Federal	347,928.88
Transfer from other funds	326,726.61
Total Revenues	22,031,129.84
Expenditures:	
Current:	
Instruction	12,492,906.72
Support Services:	
Student	1,848,760.49
Instructional staff	681,061.97
General Admin	114,275.96
Executive Admin	535,927.88
School Admin	1,278,146.76
Business	328,731.82
Operations and Maintenance	1,950,446.48
Student Transportation	1,097,061.64
Other	724,470.27
Debt Service:	
Principal	- .00
Interest	- .00
Facilities acquisition and construction	445,245.60
Noninstructional services	312,479.79
Transfer to other funds	384,979.00
Total Expenditures	22,194,494.38
Excess of Revenues	(104,788.54)
Fund Balance, beginning (7/1/2018)	928,767.88
Fund Balance, ending (YTD)	823,979.34



General Fund (3/18/2019)

Food Service (02/28/2019)

Assets:	
Cash	4,333,442.95
Receivables:	
Accounts	- .00
Intergovernmental	4,907,328.00
Prepaid Item	1,925.00
Interfund receivables	- .00
Total Assets	9,242,695.95
Liabilities:	
Accounts Payable	100,174.77
Open Purchase Orders and Contracts	7,781,361.62
Accrued Salaries and Benefits	205,528.08
Deferred Revenue	11,187.68
Interfund payable	321,750.52
Total Liabilities	8,420,002.67
Fund Balances:	
Restricted (Prepaid Item)	1,925.00
Committed Fund Balance - CRF (if approved town vote)	100,000.00
Assigned Fund Balance - Encumbrances (if approved sb vote)	327,220.00
Unassigned Fund Balance:	
Special Services	304,936.02
General Education	83,273.87
Kindergarten Project Return	5,338.39
Deficit (Capital Project Fund Only)	- .00
Total Unassigned Fund Balance	393,548.28
Total Fund Balance	822,693.28
Total Liabilities and Fund Balance	9,242,695.95
	0.00

Assets:	
Cash	8,495.77
Receivables:	
Accounts	610.30
Intergovernmental	6,448.60
Prepaid Item	- .00
Interfund receivables	- .00
Total Assets	15,554.67
Liabilities:	
Accounts Payable	- .00
Open Purchase Orders and Contracts	- .00
Accrued Salaries and Benefits	- .00
Deferred Revenue	13,823.25
Interfund payable	445.36
Total Liabilities	14,268.61
Fund Balances:	
Restricted	1,286.06
Committed Fund Balance	- .00
Assigned Fund Balance - Encumbrances	- .00
Unassigned Fund Balance:	
Special Services	- .00
General Education	- .00
Deficit (Capital Project Fund Only)	- .00
Total Unassigned Fund Balance	- .00
Total Fund Balance	1,286.06
Total Liabilities and Fund Balance	15,554.67
	(0.00)

Revenues, Expenditures and Change in Fund Balance

Revenues, Expenditures and Change in Fund Balance

Revenues:	
School District Assessment	13,687,119.00
Other Local	47,454.87
State	7,236,330.41
Federal	71,983.69
Transfer from other funds	- .00
Total Revenues	21,042,887.97

Revenues:	
School District Assessment	- .00
Other Local	223,069.21
State	4,505.02
Federal	42,004.28
Transfer from other funds	- .00
Total Revenues	269,578.51

Expenditures:	
Current:	
Instruction	12,298,120.23
Support Services:	
Student	1,781,192.94
Instructional staff	651,681.32
General Admin	114,275.96
Executive Admin	535,927.88
School Admin	1,278,146.76
Business	328,338.61
Operations and Maintenance	1,950,446.48
Student Transportation	1,097,061.64
Other	724,470.27
Debt Service:	
Principal	- .00
Interest	- .00
Facilities acquisition and construction	53,889.80
Noninstructional services	- .00
Transfer to other funds	382,065.00
Total Expenditures	21,195,616.89

Expenditures:	
Current:	
Instruction	- .00
Support Services:	
Student	- .00
Instructional staff	- .00
General Admin	- .00
Executive Admin	- .00
School Admin	- .00
Business	393.21
Operations and Maintenance	- .00
Student Transportation	- .00
Other	- .00
Debt Service:	
Principal	- .00
Interest	- .00
Facilities acquisition and construction	- .00
Noninstructional services	312,479.79
Transfer to other funds	- .00
Total Expenditures	312,873.00

