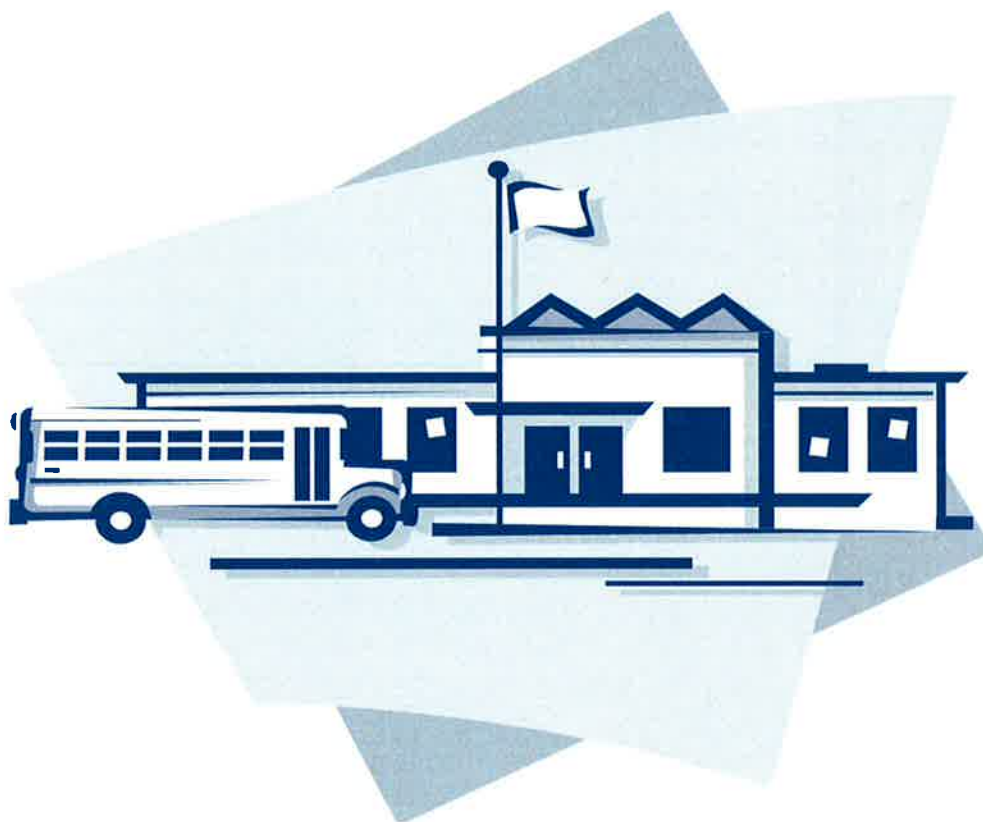


**ANNUAL REPORT**  
**of the**  
**LITCHFIELD**  
**NEW HAMPSHIRE**  
**SCHOOL DISTRICT**



**2015**

**LITCHFIELD SCHOOL DISTRICT  
ANNUAL REPORT – 2015**

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# **SCHOOL DISTRICT OFFICERS**

## **MODERATOR**

John G. Regan

## **CLERK**

Jason Guerrette

## **TREASURER**

Lynn Baddeley

## **SCHOOL BOARD**

Brian Bourque, Chair  
Term Expires March 2016

Derek Barka, Vice-Chair  
Term Expires March 2018

Janine Lepore  
Term Expires March 2017

Nicole Quintana  
Term Expires March 2018

John York  
Term Expires March 2016

Kylie Elliot  
Gabriel Desjardins  
Student Representatives to the Board 2015-2016



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

Janine Lepore

John York

Nicole Quintana

## 2015 ANNUAL REPORT SCHOOL BOARD CHAIR

To the residents of Litchfield:

It is with pleasure that I submit this annual report as Chairman of the Litchfield School Board. As we look forward to implementing the Fiscal Year 2016-2017 budget, we continue to insist upon the highest quality of education for our students with the lowest financial impact on our taxpayers. This budget was designed from the ground up to support the District's educational initiatives and to provide academic programming that will produce students who can compete on a global level.

