

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 May 8, 2019

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
Jason Pelletier, Director of IT
Brenden Collins, IT Technician
Scott Thompson, Principal, GMS
Martha Thayer, Asst. 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 6:02 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 April 17, 2019:

Mr. Meyers made a motion to approve the non-public minutes of April 3, 2019. Mrs. Harrison seconded. The motion carried 3-0-1, with Mr. Bourque abstaining.

Mrs. MacDonald made a motion to accept the nomination of Teresa Planty as GMS Grade 2 Teacher for the 2019-2020 school year. Mr. Meyers seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to accept the resignation of Rae Tardiff, part time CHS Spanish teacher. Mrs. MacDonald seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to accept the resignation of Shaun Hastings, CHS Math teacher. Mrs. Harrison seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to accept the resignation of Teresa Planty as part time GMS Computer teacher. Mr. Meyers seconded. The motion carried 4-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- HB 1612 – Data Security Plans
 - Presentation of Data Privacy and Security Governance Manual
 - Jason Pelletier, Brenden Collins

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Jason Pelletier, Director of IT, and Brenden Collins, IT Technician, presented the Data Privacy and Security Governance Manual to the School Board.

Dr. Jette acknowledged that IT did great job with a complex project.

Mr. Pelletier and Mr. Collins shared the following information with the Board:

- HB 1612 was introduced in November 2017
- The proposed bill provided a solution to help mitigate data breaches and bring awareness to the importance of data security
- HB 1612 was signed into law by Governor Sununu in June 2018, amending RSA 189:66
- RSA 189:66 V: *“The department shall establish minimum standards for privacy and security of student and employee data, based on best practices, for local education agencies”*
- Local education agencies must have a School Board approved plan by June 30, 2019
- Plan must include inventory of all software applications, digital tools and extensions
- All software applications, digital tools, extensions must be reviewed to determine if they meet the NH Minimum Standards based on the National Institute of Standards and Technology (NIST) publication 800-171 Framework
- Policies and procedures are required for access to data and protection of privacy
- A response plan for a data breach is required
- Service providers must meet or exceed standards for data protection and privacy
- School Board annual review is required.

Mr. Pelletier and Mr. Collins provided the following information:

- Problems occur when there is poor awareness/training in schools with small IT staff and budgetary issues
- New and more restrictive access creates a cultural change which can be difficult for people to accept
- Good digital citizenship should be practiced by staff and students
- Children’s identities are valuable on the dark web and it can take years before they discover they are victims of identity theft
- A person’s identity is stolen every three seconds and sold by hackers on the dark web
- The district will comply with the standards under the law
- A Data Governance Plan developed to help safeguard student and employee data guided by the new law and regulations
- A Data Governance Team will be established to address privacy concerns and ensure compliance under the law.

Mr. Pelletier and Mr. Collins acknowledged that there will be things that will work and some that do not as the plan needs time to mature.

What is the IT Department Doing in its Approach to Compliance?

- Scrutinize agreements with all software vendors and service providers
- Maintain a current inventory list of all software and services; evaluate and update regularly
- Update internal procedures and evaluate business and IT procedures to comply with the law
- Establish disaster recovery plan and data breach plan
- Establish relationships with law enforcement and federal agencies to promote information sharing capabilities
- Add steps of security for IT requests from staff
- Harden security practices for key employees with access to sensitive data
- Conduct more routine staff/student training/awareness
- Community outreach for cyber safety
- Review/revise policy/procedures annually; build security mindset into new procedures
- Provide a standardized approach/expectations to meet or exceed standards to protect against cyber attackers, inside threats and data breaches.

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Mr. Meyers expressed concern that student teachers will not be allowed to get credentials to access Google Classroom.

Mr. Pelletier explained that student teachers are not district employees, nor do they have any training provided by the district. He indicated that student teachers are viewed as a risk, but can still utilize the computer or smartboard in a classroom. He noted that the IT Department would be willing to allow teachers to grant access to curriculum resources under their supervision.

Mr. Meyers clarified that he was concerned that student teachers would have difficulty collaborating with teachers online.

Mrs. MacDonald commented that in her role as a teacher she would assume the student teacher is under her classroom and would never provide them with her password or access to that type of sensitive access.

Mr. Lonergan commented it is challenging because a student teacher in a classroom publicly takes control of that classroom.

Mr. Pelletier was appreciative of the feedback and offered to look into the issue.

Mr. Bourque commented student teachers complete a background check and there is an interview process. He noted they can be provided the training.

Mrs. Hershberger asked if the new plan will replace any existing policies.

Mr. Pelletier indicated that the plan is meant to promote more security in the way we enter data.

Dr. Jette mentioned that the record retention policy will be reviewed as well since we have to analyze what we keep in the students' files.

Mr. Meyers made a motion to approve the Litchfield School District Data Security and Governance Manual. Mrs. Harrison seconded. The motion carried 5-0-0.

- GMS Student Make Up Work Proposal (Recess & Library)

Dr. Jette provided a revised version of the proposal to allow students who miss school to make up the work they missed during recess or library with parental permission. He indicated that it should reflect Board concerns and suggestions made at the previous meeting.

Mr. Meyers made a motion to approve the GMS Student Make Up Work Recess/Library Time Permission form. Mrs. Harrison seconded. The motion carried 4-0-0.

- CHS Photography and Yearbook Photos

Mr. Lonergan reported that CHS has signed a two year agreement with Hockmeyer Photographers. He indicated that the vendor provides good packages with reasonable prices and will take the students' pictures for the yearbook. He noted seniors can pay a sitting fee for their yearbook photo with "full dress" or can have pictures taken with underclassmen (head shot).

- Policy Review: Animals in Schools
 - Policy IMGA, Service Animals (Litchfield)
 - Policy IMGA, Service Animals (NHSBA)
 - Policy IMG, Animals in Schools (NHSBA)

Dr. Jette reported that recently there has been general concern regarding animals at the schools. He explained that there have been concerns with animal waste on the CHS fields as well as animals being brought in the school.

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Dr. Jette indicated there has been a request for a therapy animal at one of our schools. He noted that the district has a policy with regard to Service Animals in Schools, but does not include the updated inclusions of therapy animals according to the sample policy provided by the NHSBA. He indicated that the policy will be revised and brought to the Board for review.

Dr. Jette commented there is a general concern with animals at the schools (classroom pets, staff bringing pets to school). He indicated the district does not have a general policy addressing animals such as this in the schools. He noted that a draft policy will be brought to the Board for review.