Excess of Revenues	(152,728.92)
Fund Balance, beginning (7/1/2018)	975,422.20
Fund Balance, ending (YTD)	822,693.28

Deficiency of Revenues	(43,294.49)
Fund Balance, beginning (7/1/2018)	44,580.55
Fund Balance, ending (YTD)	1,286.06



Fund 22 - Grants and Other Local Contributions (02/28/2019)

Assets:		
Cash		44,825.99
Receivables:		
Accounts		- .00
Intergovernmental		37,142.88
Prepaid Item		- .00
Interfund receivables		- .00
Total Assets		81,968.87
Liabilities:		
Accounts Payable		- .00
Open Purchase Orders and Contracts		- .00
Accrued Salaries and Benefits		- .00
Deferred Revenue		77,438.14
Interfund payable		4,530.73
Total Liabilities		81,968.87
Fund Balances:		
Restricted		- .00
Committed Fund Balance		- .00
Assigned Fund Balance - Encumbrances		- .00
Unassigned Fund Balance:		0.00
Special Services	- .00	
General Education	- .00	
Deficit (Capital Project Fund Only)	- .00	
Total Unassigned Fund Balance		- .00
Total Fund Balance		0.00
Total Liabilities and Fund Balance		81,968.87
		(0.00)

Revenues, Expenditures and Change in Fund Balance

Revenues:		
School District Assessment		- .00
Other Local		9,888.34
State		- .00
Federal		233,940.91
Transfer from other funds		- .00
Total Revenues		243,829.25
Expenditures:		
Current:		
Instruction		146,881.05
Support Services:		
Student		67,567.55
Instructional staff		29,380.65
General Admin		- .00
Executive Admin		- .00
School Admin		- .00
Business		- .00
Operations and Maintenance		- .00
Student Transportation		- .00
Other		- .00
Debt Service:		
Principal		- .00
Interest		- .00
Facilities acquisition and construction		- .00
Noninstructional services		- .00
Transfer to other funds		- .00
Total Expenditures		243,829.25
Deficiency of Revenues		0.00
Fund Balance, beginning (7/1/2018)		- .00
Fund Balance, ending (YTD)		0.00

FULL DAY Kindergarten	
Assets:	
Cash	(326,726.61)
Receivables:	
Accounts	.00
Intergovernmental	.00
Prepaid Item	.00
Interfund receivables	326,726.61
Total Assets	.00
Liabilities:	
Accounts Payable	.00
Open Purchase Orders and Contracts	.00
Accrued Salaries and Benefits	.00
Deferred Revenue	.00
Interfund payable	.00
Total Liabilities	.00
Fund Balances:	
Restricted	.00
Committed Fund Balance	.00
Assigned Fund Balance - Encumbrances	.00
Unassigned Fund Balance:	
Special Services	.00
General Education	.00
Deficit (Capital Project Fund Only)	.00
Total Unassigned Fund Balance	.00
Total Fund Balance	.00
Total Liabilities and Fund Balance	.00
Revenues, Expenditures and Change in Fund Balance	
Revenues:	
School District Assessment	.00
Other Local	148,107.50
State	.00
Federal	.00
Transfer from other funds	326,726.61
Total Revenues	474,834.11
Expenditures:	
Current:	
Instruction	47,905.44
Support Services:	
Student	.00
Instructional staff	.00
General Admin	.00
Executive Admin	.00
School Admin	.00
Business	.00
Operations and Maintenance	.00
Student Transportation	.00
Other	.00
Debt Service:	
Principal	.00
Interest	.00
Facilities acquisition and construction	354,135.80
Noninstructional services	.00
Transfer to other funds	.00
Total Expenditures	402,041.24
Deficiency of Revenues	72,792.87
Fund Balance, beginning (7/1/2018)	(72,792.87)
Fund Balance, ending (YTD)	.00