I am proud to report to you that our district professional staff continues to provide excellent educational opportunities for our children. During the past year we have significantly overhauled our curriculum, technology department and have upgraded our SIS system to allow enhanced communication with our stakeholders. The Board would like to express their appreciation for your continuing support of our educational programs. Please mark your calendars for March 8, 2016 to support the Litchfield School District Budget and warrant articles.

The School Board is always available to the residents of Litchfield. Join us at our board meetings, ask us your questions and share your feedback and insights. We continue to appreciate and value your support.

Respectfully,

Brian Bourque  
Chairman, Litchfield School Board



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court  
Litchfield, NH 03052

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## 2015 ANNUAL REPORT SUPERINTENDENT OF SCHOOLS

It is an honor and privilege to present this Annual Report for the Litchfield School District. Each year brings challenges and changes and this year is no exception. We have welcomed new staff into the district while saying farewell to others. In the SAU office we welcomed Mr. Jason Pelletier as our Information Technology Director, Andrea Stern into the newly approved position of Database Administrator and Ann Inamorati our new Chief Accountant.

Additional changes to the district include a new School Board member Nicole Quintana whom is an elementary teacher in Manchester New Hampshire and valued community member. Campbell High School welcomed a new Athletic Director Jarod Mills who was one of our PE Teachers at the high school.

The district implemented Infinite Campus, our new Student Information System, in 2015. This new Student Information System will greatly enhance our ability to get real time information to parents regarding their child's academic performance and other performance indicators. Additionally, we have upgraded the server storage at Griffin Memorial School and the wireless access at Campbell High School to facilitate full implementation of curriculum and system needs. I am also pleased to report that each classroom has a SmartBoard or equivalent technology that allow teachers to fully implement district curriculum.

The March School District meeting brought approval of an Operating Budget of \$19,956,828 which represented a three percent increase over the last year's budget. This success reflects the hard work of the school board and the budget committee in bringing forward an acceptable and fiscally responsible budget proposal. All involved in the process worked towards the greater good of our community.

This is the first year of the Smarter Balanced Assessment Program and I am pleased that Litchfield students did better than the state average in nine of the 12 areas assessed. Additionally, we continue to see a large percentage of our students move on to higher education opportunities thanks to the District's excellent academics and the dedication of our staff and community.

In closing, I would like to express my sincere appreciation to all who have welcomed me to Litchfield and your continued support and commitment to education and our students. I look forward to continue working with our schools and community in the upcoming year toward being the best school district.

Respectfully Submitted,

James O'Neill  
Superintendent of Schools



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

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## 2015 ANNUAL REPORT BUSINESS AND FINANCE

I am pleased to submit the 2015 annual report on the financial and business operations of the Litchfield school district. Although business and finance's overall impact in support of Litchfield school district students, employees and community is difficult to quantify, I am happy to share some of this year's highlights and thoughts on the future.

SAU business and finance consists of the following units-Budget and Fiscal Planning, Business Services, Facilities and Grounds Services and Food Service Services-that together have an incalculable financial impact and touch every student and employee of the district. These units support the district's mission and maintain stewardship of resources through a sound internal control structure and by ensuring that financial statements are prepared in compliance with generally accepted accounting principles and Litchfield School District policies.

### Highlights

- Total general fund revenue exceeded projections by \$10,177
- Final payment of the general obligation bond used to construct Campbell High School
- Total general fund appropriations had a balance of \$444,783 at year end
- Contributing to the majority of the aforementioned fund balance was in the area of special education programs (\$323,810) and special education transportation (\$86,632)
- Non-special education appropriations had a balance of \$82,368 or 0.5% of total
- Salary and Benefit expenditures represent 75.6% of total general fund expenditures
- Health insurance and teacher retirement expenditures represent 69.5% of total benefit costs
- \$47,340 was invested on repaving the playground area at Griffin Memorial School
- \$79,043 was invested on upgrading security access controls and external cameras at all three schools

Planning and work on the recommended 2016-2017 school district operating budget began mid-year 2015. Greater than sixty percent of the money needed to operate the school district's general fund comes from local taxpayers. Consequently, all Litchfield residents have a stake in the school district, seeing to it that it makes progress on behalf of our children in meeting their educational needs while also being responsive to taxpayer concerns.