Mrs. MacDonald expressed concern about the amount of signs up at CHS.

Mr. Izbicki indicated that the concern with the field is maintenance of the fields for varsity sports. He noted that animals leave waste behind, which is not picked up by its owner and athletes are running on those fields.

Mrs. MacDonald commented people who bring their dogs to games and practices clean up after them. She believes it is those that walk their dogs on the property that do not clean up after their animals.

Mrs. Hershberger asked if there is a policy to prohibit dogs on school property. Dr. Jette indicated that the wording is vague in the sample policy provided by the NHSBA. He asked for feedback from the Board.

Mrs. Harrison commented in the NHSBA Service Animals policy, comfort animals do not meet the definition of service animals and are not part of the policy.

Dr. Jette indicated that there is a specific definition for service animals, but some parts of the revised NHSBA policy are not included in the district policy. He noted one of the concerns about having animals in schools is if an animal harms a student.

Mrs. Hershberger indicated she spoke with the animal control officer yesterday about issues with dogs at the schools. She noted that the officer has not had an issue in 21 years and that the heritage of the town should be considered in this issue.

Mr. Bourque asked what happens if it does happen? Mrs. Hershberger indicated the police will enforce the policies of the district. She mentioned that State law does not mandate a leash, but states the owner must be in control of the animal.

Mr. Bourque believes that all animals should not be allowed on the fields and should be leashed.

Dr. Jette commented based on this feedback regarding the town's heritage and leashing an animal, he will work on the policies to bring to the Board.

H. Community Forum

There was no public input.

I. School Board Comments

Mr. Meyers mentioned that the Budget Committee has invited the School Board to the NHMA training they have scheduled for June 27 at Town Hall. He informed the Board that Mrs. Douglas, Budget Committee Chair, and Mr. Cutter, Vice Chair, have requested time to talk about the budget review with the Board.

Mr. Bourque commented that the Board will follow their current process and present the budget to the Budget Committee for next year. He does not believe it is necessary to review last year's budget or to have the Committee tell the Board how to prepare the budget.

Mr. Meyers commented that he feels that they should be given the opportunity to speak, but that the Budget Committee should speak as a whole.

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Mrs. MacDonald commented that she did not receive the spreadsheet analysis from the Budget Committee. Mr. Meyers indicated it was an email forwarding error, but is now being shared with the Board.

Mrs. Harrison indicated when Mrs. Couture was Chair the Board worked with her at the SAU level. She commented that she does not understand the goal in this case or why we are looking at last year's already approved budget.

Mr. Bourque commented that the meetings with the Budget Committee Chair were to outline the budget process and discuss our vision.

Mr. Meyers indicated that he will ask for clarification on who is planning to present to the Board.

Mrs. Harrison commented that she attended a PERC meeting during which the rubric and guidelines for grading and reporting was discussed. She noted it was encouraging to see and it made sense. Ms. Widman elaborated that PERC is looking at descriptors for work study practices.

Mrs. Hershberger mentioned that she signed up for a session at the SDGANH (School District Governance Association of NH).

Dr. Jette indicated there is a parallel organization to the NHSBA with alternative viewpoints.

Mrs. Hershberger offered to share the handout they provided. She indicated they take a broader view of the role of the school board; that the board does more than just make policy and prepare budgets, and that the board takes a larger role in oversight of the district. She mentioned that she heard Bedford does monthly polling.

Dr. Jette explained several years ago they wanted to do live polling at board meetings, but decided to send board members to community meetings to listen to feedback.

Mr. Bourque was concerned that a Hudson bus was transporting our students from an event. Mr. Izbicki indicated that it could have been a scheduling issue, but there are times when our students at a visiting event could be transported by another district's bus.

Mr. Bourque mentioned that he learned some buses in Massachusetts are adding cameras to the exterior to spot drivers who do not stop for the flashing lights.

Mr. Izbicki indicated that he inquired about it and found it is an aftermarket product. Mr. Bourque asked him to ask First Student if they can be installed on our buses.

Mr. Bourque mentioned that a Budget Committee member inquired about the fence at GMS. Mr. Izbicki indicated that we are waiting for an installation date.

II. GENERAL BUSINESS

A. Public Minutes:

- April 17, 2019

Mrs. Harrison made a motion to approve the public minutes of April 17, 2019. Mr. Meyers seconded. The motion carried 4-0-1, with Mrs. Hershberger abstaining.

III. REPORTS

A. Curriculum Report

Ms. Widman provided the May Curriculum report to the School Board. She reported that she plans to have the Math curriculum to the Board by either May 22 or June 5.

Summer work: at the end of June there will be a week-long academy named Live to Learn Academy, which will consist of technology trainings and ongoing curriculum work.

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Competency Design Studio: was decreased from 3 days to 1 day, which decreased the cost as well, and will be part of an existing/planned district day with a group debrief the following day.

Assessments for Next Year: as a result of our examination of how we use all the different tests prior to state assessments, it has been determined that the use of NWEA is not as was intended and the data is not as usable as it should be. The interim SAS took too long. The modular assessments were explored and found to be more effective as they are administered by topic and can be given during the course of the year, as well as content specific with immediate feedback. AIMSweb will remain in grades K-2; modular assessments will be used in grades 3-8.

B. Principals Reports

- GMS
 - We Video in the Learning Commons

Mr. Thompson shared with the Board that the students in grade 4 have been learning some techniques for using the web-based subscription to We Video. He explained that Mrs. Prevel-Turmel is working with the students on how to use graphics, text, videos, music and transitions found in the We Video library, and students are learning how to export and share their work. He indicated that students will learn how to create a video using a green screen as well.

- Lifetime Achievement Award, M Parent

Mr. Thompson reported that Margaret Parent was nominated for the Lifetime Achievement Award through the NH Eddies program. He indicated Mrs. Parent has been a teacher for 38 years starting as a community volunteer, working as a tutor for 7 years, and continuing the support of public education after retirement.

- LMS
 - SAS Testing

Mrs. Thayer reported that LMS has begun SAS testing. She indicated that that students completed individual goal setting prior to the test and will also meet with staff to discuss the results of the test when they are received.

- End of Year Calendar/Transition Events

Mrs. Thayer reported 8th grade transition started in March. She indicated that Guidance worked with students to discuss credits needed and what they will need for high school. She noted that May 29 is Move Up Day where students in grade 8 will come to CHS for a tour and participate in an assembly.