GMS Vestibule	
Assets:	
Cash	(55,662.00)
Receivables:	
Accounts	.00
Intergovernmental	58,576.00
Prepaid Item	.00
Interfund receivables	.00
Total Assets	2,914.00
Liabilities:	
Accounts Payable	.00
Open Purchase Orders and Contracts	.00
Accrued Salaries and Benefits	.00
Deferred Revenue	.00
Interfund payable	2,914.00
Total Liabilities	2,914.00
Fund Balances:	
Restricted	.00
Committed Fund Balance	.00
Assigned Fund Balance - Encumbrances	.00
Unassigned Fund Balance:	
Special Services	.00
General Education	.00
Deficit (Capital Project Fund Only)	.00
Total Unassigned Fund Balance	.00
Total Fund Balance	.00
Total Liabilities and Fund Balance	2,914.00
Revenues, Expenditures and Change in Fund Balance	
Revenues:	
School District Assessment	.00
Other Local	.00
State	58,576.00
Federal	.00
Transfer from other funds	.00
Total Revenues	58,576.00
Expenditures:	
Current:	
Instruction	.00
Support Services:	
Student	.00
Instructional staff	.00
General Admin	.00
Executive Admin	.00
School Admin	.00
Business	.00
Operations and Maintenance	.00
Student Transportation	.00
Other	.00
Debt Service:	
Principal	.00
Interest	.00
Facilities acquisition and construction	37,220.00
Noninstructional services	.00
Transfer to other funds	2,914.00
Total Expenditures	40,134.00
Excess of Revenues	18,442.00
Fund Balance, beginning (7/1/2018)	(18,442.00)
Fund Balance, ending (YTD)	.00

Combined Capital Projects Fund	
Assets:	
Cash	(382,388.61)
Receivables:	
Accounts	.00
Intergovernmental	58,576.00
Prepaid Item	.00
Interfund receivables	326,726.61
Total Assets	2,914.00
Liabilities:	
Accounts Payable	.00
Open Purchase Orders and Contracts	.00
Accrued Salaries and Benefits	.00
Deferred Revenue	.00
Interfund payable	2,914.00
Total Liabilities	2,914.00
Fund Balances:	
Restricted	.00
Committed Fund Balance	.00
Assigned Fund Balance - Encumbrances	.00
Unassigned Fund Balance:	
Special Services (1201,1260,2140,2150,2160,2332,2722)	.00
General Education	.00
Deficit (Capital Project Fund Only)	.00
Total Unassigned Fund Balance	.00
Total Fund Balance	.00
Total Liabilities and Fund Balance	2,914.00
Revenues, Expenditures and Change in Fund Balance	
Revenues:	
School District Assessment	.00
Other Local	148,107.50
State	.00
Federal	.00
Transfer from other funds	326,726.61
Total Revenues	474,834.11
Expenditures:	
Current:	
Instruction	47,905.44
Support Services:	
Student	.00
Instructional staff	.00
General Admin	.00
Executive Admin	.00
School Admin	.00
Business	.00
Operations and Maintenance	.00
Student Transportation	.00
Other	.00
Debt Service:	
Principal	.00
Interest	.00
Facilities acquisition and construction	391,355.80
Noninstructional services	.00
Transfer to other funds	2,914.00
Total Expenditures	442,175.24
Excess of Revenues	91,234.87
Fund Balance, beginning (7/1/2018)	(91,234.87)
Fund Balance, ending (YTD)	.00

3

Potential Encumbrances - Use of Fund Balance		
10-11-2620-00-430	(22,839)	First Grade Rooms 8,9,10 Window Replacement
10-11-2620-00-430	(11,860)	Replacement of Corridor Door Unit #11
10-11-2620-00-430	(18,840)	Replacement of Preschool Ramps
10-11-2630-00-430	(2,894)	Playground Shed (Recess Storage)
10-21-2620-00-430	(12,876)	7th Grade Wing Exterior Door Replacement
10-21-2620-00-430	(3,600)	Clock Replacement (Bell System)
10-21-2620-00-430	(5,000)	Water Bottle Filling Stations
10-21-2620-00-430	(7,500)	Pneumatic Controls (Heating / Cooling)
10-31-2620-00-430	(2,600)	Room 243 Electrical Drops (Consistent with other science rooms)
10-31-2620-00-430	(9,838)	Replacement of Weight Room Carpeting
10-31-2620-00-430	(9,936)	Egress for Second Floor Office
10-00-2630-00-734	(29,800)	Replacement of Grounds Truck
10-31-2630-00-430	(26,500)	Respray High School Track
10-31-2620-00-734	(13,000)	Dark Room Ventilation
10-11-2840-00-734	(13,838)	GMS Intercom System - For consideration after budget
10-21-2840-00-734	(13,378)	LMS Intercom System - For consideration after budget
10-31-2640-00-433	(13,971)	CHS conversion of access control - BCM Controls
10-21-4600-00-720	(108,950)	LMS Canopy Security Project - Local Portion (1/2)
Potential Encumbrance	(327,220)	