Budget managers followed a process and recommended a budget for the 2016-2017 school year that addressed the fundamental challenges of the school budgeting process and continued with the never-ending challenge to sustain and enhance quality educational programs for all students. Thank you budget managers, job well done!

One of the challenges facing the school district in the upcoming year will be to develop a comprehensive Capital Improvement Plan. Capital assets such as equipment and machinery eventually break down and need replacement, and buildings need repair and renovation. These assets need to be actively managed to ensure that the most value is received from this considerable investment made by town residents.

A thoughtful and prudent long-term capital plan will enable the district to adequately and efficiently manage its assets and provide an optimal learning environment for students. Additionally, this plan needs to be linked to an initial and periodic needs assessment (what do we need) and the budgetary process (what can we afford).

This capital plan will provide many benefits, including:

- A documented plan to help guide administrators in decision making
- A basis for administrators to establish priorities and determine needs
- Assistance in determining cost effectiveness of maintaining existing assets versus acquiring new assets
- A structured approach for making financial decisions relating to capital assets
- A direct link to the budget process, allowing administrators to identify which assets need attention in any given year

I wish to extend my thanks to school board members, residents, school administrators and staff for their continued commitment to the success of our students and our schools.

Sincerely,

Frank Markiewicz  
Business Administrator



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

## 2015 ANNUAL REPORT SPECIAL SERVICES

The Special Services Department encompasses the following areas: special education, 504, English language learners, homeless liaison, and home schooling. Below you will find a chart that includes the current number of students supported in these areas.

Special Services Area	# of Students
Special Education	231
504	152
English Language Learners	7
Homeless Youth	7
Home Schooled Students	27

The district received the following federal grant funds for FY 15:

IDEA Allocation-\$284,703.00

IDEA Preschool Allocation-\$6,451.00

The receipt of these funds allows us the opportunity to fund the following positions:

Position	Location
Social Worker	District Wide Position
Part-Time Occupational Therapist	Griffin Memorial School
Special Education Teacher (70% of position)	Litchfield Middle School
Special Education Teacher	Campbell High School
1 Part-Time Paraprofessional	Griffin Memorial School

Each of these positions is essential in meeting the needs of our students. We also purchased Aimsweb subscriptions for students with educational disabilities in our district. Aimsweb will provide staff with the opportunity to closely monitor student progress in the areas of math and reading. This progress monitoring tool will assist with instructional decision making for our students. These funds were also utilized to purchase training materials for Nonviolent Crisis Intervention. This training teaches staff how to provide the best care, welfare, safety and security when dealing with crisis situations.

This is currently my fourth school year with the district and I'm continually amazed by the dedication of my staff. I would like to thank each of them for putting the needs of our growing special services population first.

Sincerely,

Devin Bandurski, M.Ed.

Director of Special Services





# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

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## 2015 ANNUAL REPORT CURRICULUM AND INSTRUCTION

The Office of Curriculum and Instruction is also responsible for assessment and professional learning within the district. During the past year all of our curriculum areas have been revised and are either approved by the school board or are on target to be recommended for approval by the end of the school year. The revised curriculum documents are designed around K-12 graduation competencies for the subject with grade level/course indicators that are developmentally rigorous. A competency is the ability to transfer particular knowledge and/or skills to an authentic setting. Detailed units of study are being developed that specify the transfers, understandings, knowledge, and skills integrated into the unit. The combination of units are designed to lead to student competency by the end of the grade level or course.

Thank you to the Litchfield Community for supporting the purchase of new social studies and math instructional resources. The recent math materials focus a great deal on math concepts and applications so that students are not just able to do the math procedures, but also to understand the underlying concepts. This learning then leads to a greater understanding of more challenging concepts as students progress through more advanced mathematics. The work that the students practice may seem different to parents, but it is not “new math.” It is a deeper way of learning math and applying it to problem solving, that many students struggle doing.

Science is coupled with our math initiative. As part of our STEM (science, technology, engineering, mathematics) program, we have begun to use Project Lead the Way Launch. This is a highly inquiry and technology-based, hands-on approach to learning science for grades 1-5. We received a grant to support our pilot of two classrooms and hope to expand to all grades within two years, pending local funding.