- CHS
 - Late Work Policy for Summative Assignments

Mr. Lonergan reported there have been significant challenges with work not passed in on time toward end of last semester at CHS. He explained that he met with the building team and dug into policy on late assignments and late work, but could not find any. He indicated the faculty handbook contains policies on this, but they are different for each grade level. Mr. Lonergan commented when students are handing in assignments they will sometimes pass them in late and teacher policies are not consistent on this issue. He indicated that the teachers have asked for some discretion in this area.

Mr. Lonergan reported that a solution was suggested for a 5 day late policy for assignments with a 10% markdown each day. He indicated this is a challenge we are facing and need to have consistency across the school. He commented the teachers understand this is the practice we wish to follow.

Mrs. MacDonald commented that it sounds like the retake policy and every teacher has their own view of it.

Mr. Meyers was concerned that a student may be struggling and will be penalized 10% off the grade for each day the assignment is late.

Mr. Lonergan commented that work study practices do not motivate students to hand in their work on time. He indicated that deadlines and impacts are necessary.

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Mr. Bourque commented sometimes students do not discover they are missing an assignment until grades are posted. He asked if the intent is to inform that student as soon as the assignment is missed.

Mrs. Harrison commented that work study habits should be designed to result in motivating performance. Ms. Widman commented that we are trying to make progress with work study habits.

Mr. Meyers commented that he is struggling with the concept that a student who hands in an assignment 3 days late, for example, gets a 70%. He indicated that typically a student who does not turn in an assignment on the day it is due gets a zero.

○ End of Year Senior Activities

Mr. Lonergan shared senior activity events schedule for the end of the year with the Board. Senior activities include:

- Shrek the Musical May 10 and 11
- Academic Excellence Awards May 23
- Close of grades beginning of June
- Senior trips
- Graduation practices
- Senior Night June 12.

Mr. Lonergan indicated seniors decided to decorate their caps this year. He mentioned that post graduate plans will be listed in the graduation program, but will not be read during the ceremony. He noted graduation is a celebration of what the students have accomplished in their 12 years in school.

C. Business Administrator's Update

- Acceptance of Donation for Scholarship

Mr. Izbicki presented a donation for a scholarship to the School Board. The donation requires a vote of acceptance from the School Board.

Mr. Bourque made a motion to accept a donation to CHS from Hesser College Alumni Association in the amount of \$7,497.61 to use as scholarship funds for graduates. Mrs. Harrison seconded. The motion carried 5-0-0.

- Facilities Update

Mr. Izbicki provided an update on facility projects in the district. He reported:

- The GMS playground supplies have been ordered and we are waiting for confirmation of a delivery date
- The GMS vestibule is completed and under budget
- Internal cameras have been installed at GMS and all buildings are now equipped with internal cameras
- The GMS fencing installation date will be determined; a fob reader will be installed on the gate to restrict access to the portables area.

Mr. Izbicki reported that software upgrades for the SAU include:

- TalentEd Applicant Tracking software provided through PowerSchool, which is much user friendly and less confusing and cumbersome to those who wish to apply for a position in our district;
- eFinance version 5.2, which is being tested and should be completed by June 17 in order to go live July 1.

- Capital Planning Committee Update

Mr. Izbicki updated the School Board on recommendations for the Capital Planning Committee and shared the purpose, charges and objectives for School Board review and feedback.

The School Board agreed to move forward with the new membership for CPC Committee.

D. Dining Services Report April 2019

The district dining services report for the month of April was provided for the School Board. Dr. Jette indicated that at the end of April 70,466 reimbursable meals were served, which far surpasses the total for last year. He noted that this data seems to reflect support that the changes made in the dining services program are favorable.

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E. Enrollment Report April 2019

The district enrollment report for the month of April was provided for the School Board. Dr. Jette reported 1,321 students were enrolled in the district at the end of April. He noted there are 60 Kindergarten registrations and 88 Grade 1 registrations.

IV. MANIFEST

The manifest was circulated and signed by the School Board.

V. PUBLIC INPUT

A. Community Forum

There was no public input.

VI. 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 8:49 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.

VII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 9:40 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.

VIII. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 9:40 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



SAU 27
Litchfield School District

MEMORANDUM

TO: School Board Date: May 17, 2019

FROM: Michele E. Flynn
Administrative Assistant CC:

THROUGH: Michael Jette, Superintendent

SUBJECT: Grants Update

The New Hampshire Department of Education has been authorized by the United States Department of Education's Office of Special Education Programs to distribute additional monies in IDEA Part B (\$9,446,087) and IDEA Preschool (\$838,599) to New Hampshire school districts across the State. The accumulation of federal funds were over multiple years due to school districts returning unexpended IDEA funds to the Bureau of Student Support. Remember, as presented in the fall, the Litchfield School District has used **ALL** allocated funds over the past decade.

The reallocated amounts are in addition to the FY19 allocations and are available to be obligated until September 30, 2020. In addition, the procedures to calculate FY19 Allocations were reviewed and we gained additional funding (while most districts lost funding).

Total to be distributed to Litchfield (IDEA Part B): \$68,151.37
Total to be distributed to Litchfield (IDEA Preschool): \$10,887.89

Permissive Use of Funds for Reallocation include:

- IDEA Part B
 - Training / Professional Development
 - Instructional Equipment
 - Services / Supports
 - Administrative Case Management Costs
 - Child Find Activities

Other Federal Grants

- | | | | |
|-------------------|-------------|-------------|----------------------------|
| • Title I | 2019 - 2020 | \$76,182.84 | (to be spent by 9/30/2021) |
| | 2018 - 2019 | \$62,416.97 | |
| | 2017 - 2018 | \$85,471.30 | |
| • Title II | 2019 - 2020 | \$57,247.73 | (to be spent by 9/30/2021) |
| | 2018 - 2019 | \$56,260.70 | |
| | 2017 - 2018 | \$55,051.79 | |
| • Title IV | 2019 - 2020 | \$30,924.23 | (to be spent by 9/30/2021) |
| | 2018 - 2019 | \$27,703.17 | |
| | 2017 - 2018 | \$35,595.18 | |

If you have any questions, concerns or require additional information, please feel free to contact the Office of the Superintendent.