5

Category	Encumbered - Prior Year	Appropriations	Contracts and Purchase Orders	YTD Expenditures	Expenditures plus Contracts / PO's	Variance Positive / Negative	Encumbered - Subsequent Year (Tentative)	Variance Positive / Negative
Instruction Total	72,203.05	12,615,542.90	5,104,869.17	7,193,251.06	12,298,120.23	389,625.72	-	389,625.72
Student Support Total	-	1,839,191.53	738,916.30	1,042,276.64	1,781,192.94	57,998.59	-	57,998.59
Instructional Staff Total	44,081.68	731,132.49	197,834.91	453,846.41	651,681.32	123,532.85	-	123,532.85
General Administration Total	-	119,408.13	24,238.84	90,037.12	114,275.96	5,132.17	-	5,132.17
Executive Administration Total	-	548,832.92	161,459.61	374,468.27	535,927.88	12,905.04	-	12,905.04
School Administration Total	-	1,325,327.28	393,452.76	884,694.00	1,278,146.76	47,180.52	-	47,180.52
Business Total	-	318,080.50	91,381.37	236,957.24	328,338.61	(10,258.11)	-	(10,258.11)
Operations (Facilities) Total	68,874.76	2,007,732.10	466,299.48	1,484,147.00	1,950,446.48	126,160.38	191,054.00	(64,893.62)
Transportation Total	-	1,156,916.47	441,939.29	655,122.35	1,097,061.64	59,854.83	-	59,854.83
Other Total	104.98	725,705.08	137,993.70	586,476.57	724,470.27	1,339.79	27,216.00	(25,876.21)
Facilities Acquisition Total	17,637.80	36,252.00	17,637.80	36,252.00	53,889.80	-	108,950.00	(108,950.00)
Transfers Total	-	382,065.00	5,338.39	376,726.61	382,065.00	-	-	-
Grand Total	202,902.27	21,806,186.40	7,781,361.62	13,414,255.27	21,195,616.89	813,471.78	327,220.00	486,251.78



Report of Appropriations as Voted

Litchfield Local School

(RSA 21-J:34 and RSA 198:4-a)

For the period beginning July 1, 2019 and ending June 30, 2020

Form Due Date: **20 Days after the Annual Meeting**

SCHOOL BOARD CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the school district meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
	Superintendent	
	School District Clerk	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
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	School Board Member	
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	School Board Member	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



Appropriations

Account	Purpose	Article	Appropriations As Voted	Elementary	Middle/Jr.	High
Instruction						
1100-1199	Regular Programs	1,4	\$8,989,697	\$2,966,600	\$2,786,807	\$3,236,290
1200-1299	Special Programs	1	\$3,306,530	\$1,091,155	\$1,025,024	\$1,190,351
1300-1399	Vocational Programs	1	\$38,526	\$0	\$0	\$38,526
1400-1499	Other Programs	1	\$572,813	\$189,028	\$177,572	\$206,213
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			\$12,907,566	\$4,246,783	\$3,989,403	\$4,671,380
Support Services						
2000-2199	Student Support Services	1	\$1,847,466	\$609,664	\$572,714	\$665,088
2200-2299	Instructional Staff Services	1	\$752,767	\$248,413	\$233,358	\$270,996
Support Services Subtotal			\$2,600,233	\$858,077	\$806,072	\$936,084
General Administration						
2310 (840)	School Board Contingency		\$0	\$0	\$0	\$0
2310-2319	Other School Board	1	\$121,643	\$40,142	\$37,709	\$43,792
General Administration Subtotal			\$121,643	\$40,142	\$37,709	\$43,792
Executive Administration						
2320 (310)	SAU Management Services	1	\$336,330	\$110,989	\$104,262	\$121,079
2320-2399	All Other Administration	1	\$220,483	\$72,759	\$68,350	\$79,374
2400-2499	School Administration Service	1	\$1,297,584	\$428,203	\$402,251	\$467,130
2500-2599	Business	1	\$325,674	\$107,473	\$100,959	\$117,242
2600-2699	Plant Operations and Maintenance	1	\$2,082,744	\$687,305	\$645,651	\$749,788
2700-2799	Student Transportation	1	\$1,104,312	\$364,423	\$342,337	\$397,552
2800-2999	Support Service, Central and Other	1	\$652,550	\$215,341	\$202,290	\$234,919
Executive Administration Subtotal			\$6,019,677	\$1,986,493	\$1,866,100	\$2,167,084
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