We are piloting new language arts materials for kindergarten through grade 8 that are vastly superior to our very old materials. They include more information text rather than mostly fiction. The lessons focus more on “close” reading, which is, comprehending and analyzing passages for form and meaning of appropriately complex text. Language, writing, speaking, and listening are integrated with reading for a full language arts experience.

Thank you to all of the educators who work on various curriculum committees to develop appropriately challenging learning for our students. The work of the Program Evaluation and Review Committee (PERC) members is also greatly appreciated as they review curriculum revisions and new resources, making recommendations to the school board. The Professional Learning Committee members are commended for all their effort in completing a new professional learning master plan for the 2015-2020 period.

Our assessment program enables our educators to use several sources of data to determine if a student is making adequate progress toward our learning goals. We continue to use the Measures of Academic Progress which is a computer-based adaptive test of math and reading. These scores are immediately available to students and educators. At this writing, we are preparing for our second administration of the

Smarter Balanced Assessment, our required state test. This data will be available to us in the late fall. This assessment includes performance tasks that consist of multi-step math problems as well as open-ended short and long writing. Our third assessment component is a progress monitoring tool called Aimsweb. This tool can be administered to students at various times of the year to determine progress over the long and short-term. Rather than compare a student to other large groups of students (cohorts) by norm scales, Aimsweb allows educators to observe how a student compares to his or her own performance from time to time. The triangulation of these assessments allows for variables of timing, health, and other conditions that might impact student performance during any one assessment. It provides for a more accurate picture of student learning coupled with day to day classroom performance.

These initiatives in curriculum and instruction require a great deal of professional learning on the part of our educators in order to continually refine our practice. During workshop days and late arrival times, our educators are delving into the many topics and issues confronting our schools, district, and public education today.

Thank you to all our district educators for working diligently to improve student learning.

Respectfully submitted,

Julie S. Heon, Ed.D.

Director of Curriculum and Instruction



## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court  
Litchfield, NH 03052

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### 2015 ANNUAL REPORT TECHNOLOGY

This year the focus was on the many issues caused by infrastructure and configuration anomalies. Without fixing many of these basic building blocks for reliable technology, no matter what we put in the classroom or offices, the technological experiences for our students, teachers, and staff won't be seamless. Since then, we have been working hard to improve these. Below are examples of what has been accomplished this year.

Starting with CHS, the district knew that the wireless was inadequate and already approved an upgrade to the wireless in anticipation for a 1:1 pilot program. With the addition of the new wireless technology, we also brought access points from the hallways into the classrooms and added better connectivity to areas that were previously problematic. School has been in session for over 4 months now and wireless issues at CHS are nonexistent.

At the beginning of the summer all of the schools suffered from an old, archaic, and problematic phone system. This is not the case anymore for our elementary school. GMS was the pilot school for our new VoIP phone system. There were a few networking upgrades and server configuration changes that needed to happen in order for the project to be successful. At first we had a few minor problems that needed to be worked out, as one would expect, but going forward, the other schools have a great foundation to build off of as we anticipate upgrading them as well.

GMS was also in need of interactive tools for the students and teachers. Previously, the district installed Smart Boards, but they are extremely expensive and take significant time to install. With the funding that was available only 6 to 7 of these could be installed and there still would have been classrooms that did not have interactive tools. Instead, we purchased interactive projectors and we were able to install 15 at GMS.

Wireless is still a struggle at GMS. So far we installed 5 new access points but the infrastructure is still working on the old wireless system the high school was previously using. We are trying to make connectivity the best possible with what we have for online testing and are anxiously anticipating replacing the wireless here as well next year.

One other critical item that needed to be addressed at GMS was the fact that they were extremely low on available disk space on the SAN, which is a high speed disk array where all data is stored. With the support of the District and the School Board, we were able to secure the funding needed to add much needed additional storage.

LMS teachers received brand new desktops in the classrooms as the current infrastructure cannot handle many wireless devices. For this reason we added 7 more access points and installed them directly in the classroom. This work was done to help with online testing, and to enable future upgrading of the wireless system. We added 5 interactive projectors at LMS in place of Smart Boards.

There have been many improvements throughout the past 6 months. All the work that has been completed is centered on getting to where we can deliver a solid infrastructure that is reliable and consistent to the end-user. Currently we are building to be, at the least, up-to-date. With that foundation in place, we can start to build a technology rich educational environment for our students and staff and bring the classrooms into the 21<sup>st</sup> Century.