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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*

May 22, 2019

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

From: Cory Izbicki, Business Administrator

Subject: Report for May 22 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. Year to Date Financials

- a. The following information has been provided with this report as of 5/16/2019 (except where noted). **Please note, this information is as of mid-May, and is subject to change as actual expenditures and revenues are recognized. These are not projections of year end fund balance:**
 - i. (1) Individual fund financials (General fund (5/16/2019)):
 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 (2).
 - d. Unassigned fund balance is made up of special services underspend, general education excess revenue/underspend, the amount to be returned from the Kindergarten Capital Project is listed as a restricted balance.
 - ii. (2) Listing of proposed encumbrances.
 - iii. (3) Year to date expenditure status report
 - iv. (4) Food Service Financials (4/30/2019)



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2. **GMS Vestibule:**

- a. A project tracking sheet is attached (5) detailing payments. Project is closed, \$1,738 will be returned to the capital reserve fund by year end.
- b. Application and affidavit will be provided to the board for signatures. The affidavit will have to be notarized before submission to the State.

3. **Food Service - FY20:**

- a. The focus for FY20 will be Griffin Memorial School
- b. Summer Projects:
 - i. Painting the kitchen and cafeteria. Working with building administration to determine color for the cafeteria.
 - ii. Reconfiguration of kitchen for better utilization of space.
 - iii. Updating registers and signage.
 - iv. Updated equipment (warmer, ovens)
- c. School year changes:
 - i. Site visits (external and internal) are in progress since early May to evaluate prep procedures, service, and food quality.
 - ii. Focus will be on food quality, and exploration of new menu items.
 - iii. Presentation of food items to be more visible to students and visually appealing.
 - iv. Revision of meal charging policy.

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 - May 22 2019

Assets:		
Cash		4,726,124.18
Receivables:		
Accounts		-
Intergovernmental		802,977.35
Interfund receivables		-
Prepaid Item		1,925.00
Total Assets		5,531,026.53
Liabilities:		
Accounts Payable		185,380.80
Open Purchase Orders and Contracts		4,083,130.54
Accrued Salaries and Benefits		444,248.96
Deferred Revenue		9,329.76
Interfund payable		321,750.52
Total Liabilities		5,043,840.58
Fund Balances:		
Restricted - For Prepaid Item		1,925.00
Restricted - Capital Project		5,338.39
Committed Fund Balance		100,000.00
Assigned Fund Balance - Encumbrances		197,593.00
Unassigned Fund Balance		182,329.56
Total Fund Balance		487,185.95
Total Liabilities and Fund Balance		5,531,026.53
Revenues, Expenditures and Change in Fund Balance		
Revenues:		
School District Assessment		13,687,119.00
Other Local		58,258.97
State		7,262,730.41
Federal		123,594.19
Transfer from other funds		-
	Total Revenues	21,131,702.57
Expenditures:		
Current:		
Instruction		12,463,448.59
Support Services:		
Student		1,793,220.96
Instructional staff		675,442.48
General Admin		120,404.84
Executive Admin		546,021.57
School Admin		1,289,257.95
Business		338,981.88
Operations and Maintenance		2,088,999.41
Student Transportation		1,112,316.67
Other		767,902.47
Debt Service:		
Principal		-
Interest		-
Facilities acquisition and construction		41,877.00
Noninstructional services		-
Transfer to other funds		382,065.00
	Total Expenditures	21,619,938.82
Excess of Revenues		(488,236.25)
Fund Balance, beginning (7/1/2018)		975,422.20
Fund Balance, ending (5/16/2019)		487,185.95

Potential Encumbrances - Use of Fund Balance			SCHOOL	Priority	Notes:
10-31-2620-00-430	(2,600)	Room 243 Electrical Drops (Consistent with other science rooms)	CHS	1	Consistency of resources available in science classrooms
10-31-2620-00-430	(9,936)	Egress for Second Floor Office	CHS	1	End of useful life
10-31-2630-00-430	(26,500)	Respray High School Track	CHS	1	Extension of life of the track
10-31-2620-00-734	(13,000)	Dark Room Ventilation	CHS	1	Inadequate ventilation in CHS dark room
10-31-2640-00-433	(13,971)	CHS conversion of access control - BCM Controls	CHS	1	Conversion to better access control / badge system
10-00-2630-00-734	(29,800)	Replacement of Grounds Truck	DIS	1	End of useful life
10-11-2620-00-430	(11,860)	Replacement of Corridor Door Unit #11	GMS	1	Broken hinges.
10-11-2620-00-430	(18,840)	Replacement of Preschool Ramps	GMS	2	Worn / Becoming unsafe.
10-11-2630-00-430	(2,894)	Playground Shed (Recess Storage)	GMS	1	Move Recess Storage closer to playground
10-11-2840-00-734	(13,838)	GMS Intercom System - For consideration after budget	GMS	1	Replacement of outdated system, security, communication
10-21-2620-00-430	(12,876)	7th Grade Wing Exterior Door Replacement	LMS	1	Outdated / Rusted. Desperate for replacement.
10-21-2620-00-430	(3,600)	Clock Replacement (Bell System)	LMS	2	Outdated, not operating as designed.
10-21-2840-00-734	(13,378)	LMS Intercom System - For consideration after budget	LMS	1	Replacement of outdated system, security, communication
10-21-2620-00-430	(24,500)	LMS Heating Repairs	LMS	1	Better regulation of heating system / ongoing problem
Potential Encumbran	(197,593)				
Removed from Listing - Additional information needed for consideration in FY21 Budget:					
10-21-2620-00-430	(7,500)	Pneumatic Controls (Heating / Cooling)	LMS	FY21	Inquire if this would be fixed through approval of heating repairs below.
10-31-2620-00-430	(9,838)	Replacement of Weight Room Carpeting	CHS	fy21	Worn/Needs replacement
10-11-2620-00-430	(22,839)	First Grade Rooms 8,9,10 Window Replacement	GMS	fy21	Outdated / Broken Seals.
	(40,177)				