Appropriations

Account	Purpose	Article	Appropriations As Voted	Elementary	Middle/Jr.	High
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	1	\$36,252	\$0	\$36,252	\$0
4900	Other Facilities Acquisition and Construction		\$0	\$0	\$0	\$0
Facilities Acquisition and Construction Subtotal			\$36,252	\$0	\$36,252	\$0
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	1	\$617,757	\$0	\$0	\$0
5222-5229	To Other Special Revenue	1	\$575,000	\$0	\$0	\$0
5230-5239	To Capital Projects		\$0	\$0	\$0	\$0
5251	To Capital Reserve Fund	5	\$100,000	\$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			\$1,292,757	\$0	\$0	\$0
Total Voted Appropriations			\$22,978,128	\$7,131,495	\$6,735,536	\$7,818,340



Supplementary Information

Description	Function	Object	Elementary	Middle/Jr.	High	Total
Tuition to NH LEA's	All	561	\$0	\$0	\$0	\$0
Other Tuition	All	562-569	\$0	\$0	\$0	\$0
Land & Improvements	All*	710				\$0
Buildings	All*	720				\$0
Additional Equipment	All*	730	\$0	\$0	\$0	\$0
Summer School	1430		\$0	\$0	\$0	\$0

* includes all functions except 4100

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BEDH

APPROVAL:

PUBLIC PARTICIPATION AT BOARD MEETINGS

The School Board desires the general public to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the School Board may have opportunity to hear the wishes and ideas of the public. All official meetings of the School Board shall be open to the press and public. The School Board reserves the right to meet in non-public session to discuss such matters as are properly considered in executive session in accordance with RSA 91-A:3. The Board also reserves the right to adjourn or recess a meeting at any time by majority vote.

In order to assure that persons who wish to appear before the School Board may be heard and, at the same time, conduct its meetings properly and efficiently, the School Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

- 1) For each meeting, two 15 minutes segments shall be set aside on the agenda entitled, "Community Forum". One shall be early in the meeting, and one near the close of the meeting. These segments are opportunities for the public to provide information to the Board. Board members may comment or respond as appropriate to concerns or issues that are raised. During Community Forum, residents of Litchfield shall have priority to address the Board. Non-residents can address the Board if time permits and at the discretion of the Board.

If questions are directed to individual School Board members on topics that have not been considered by the Board, answers shall be deferred pending consideration by the full School Board, as School Board members are without authority to act independently as individuals in official matters.

- 2) Anyone wishing to speak before the Board, with the exception of the "Community Forum" segments of the agenda, shall inform the Superintendent within 7 (seven) days prior to the meeting. The individual shall inform the Superintendent of the topic to be discussed. Inclusion on the agenda shall be at the discretion of the Superintendent and School Board Chairperson, or designee, if the notification is within the seven day window.
 - Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented (RSA 91-A:2, II).
 - The presentation should be as brief as possible. Written remarks are encouraged.
 - Members of the public may offer comments on agenda items or upon any other matter of public concern directly relating to the district's school policies, programs and operations. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees (other than the Superintendent) or individual students be directed to the Superintendent in accord with the complaint/grievance resolution processes set for in School Board policy KE. Complaints regarding the Superintendent may be made either during public comment or directed to the School Board Chair as described in policy KE.

The Board vests in its Chairperson or other presiding officer authority to terminate the remarks of any individual or close community forum when they do not adhere to the rules established above as to content or time limitation.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BEDH

APPROVAL:

Legal References:

RSA 91-A:2, Meetings Open to the Public

RSA 91-A:3, Non-Public Sessions

U.S. Const., 1st Amendment

Approval:

Revised: 1st Reading, March 6, 2019

Approval: 2nd Reading, January 26, 2011

Reviewed: 1st Reading, January 5, 2011

Revised: December 8, 2010

Revised: December 1, 2010

Approval: 2nd Reading July 28, 2004

2nd Reading