Respectfully submitted,

Jason Pelletier  
Director of Technology



## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

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### 2015 ANNUAL REPORT FOOD SERVICE

I am pleased to submit the annual report for the Litchfield School District Food Service Program. In my 17 years with the district, I have had the pleasure of working with a hard working food service staff, supportive administrative and SAU staff, dedicated faculty and support staff and wonderful students. Together we continue to make strides in improving and advancing the food service program throughout the years.

The Litchfield Food Service Department is aligned to the “Healthy Hunger-Free Act of 2010” that set nutrition guidelines for calories, fat, sugar, and sodium levels for different age levels. Students are required to take a serving of fruit and/or vegetable along with two other food items on the menu to count as a reimbursable meal and be charged the price of a lunch. The schools have continued to implement these standards and are currently working to comply with the new sodium limits set this year. In July 2014, USDA has published the “Smart Snacks in School” standards that build on ensuring that all snacks and beverages for sale to students during school hours are nutritious. This includes snacks in the lunchroom, vending machines and school stores.

We are into our seventh year of our Special Milk Program for the kindergarten students at Griffin Memorial School. We have included Pre-K students to this program starting January 5, 2015. Students who are in school for half day sessions may purchase nonfat chocolate or 1% fat white milk for snack time at a cost of 30 cents, or free to those who qualify.

At GMS an average of 42% of its enrolled students from Grades 1-4 purchased a reimbursable lunch this year. Students have a choice of a hot entrée, sandwich or chef salad alternate. À la carte food items include fruit, vegetable, bottled water or 100% fruit juice daily as well as ice cream (low fat and reduced sugar) which is sold once a week. Special thanks go to my GMS staff: Cristen Thorpe, Pat Covey, Lynn Richardson and Barbara Bravernick for all their hard work and enthusiasm in providing the students at Griffin Memorial School a healthy and delicious lunch.

At Litchfield Middle School, the lunch participation rate runs about 40% of students taking a reimbursable hot lunch. Lunch choices include a featured hot lunch meal, sandwich alternate and salad bar alternate which all include the required protein, bread, vegetable, fruit and milk component. Special thanks to my hard working staff at Litchfield Middle School: Debi Hayes, Janice Barrett, Darlene Gymziak and Janice Durkee.

Campbell High School continues to offer a Breakfast Program with reimbursable meals subsidized by the USDA. Reimbursable lunch that is offered include 2 hot lunch entrees and salad bar. Participation rate for reimbursable meals is 42% of enrollment and a much higher rate if you include à la carte sales. Lunch sales throughout the schools have increased to keep the program self-supporting. Thanks go to the kitchen staff at Campbell High School for their continued hard work and dedication: Janet Belhumeur, Judy Latsha, Trisha Richardson, and Erin Dumont.

Many thanks go to Ann Inamorati and Erin Dumont for doing an exceptional job managing the bookkeeping and student meal accounts.

I would like to also thank all the Maintenance staff headed by Matt Bennett and Dave Ross for their assistance in keeping the school kitchens clean and equipment maintained.

The Wellness Committee has updated the Wellness policy and the changes have been accepted and approved by the School Board. Wellness activities for staff this year included “Move Across America” physical activity and the annual staff volleyball game. Healthy living was encouraged in classrooms, outside school activities and home life. Many thanks go to the members of the Wellness committee for giving of their time and efforts in promoting and coordinating activities in their schools. Special acknowledgment and thanks go to Michele Flynn, the district’s Health and Safety Coordinator for her fine work and tremendous contributions to the group.

Our appreciation and thanks also to the SAU staff and to Frank Markiewicz, Business Administrator for their valued assistance and support.