Category	Encumbered - Prior Year	Appropriations	Contracts and Purchase Orders	YTD Expenditures	Expenditures plus Contracts /	Variance Positive /	Encumbered - Subsequent Year	Variance Positive /
Instruction Total	72,203.05	12,610,499.96	2,792,649.51	9,670,799.08	12,463,448.59	219,254.42	-	219,254.42
Student Support Total	-	1,839,191.53	393,804.64	1,399,416.32	1,793,220.96	45,970.57	-	45,970.57
Instructional Staff Total	44,081.68	730,582.49	111,197.97	564,244.51	675,442.48	99,221.69	-	99,221.69
General Administration Total	-	119,790.98	10,913.46	109,491.38	120,404.84	(613.86)	-	(613.86)
Executive Administration	-	548,832.92	58,968.14	487,053.43	546,021.57	2,811.35	-	2,811.35
School Administration Total	-	1,326,450.28	154,108.55	1,135,149.40	1,289,257.95	37,192.33	-	37,192.33
Business Total	-	327,809.50	32,328.81	306,653.07	338,981.88	(11,172.38)	-	(11,172.38)
Operations (Facilities) Total	68,574.76	2,000,649.25	211,633.96	1,877,365.45	2,088,999.41	(19,775.40)	210,554.00	(230,329.40)
Transportation Total	-	1,160,343.41	236,125.50	876,191.17	1,112,316.67	48,026.74	-	48,026.74
Other Total	104.98	724,019.08	70,436.61	697,465.86	767,902.47	(43,778.41)	27,216.00	(70,994.41)
Facilities Acquisition Total	17,637.80	36,252.00	5,625.00	36,252.00	41,877.00	12,012.80	-	12,012.80
Transfers Total	-	382,065.00	5,338.39	376,726.61	382,065.00	-	-	-
Grand Total	202,602.27	21,806,486.40	4,083,130.54	17,536,808.28	21,619,938.82	389,149.85	237,770.00	151,379.85

(w)

4

Food Service Balance Sheet - April 2019

Assets:	
Cash	4,032.86
Intergovernmental Accounts Receivable	7,362.11
Other Receivables	596.15
Interfund Balance	-
Total Assets	11,991.12
Liabilities:	
Accounts Payable	-
Interfund Balance	445.36
Deferred Revenue	13,823.25
Total Liabilities	14,268.61
Fund Balance:	
Restricted	(2,277.49)
Total Liabilities and Fund Balance	11,991.12

Revenues, Expenditures and Change in Fund Balance

Revenues:	
Intergovernmental - Federal	57,309.93
Intergovernmental - State	4,526.17
Charges for Services / Local Revenue	295,251.73
USDA Commodities	-
Total Revenues	357,087.83
Expenditures:	
Noninstructional Support Services	403,945.87
Excess of Revenues	(46,858.04)
Fund Balance, beginning (7/1/2018)	44,580.55
Fund Balance, ending (4/30/2019)	(2,277.49)

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: IMG

APPROVAL:

ANIMALS IN THE SCHOOLS

The Litchfield School Board recognizes that under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals, the following guidelines are adopted for use in all schools in the district.

- 1. The bringing of animals into the classroom must not violate city/state/federal ordinances.*
- 2. The only animals and animal products (e.g., owl feces for dissection) allowed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal. Additionally, "comfort" or "therapy" animals that do not meet the legally prescribed regulations for service animals will be considered under the appropriate and or prescribed conditions.*
- 3. All animals must be in good physical condition and vaccinated against transmittable diseases. Dogs, cats, and ferrets require proof of current rabies vaccination. Animals are to be kept clean and free of intestinal parasites, fleas, ticks, mites, and lice.*
- 4. Special consideration should be given to the effect of furred and feathered animals on allergic children or children with asthma before bringing the animals into the classroom.*
- 5. The requesting staff member will be responsible for the proper control of animals brought to school for instructional purposes, including the effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container, supervising human-animal contact, and handling fecal material in a sanitary manner.*
- 6. No animals are to be allowed to run freely in the classrooms, food areas, activity areas or elsewhere on school grounds.*
- 7. All fecal material must be cleaned from the cage of any mammal, bird or rodent on an as needed basis (at a minimum of one time per week), and appropriate sanitizer used. Reptiles, fish, and insects must be cared for in a manner to minimize odor and maintain health. Persons cleaning cages must wear gloves, masks, and glasses or goggles.*

It will be the responsibility of the requesting staff member to provide for a plan of care for classroom housed animals in the event of an emergency school closing which might cause disruption of the routine care of the animals. In each school where these animals are housed, there should be a plan whereby the staff member who visits the school daily during the emergency closing will be aware of the animals' presence and see to their care. If no staff member visits the school daily in such circumstances, the requesting staff member is responsible for the daily care of the animal(s).

Teachers will determine if there will be animals in their classroom. No animal shall be at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of that animal and of any potential dangers caused by that animal. It shall be the responsibility of the teacher to become familiar with each animal as it relates to the well-being of the individual students in that particular classroom.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: IMG

APPROVAL:

The principal shall be advised of any animals to be housed in the classroom. At the principal's discretion, permission to keep the animal may be denied based on these considerations: (1) the purpose for the animal's presence, (2) the ability of the teacher to control the animal, and/or (3) the past practice in the classroom.

Animals on School Grounds

The Litchfield School District is aware that, from time to time, individuals bring their pets on school property, either to accompany them when walking or to an outdoor school event.

The Litchfield School District, with support from the Litchfield School Board, require that all pets brought on school grounds must be on leash, harness or tether and in the owner's control at all times.

If the owner is unable to control the animal, the appropriate town authorities will be called, which may result in impounding of the animal and/or a fine assessed to the owner, according to NH RSA 466:30-a, 466:31; 466:31-a.

Individuals who bring their pets on school property shall be responsible for cleaning up after their pets.

Legal References:

National Association of State Public Health Veterinarians, Inc., Compendium of measures to Prevent Disease Associated with Animals in Public Settings, 2006.

<http://www.nasphv.org/documentsCompendia.html>

Statutory References

NH RSA 466:30-a, Dog Control Laws

NH RSA 466:31, Dogs a Menace, a Nuisance or Vicious

NH RSA 466:31-a, Penalties

Approval:

Reviewed:

Revised:

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: IMG
APPROVAL:

REQUEST FOR ANIMALS IN SCHOOLS

Person Making Request: _____

Date of Request: _____

Type of Animal: _____

Time Parameters: _____

Space Parameters: _____

Classroom / Name of Teacher: _____

Purpose of Animal's Presence: _____

Educational Purpose: _____

Person Handling the Animal: _____

THE CLASSROOM TEACHER OR REQUESTING STAFF MEMBER IS RESPONSIBLE FOR PROVIDING A PLAN FOR:

_____ City / State / Federal Ordinances Met _____

_____ Proof of Vaccinations / Health of Animal _____

_____ Check for Allergic Children / Adults _____

_____ Proper Control (cage, container, leash) _____

_____ Handling of Fecal Matter _____

Teacher Signature

Requester Signature

Principal Signature

Superintendent Signature

IMG - ANIMALS IN THE SCHOOL

(Download policy)

Category O

The Board recognizes that under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals, the following guidelines are adopted for use in all schools in the district.