Respectfully submitted by,  
Hilda Lawrence  
Food Services Director

**LITCHFIELD SCHOOL ADMINISTRATIVE UNIT #27 STAFF - 2015 - 2016**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Degree</u></b>	<b><u>Salary</u></b>
Bandurski, Devin	Director Special Service	M	\$90,191.00
Heon, Julie	Director Curriculum & Instruction 80%	Ed. D.	\$72,739.00
Lawrence, Hilda	Director Food Service	B	\$51,991.00
Markiewicz, Frank	Business Administrator	B	\$92,000.00
Messenger, Hollie	Director Human Resources	B	\$56,760.00
O'Neill, James	Superintendent	M	\$95,264.00
Pelletier, Jason	Director of Technology	B	\$80,000.00

**LITCHFIELD SCHOOL DISTRICT STAFF 2015 - 2016**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Degree</u></b>	<b><u>Salary</u></b>
Deslauriers, Jill	Speech Associate	B	\$63,324.00
Goldfarb, Rebecca	Speech Pathologist	M	\$40,370.00
Hegarty Follis, Kathleen	Occupational Therapist	M	\$50,325.00
Henninghausen, Virginia	ESOL Teacher 75%	B	\$33,897.00
Mague, Danielle	Speech Pathologist	M	\$51,985.00
McGarry, Kathrine	Speech Pathologist	M	\$65,570.00
Moore, Rebecca	Occupational Therapist 40%	B	\$22,538.00
Pelland, Elin	School Social Worker	M - LICSW	\$56,259.63
Phillips, James	School Psychologist	M	\$58,000.00
Schuler, Yesenia	School Psychologist	CAGS	\$64,490.36
Selig, Tari	School Psychologist	CAGS	\$64,490.36

# GRIFFIN MEMORIAL SCHOOL

229 CHARLES BANCROFT HIGHWAY  
LITCHFIELD, NH 03052  
PHONE: 603-424-5931 FAX: 603-424-2677

SCOTT THOMPSON

PRINCIPAL

CONSTANCE FARO

ASSISTANT PRINCIPAL

## 2015 PRINCIPAL'S ANNUAL REPORT

Perhaps the most memorable instructional development this year is the changes we made in learning resources, the actual books and materials that our teachers use every day for reading, math, social studies and science. For the last several years, our staff has worked with our Curriculum Coordinator to revise Litchfield's curriculum documents, aligning our guides more closely with NH Career and College Readiness standards. In order to keep up with the changes, we have also adopted new textbooks. This fall, we began a pilot of the Houghton Mifflin Harcourt reading program *Journeys*, we changed our math text book from the Pearson *Envisions* to the newer version, *Envisions 2.0*, we adopted new social studies textbooks K-4 and we are piloting a new model for delivery of science curriculum with Project Lead the Way in two classrooms, with an eye toward school-wide adoption in 2016-17. Our staff has done a phenomenal job keeping up with all of these changes. To help parents understand the new expectations, particularly in math, we hosted a Parent Math Night in October, and plan to repeat the event this winter. The new teaching materials reflect a significant change in thinking about what it means to have mastered a skill or body of knowledge. In all areas of the curriculum, students are asked increasingly to go beyond memorization of facts and procedures, and to demonstrate their learning through practical application of skills and knowledge in new situations.

We had very few staff changes in 2015. We lost one third grade teaching position due to reduced enrollment.



Third Grade artwork prepared for Veteran's Day, 2015.

The voters approved an additional math tutor position (Warrant Article 5) and Margaret Parent, long-time GMS teacher was hired to that new position. Janine Anttil became our Title I math tutor. During the year, we hired new paraprofessionals Laura Dampolo, Audrey LaRose, and Lauren West. We have a new staff person in the kitchen—Barbara Bravernick. Vicky Mango has joined us this fall as a lunch/recess monitor. Samantha Broadhead is spending the year with us as a doctoral level School Psychologist intern.

We continue to make repairs and improvements to the building and grounds, to make GMS the best facility it can be. In 2015, voters supported reclaiming and resurfacing the GMS playground in a separate warrant article (Article 4). We were very grateful for this support, and the playground is put to good use every day. It was an important addition because elementary students need recess daily, for reasons both of good health and our district Wellness policy, and our climbing structures are closed when the ground is frozen for



safety reasons. This summer we removed the old floor in the cafeteria, and replaced it with new linoleum tiles. We replaced an exterior door on the street side of the building, painted all interior doors and door frames, continued with our window replacement program, continue to work at clearing the swails to improve both drainage and appearance, and enhanced our security systems.