1. The bringing of animals into the classroom must not violate city/state/federal ordinances.
2. The only animals and animal products (e.g., owl feces for dissection) allowed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
3. Precautions should be taken to minimize transmission of all diseases and injuries (e.g., Salmonella, rabies, ringworm, bites, scratches, etc.)
4. All animals must be in good physical condition and vaccinated against transmittable diseases. Dogs, cats, and ferrets require proof of current rabies vaccination. Animals are to be kept clean and free of intestinal parasites, fleas, ticks, mites, and lice.
5. Certain groups of people may be more susceptible to diseases, including infants, children, pregnant women, and those with weakened immune systems. Consult with parents to determine special considerations needed for children who are immunocompromised, who have allergies, or who have asthma.
6. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including the effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container, supervising human-animal contact, and handling fecal material in a sanitary manner.
7. No animals are to be allowed to run freely in the classrooms, food areas, or activity areas.
8. Areas should be designated for animal contact. Such areas should be properly cleaned regularly and after animal contact. Food or drink should not be consumed in these areas.
9. All fecal material must be cleaned from the cage of any mammal or bird on an as needed basis (at a minimum of one time per week), and appropriate sanitizer used. Reptiles, fish, and insects must be cared for in a manner to minimize odor and maintain health. Persons cleaning cages must wear gloves, masks, and glasses or goggles. Cleaning should be performed by people older than 5 years and under the supervision of an adult. Ideally, cleaning should be performed when other children are not in the room.
10. Wash hands after contact with animals, animal products, or their environment. Hand hygiene should be stressed, using verbal and written educational materials.
11. Certain animals pose additional risks and contact should not be permitted with young children.

12. Wild or exotic animals are not permitted in classrooms, unless under the control of a professional.

It will be the responsibility of the teacher to provide for a plan of care for classroom housed animals in the event of an emergency school closing which might cause disruption of the routine care of the animals. In each school where these animals are housed, there should be a plan whereby the staff member who visits the school daily during the emergency closing will be aware of the animals' presence and see to their care. If no staff member visits the school daily in such circumstances, the teacher is responsible for the daily care of the animal(s).

Teachers must be contacted prior to having animals in their classroom. No animal shall be at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of that animal and of any potential dangers caused by that animal. It shall be the responsibility of the teacher to become familiar with each animal as it relates to the well being of the individual students in that particular classroom.

The principal shall be advised of any animals to be housed in the classroom. At the principal's discretion, permission to keep the animal may be denied based on these considerations: (1) the purpose for the animal's presence, (2) the ability of the teacher to control the animal, and/or (3) the past practice in the classroom.

Unauthorized Animals on School Grounds

Unauthorized animals are not allowed in school buildings or on school grounds. Children and staff will be instructed to keep their own animals off the school grounds. The appropriate town official will be called and requested to impound all animals taken into custody by school personnel.

The Superintendent shall develop procedures stating which animals are unauthorized as well as proper handling and caging procedures of animals in buildings or on school grounds.

Legal References:

National Association of State Public Health Veterinarians, Inc., Compendium of measures to Prevent Disease Associated with Animals in Public Settings, 2006.
<http://www.nasphv.org/documentsCompendia.html>

Revised: February 2007

Revised: July 2004

New: June 2001

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LITCHFIELD SCHOOL DISTRICT

POLICY CODE: IMGA

APPROVAL:

SERVICE ANIMALS IN SCHOOLS

Purpose

This policy addresses the use of service animals within school buildings and on school grounds. As established and defined by the Americans with Disabilities Act and its accompanying regulations, qualified individuals with disabilities and service animal trainers shall be permitted to bring their service animals in school buildings or on school grounds in accordance with this policy. Conditions relative to pets and non-service animals within the school building and on school grounds can be found in Policy IMG.

Service Animal Defined

In accordance with 28 CFR 35.104, Title II of the ADA, "service animal" is defined as "any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability" including, but not limited to, physical, sensory, psychiatric, intellectual, or mental disability.

Other Animals

Miniature horses do not specifically fall within the state or federal statutory definitions for "service animal". However, miniature horses which have been individually trained to perform specific work or tasks may be considered in the schools in certain circumstances as a reasonable accommodation for a qualified individual with a disability. Any such requests should be directed to the Superintendent or his/her designee, who in addition to the above will take into consideration the provisions of the work or tasks for which the animal has been trained to perform. If a miniature horse is approved, all the conditions in this policy shall apply.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. Service animals as defined in NH RSA 167-D:1, do not include "emotional support," "therapy," or "comfort dogs", which are not generally service animals for the purpose of this policy.

The work or tasks performed by a service animal must be directly related to the handler's disability. These tasks may include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; providing non-violent protection or rescue work; pulling a wheelchair; assisting an individual during a seizure; alerting individuals to the presence of allergens; retrieving items such as medicine or the telephone; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or task for the purpose of this definition.

"Comfort" or "therapy" animals/pets: Animals which do not meet the definition of Service Animal as provided in this policy are not entitled to protection under this policy and are subject to such other applicable policies or administrative regulations of the District.

Management of Service Animals

The District shall have no responsibility for the training, feeding, grooming or care of any service animal permitted to attend school under this policy; however, may provide support to a student using a service

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: IMGA

APPROVAL:

animal as needed in a particular instance (i.e. accompanying a young student who takes a service animal outside to relieve itself).

It shall be the responsibility of the individual with a disability or designated handler to ensure proper care and supervision of the service animal.

All service animals must be kept on a harness, leash or tether, unless this prevents the animal from performing its specific work or tasks with the individual; or must otherwise be under the control of the individual with a disability or designated handler at all times.

The individual (in the case of a student, the student's parent/guardian(s)) is liable for any damage to District property or other personal property, and for any injuries to individuals caused by the service animal, consistent with applicable laws.

Individuals with service animals may access the same areas that individuals without disabilities are authorized to access.

"Service animal trainer" shall have the same definition as that provided under RSA 167-D:1. As of February 1, 2017, the statute defines "service animal trainer" (i) as any person who is employed to train dogs for or is volunteering to raise dogs for a provider of service animals for persons with disabilities, (ii) or an individual trainer who helps a person with disabilities to train his or her own service animal, (iii) or an individual trainer who tests an animal to verify its eligibility for the NH service animal tag.

Administrative Review of Service Animals

Whenever a service animal is in the school or on District property, and it is not obvious that the animal qualifies as a service animal, a building administrator or other authorized District personnel may ask:

- *Whether the service animal is required because of a disability;*
- *What work or task(s) the animal has been trained to perform;*
- *In the case of a service animal trainer, documentation of the individual's affiliation with a recognized organization as described in RSA 167.*

If a student with an educational disability or a Section 504 Plan seeks to bring an animal on a school campus that is not a service animal as defined in this policy, the request shall be referred to the IEP or 504 Team to determine whether the animal is necessary for the student to receive a free and appropriate education (FAPE). After such a review, if the animal is deemed necessary for the student to receive FAPE, then the animal shall be a service animal for the purposes of this policy.

When a student or employee's disability requires the presence of a service animal in a school building or on school grounds during the school day, the District shall require annual submission of proof of current vaccinations and immunizations of the service animals and a current veterinary health certificate.

The Superintendent or Principal shall be notified in advance when a service animal is going to be in a school on a regular basis with a third party (e.g. employee, student, volunteer, service animal trainer, other frequent school visitor).

LITCHFIELD SCHOOL DISTRICT

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APPROVAL:

No support staff will be provided to care for or control a service animal, but may provide support to a student using a service animal as needed in a particular instance, such as accompanying a young student who takes a service animal outside to relieve itself.

Any handler (service animal trainer, parent/guardian or other person) accompanying the service animal must have approval to work in the school from the NH Department of Education and undergo a State criminal background check.

Service animals must be properly licensed and vaccinated in accordance with NH law (see RSA Chapter 466).

Additional Considerations Relative to Service Miniature Horse

In making a determination as to whether to allow a specific miniature horse as a service animal, the Superintendent/designee shall consider pertinent factors, including, without limitation:

- *The type, size, and weight of the miniature horse and whether the facility can accommodate these features;*
- *Whether the handler or service animal trainer has sufficient control of the miniature horse;*
- *Whether the miniature horse is housebroken; and*
- *Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements necessary for the safety of students or others.*

Service Animals for Employees

Use of a service animal by a qualified employee with a disability will be allowed when such use is necessary to enable the employee to perform the essential functions of his/her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

Removal or Exclusion of Service Animals from School

The Superintendent, Principal or other authorized school official may require that the service animal be removed from the school or other District property under any of the following circumstances:

- *The service animal poses a direct threat to the safety of individuals, causes a significant disruption of school activities or programs, fundamentally alters the nature of any school program, or otherwise jeopardizes the safe operation of the school in a manner that cannot be eliminated by modifications;*
- *The service animal demonstrates that he/she is unable to perform reliably the work or tasks which he/she was represented as being able to perform (which is required to be defined as a service animal);*
- *The service animal is not under the full control of the person with a disability, or the authorized handler/trainer, and the individual does not take effective action to control the animal;*
- *The service animal is sick (i.e., vomiting, etc.), infested with parasites, has an infection of the skin, mouth or eyes, or otherwise presents a threat to the public health (applying the standard that would be applied to any other animal allowed on school premises); and/or*
- *The service animal is not housebroken (i.e., demonstrates that it is not sufficiently trained to relieve itself outside in appropriate locations).*

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: IMGA

APPROVAL:

If a service animal is removed or excluded, the individual shall still be provided access to school facilities, programs and/or services.

Legal References:

*Section 504 of the Rehabilitation Act - 29 U.S.C. 794;
Americans with Disabilities Act - 42 U.S.C. 12101 et seq.;*
Nondiscrimination on the Basis of Disability, Title 28 CFR Part 35-36;
NH RSA 167-D and 466

Original Policy:

Approval: 2nd Reading, September 7, 2011
Reviewed: 1st Reading, July 13, 2011
Revised: June 15, 2011, June 29, 2011

**This is a total rewrite of Policy IMGA. This policy should be reviewed and follow the established policy reading process.*

Approval:
Reviewed:
Revised:

IMGA - SERVICE ANIMALS IN SCHOOLS

(Download policy)

Category: Priority - Required by Law

Related Policy: IMG

A. General Conditions.

1. Use of a service animal by a person with a disability will be allowed in or upon District property when the animal is required to perform work or tasks directly related to the individual's disability.

Qualified individuals with disabilities and service animal trainers are eligible to use service animals in the School.

2. "Service animals":

a. "Service Animal" for the purposes of this policy shall mean and include any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animal shall be construed to include a "hearing ear dog," "guide dog," or "service dog," as those terms are currently defined in NH RSA 167-D:1. "Emotional support," "therapy," or "comfort dogs" are generally not service animals for the purposes of this policy, except as may be provided under Paragraph B.2, below.

Miniature horses do not specifically fall within the state or federal statutory definitions for "service animal". However, miniature horses which have been individually trained to perform specific work or tasks may be permitted in the schools in certain circumstances as a reasonable accommodation for a qualified individual with a disability. Any such requests should be directed to the Superintendent or his/her designee, who in addition to the above will take into consideration the provisions of Paragraph B.2, and Section C, below. If a miniature horse is approved, all the conditions in this policy shall apply.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition.

b. The work or tasks performed by a service animal must be directly related to the individual's disability. Under state and federal law, work and tasks may include, but are not limited to: (1) assisting individuals who are blind or have low vision with navigation and other tasks; (2) alerting individuals who are deaf or hard of hearing to the presence of people or sounds; (3) providing nonviolent protection or rescue work; (4) pulling a wheelchair; (5) assisting an individual during a seizure; (6) alerting individuals to the presence of allergens; (7) retrieving items such as medicine or a telephone; (8) providing physical support and assistance with balance and stability to individuals with mobility disabilities; and (9) helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effect of an animal's presence and the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of the law.

3. "Comfort" animals/pets: Animals which do not meet the definition of Service Animal as

provided above, are not entitled to protection under this policy and are subject to such other applicable policies or administrative regulations of the District or school.

4. The District will have no responsibility for the training, feeding, grooming or care of any service animal permitted to attend school under this policy (except in the limited circumstances described in Section B.3.a, below. It shall be the responsibility of the individual with a disability or designated handler to ensure the proper care and supervision of the service animal.
5. All service animals must be kept on a harness, leash or tether (unless this prevents the animal from performing his/her specific work or tasks with the individual), or must otherwise be under the control of the individual with a disability or designated handler at all times.
6. The individual (in the case of a student, the student's parent/guardian(s)) is liable for any damage to District property or other personal property, and for any injuries to individuals caused by the service animal, consistent with any applicable laws.
7. Individuals with service animals may access the same areas that individuals without disabilities are authorized to access.
8. As used in this policy, "service animal trainer" shall have the same definition as that provided under RSA 167-D:1 as the same may be amended or replaced from time-to-time. As of February 1, 2017 that statute defines "service animal trainer": (i) as any person who is employed to train dogs for or is volunteering to raise dogs for a provider of service animals for persons with disabilities, (ii) or an individual trainer who helps a person with disabilities to train his or her own service animal, (iii) or an individual trainer who tests an animal to verify its eligibility for the New Hampshire service animal tag.