GMS joined other NH schools in administering a new state-wide assessment for English Language Arts (ELA) and Math in the Spring of 2015—the Smarter Balanced test. At GMS, students in grades three and four take the test. Results were released in the fall of 2015. New Hampshire continues to use the NECAP assessment to measure achievement in the area of Science. Overall results were favorable when we compared GMS to statewide results. Having said that, some areas were stronger than others. In reports available to the school, we are able to drill down to grade level and individual results, specific curricular claims (such as Reading, Listening and Speaking, Writing or Research Inquiry for ELA) and with even further specificity to targets (e.g. Math: Generalize place value understanding for multi-digit whole numbers) to determine areas needing improvement. We also looked at internal conditions that affected testing results, and will be changing such things as pacing of instruction, testing schedules and testing location this year, hoping for even better results. Below is a chart comparing the 2015 GMS overall testing results in ELA, Math and Science to the state averages in those same areas. Areas where we had better results as a school than the overall results for the state (% students at levels 3 and 4) are shaded gray. Further information is available at the NH Dept. of Education website under NH School and District Profiles (<http://my.doe.nh.gov/profiles/>).

	Level 1 lowest level	Level 2	Level 1 and 2 combined	Level 3	Level 4	Level 3 and 4 combined
<b>ELA, GMS grades 3 and 4</b>	16	17	33	35	32	67
ELA, NH grades 3 and 4	17	24	41	35	23	59
<b>Math, GMS grades 3 and 4</b>	11	40	51	36	14	49
Math, NH Grades 3 and 4	23	31	54	27	19	46
<b>Science, GMS grade 4</b>	6	41	47	53	0	53
Science, NH Grade 4	19	46	65	34	1	36

Enrollment continues to present challenges at GMS. This year we did eliminate one third grade position, as seemed likely a year ago. Next year, we anticipate another teacher reduction at the fourth grade level, as the current third grade cohort, at only 81, is smaller than the current fourth grade (102).

The GMS tradition of helping others continues unabated. Our 2014-15 student council raised money to support the American Cancer Society, the Litchfield Community Church food pantry and the Manchester Animal Shelter. On June 18, our students participated in the third annual GMS Relay Recess, in support of Relay for Life, focused on supporting research to help find a cure for cancer. The students raised more than \$4500 for the American Cancer Society. This fall, our students organized a memorable Veteran’s Day ceremony to honor our community’s veterans. Our Green Team (student recycling group) and Mrs. Robinson made a special presentation to Mr. Barry Bean, a veteran who is known around Litchfield for his daily walks along the length of Albuquerque Drive. Mr. Bean has taken responsibility for keeping Albuquerque’s walking paths free of trash and debris for years. The GMS student council helped gather and manage the more than 900 food items GMS students donated to the Litchfield Food Pantry in December.

As every year, GMS students participated actively in the District Spring Arts Festival in March. The chorus and recorder ensemble performed to a packed house, and we had hundreds of our students' artworks on display. Each May, our chorus also participates in the Great East Music Festival, and in 2015 they earned a gold medal. Over the years, the GMS chorus has earned 3 platinum medals and numerous gold medals for their outstanding work.



GMS students walk to the music of Bob Kirby at the third annual Relay Recess, June 18, 2015. They raised more than \$4500 to support the American Cancer Society.

The students at GMS continue to amaze and delight through their achievements, their caring and their commitment to making GMS the best school it can be. Our parents are likewise committed to the school and volunteers provide hundreds of hours of support to the school and its activities. In particular, I would like to thank the dedicated officers and members of the GMS PTO, who not only raise

funds to support school activities, but also run many of the activities by providing direct adult support. And, of course, I would like to thank the dedicated, knowledgeable and hardworking teachers and staff of GMS. They truly make GMS a special place for both students and adults to spend our days together.