B. Administrative Review of Service Animals.

1. Whenever a service animal is in the school or on District property (and it is not obvious that the animal qualifies as a service animal, e.g., guide dog for a blind person), a building administrator or other authorized District personnel may ask:
 - a. Whether the service animal is required because of a disability;
 - b. What work or task(s) the animal has been trained to perform;
 - c. In the case of a service animal trainer, documentation of the individual's affiliation with a recognized organization as described in RSA 167, and section A.7 above.
2. If a student with an educational disability or a Section 504 Plan seeks to bring an animal on a school campus that is not a service animal as defined above, the request shall be referred to the IEP or Section 504 Team to determine whether the animal is necessary for the student to receive a free and appropriate education (FAPE). After such review, if the animal is deemed necessary for the student to receive FAPE, then the animal shall be a service animal for the purposes of this policy.
3. When it is anticipated that a service animal is going to be in school on a regular basis with a third party (e.g., employee, volunteer, service animal trainer or other frequent visitor to the school), the individual using the service animal (or in the case of a student, the student's parent/guardian(s)) are strongly encouraged to notify the Superintendent or the

Principal in advance.

- a. The school will not provide any staff support to care for or control a service animal, but may provide support to a student using a service animal as needed in a particular instance (i.e., accompanying a young student who takes a service animal outside to relieve itself).
 - b. Any handler (service animal trainer, parent/guardian or other person) accompanying the service animal must have approval to work in the school from the New Hampshire Department of Education and undergo the State criminal background check.
4. Service animals must be properly licensed and vaccinated in accordance with New Hampshire law (see RSA Chapter 466).

C. Additional Considerations Relative to Service Miniature Horses.

In making a determination as to whether to allow a specific miniature horse as a service animal, the Superintendent/designee will consider pertinent factors, including, without limitation:

- a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- b. Whether the handler has sufficient control of the miniature horse;
- c. Whether the miniature horse is housebroken; and
- d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements necessary for the safety of students or others.

D. Removal or Exclusion of Service Animals from School.

1. The Superintendent, Principal or other authorized school official may require that the service animal be removed from the school or other District property under any of the following circumstances:
 - a. The service animal poses a direct threat to the safety of individuals, causes a significant disruption of school activities or programs, fundamentally alters the nature of any school program, or otherwise jeopardizes the safe operation of the school in a manner that cannot be eliminated by modifications;
 - b. The service animal demonstrates that he/she is unable to perform reliably the work or tasks which he/she was represented as being able to perform (which is required to be defined as a service animal);
 - c. The service animal is not under the full control of the person with a disability, or the authorized handler/trainer, and the individual does not take effective action to control the animal;
 - d. The service animal is sick (i.e., vomiting, etc.), infested with parasites, has an infection of the skin, mouth or eyes, or otherwise presents a threat to the public health (applying the standard that would be applied to any other animal allowed on school premises); and/or
 - e. The service animal is not housebroken (i.e., demonstrates that it is not sufficiently trained to relieve itself outside in appropriate locations).

2. If a service animal is removed or excluded, the individual shall still be provided access to school facilities, programs and/or services.

History:

First reading: _____

Second reading/adopted: _____

Legal References:

Section 504 of the Rehabilitation Act - 29 U.S.C. 794;

Americans with Disabilities Act - 42 U.S.C. 12101 et seq.;

Nondiscrimination on the Basis of Disability, Title 28 CFR Part 35-36;

NH RSA 167-D and 466:

NHSBA history: New policy - April 2011

Revised - May 2018

NHSBA revision note, May 2018: NHSBA has revised sample policy IMGGA to add clarity and to reflect emerging interpretations of applicable statutes and regulations.

w/p-update/2018spring/IMGGA Service Animals 2018-5

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SERVICE ANIMALS IN SCHOOLS

The American with Disabilities Act (ADA) applies to individuals with disabilities as defined by the Act. In certain circumstances, a student, employee or patron may be accompanied by a service animal.

Title II of the ADA defines "service animal" as "a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability" including, but not limited to, physical, sensory, psychiatric, intellectual, or mental disability. These tasks may include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; providing non-violent protection or rescue work; pulling a wheelchair; assisting an individual during a seizure; alerting individuals to the presence of allergens; retrieving items such as medicine or the telephone; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

All other animals are not service animals. In addition, dogs that are not individually trained to perform tasks that mitigate the effects of a disability, including dogs that are used for emotional support, companionship or comfort, are not service animals.

Supervision and care of the dog is the responsibility of the owner of the dog. Only the staff member or student should handle the dog. The dog should be leashed or harnessed unless the use of either would interfere with the animal's safe and effective work. In this case, the dog must be under the staff member's or student's control via voice control or signals.

The dog must be vaccinated according to New Hampshire statute, be housebroken and have a rabies tag present. If it is readily apparent that the dog is a service animal, the school will not generally make further inquiry. Otherwise, the school may ask if the dog is required because of a disability and what work or task the dog has been trained to perform.

Should the dog become unruly or disruptive enough to interfere with any school sponsored activities, the owner shall be requested to remove the dog. This includes if the dog is out of the owner's control or is not housebroken. Should interference with any school sponsored activities become an habitual pattern, the owner shall be requested to remove the dog until alternate steps can be taken to ensure the staff member or student can continue with any school sponsored activities. The school district reserves the right to immediately remove an animal who poses a direct threat to any individual.

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References:

Section 504 of the Rehabilitation Act – 29 U.S.C. 794
Americans with Disabilities Act – 42 U.S.C. 12101 et. Seq. – Rev. 15 Mar 2011
Nondiscrimination on the Basis of Disability, Title 28 CFR Part 35, Part 36
NH RSA 167-D, Hearing Ear Dogs, Guide Dogs, Service Dogs, and Search & Rescue Dogs

Approval: 2nd Reading, September 7, 2011
Reviewed: 1st Reading, July 13, 2011
Revised: June 15, 2011, June 29, 2011

Existing District Policy