Respectfully,

Scott Thompson  
Principal, GMS

## Griffin Memorial School Staff 2015 - 2016

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
ADAMAKOS	KRISTIN	TEACHER KINDERGARTEN	M	\$58,622.00
ALLEN	TRACY	TEACHER - GRADE 2	M	\$64,570.00
ASHE	AMY	TEACHER - GRADE 4	M	\$61,940.00
BEACH	ERIN	TEACHER - GRADE 1	B	\$43,750.00
BENOIT	SUSAN	TEACHER - GRADE 2	B	\$60,087.00
COHEN	JULIE	TEACHER - GRADE 4	M	\$50,325.00
COTE	DORIS	TEACHER - GRADE 2	M	\$67,053.00
CULLEN KENT	PAULA	TEACHER - GRADE 4	B	\$61,087.00
DEPLOEY	SAMANTHA	TEACHER PRE-KINDERGARTEN	B	\$54,492.00
DOUCETTE	SANDRA	TEACHER - GRADE 1	M	\$68,542.00
ELEY	ALLISON	TEACHER SPECIAL EDUCATION	B	\$61,087.00
ELLIOTT	SHAUN	TEACHER - GRADE 4	B	\$37,963.00
FARO	CONSTANCE	ASST PRINCIPAL ELEMENTARY 50%	CAGS	\$31,930.00
GOULD	AMANDA	TEACHER SPECIAL EDUCATION	B	\$39,317.00
HAARLANDER	JESSE	TEACHER - PHYSICAL ED	M	\$44,557.15
HALE MILLER	HEIDI	TEACHER ART	M	\$65,570.00
LABELLE	BARBARA	TEACHER MUSIC	M	\$65,570.00
LAPLANTE	ANGELA	TEACHER - GRADE 3	B	\$48,090.00
LEARY	STACEY	TEACHER - GRADE 4	M	\$58,622.00
LEVESQUE	CAROL	TEACHER - GRADE 3	M	\$64,570.00
LLEWELLYN QUIMBY	SARAH	TEACHER - GRADE 1	B	\$50,201.00
MICHALEWICZ	INGA	TEACHER - GRADE 2	M	\$65,570.00
PATTEN	KRISTEN	TEACHER - GRADE 3	M	\$51,985.00
PECKHAM	DANIELLE	TEACHER SPECIAL EDUCATION	M	\$46,152.00
PREVEL-TURMEL	MELINA	LIBRARIAN	M	\$68,542.00
ROBINSON	JOCELYN	GUIDANCE COUNSELOR	M	\$66,042.00
SAWICKI	MARGARET	TEACHER SPECIAL EDUCATION	B	\$50,984.00
SAXTON	MARY	TEACHER SPECIAL EDUCATION	M	\$65,570.00
SEABROOK	SUSAN	NURSE	B/RN	\$58,845.00
SIBONA	JESSICA	TEACHER - GRADE 3	M	\$58,622.00
SWEETSER	TINA	TEACHER KINDERGARTEN	M	\$51,985.00
TATE	CHRISTINE	READING SPECIALIST	M	\$68,542.00
THOMPSON	SCOTT	PRINCIPAL ELEMENTARY	CAGS	\$93,523.00
TURCOTTE	SCOTT	TEACHER COMPUTERS 50%	B	\$18,258.50
WEBSTER	LISA	TEACHER - GRADE 1	M	\$47,007.00

*Litchfield Middle School*  
19 McElwain Drive  
Litchfield, New Hampshire 03052-2328

**Thomas Lecklider**  
**Principal**

**Telephone 424-2133 · Fax 424-1296**

**Martha Thayer**  
**Assistant Principal**

## **2015 PRINCIPAL'S ANNUAL REPORT**

Litchfield Middle School has much to celebrate over the past year. I feel fortunate to work in a community that supports and values education. Each day our students are challenged to “Do Your BEST”, which captures the essence of our core values as a school. Our “BEST” acronym reminds students to “Believe In Yourself, Extend A Helping Hand, Show Respect and Take Responsibility”. In many ways, we exemplified these values as a school community this year. Additionally, in our three school goals, we focus on the areas of achievement, climate and community. In this report I will highlight our accomplishments in each of these areas.

Our student enrollment, on October 1<sup>st</sup>, was 458, this is significantly higher than the fall 2014 projections had predicted. We saw a drastic jump in new student registrations, over 15, during the summer. This fall, we had a few new staff join our team. I am proud of the way these professionals have quickly made a positive impact on our school community. This fall we welcomed to LMS: Shea Bishop (Grade 7 Math), Rena Caron (Grade 8 Science), and James Phillips (School Psychologist). I am proud of the experience and skill that each of these professionals brings to our team.

At our District welcome reception in August, longevity awards were presented to a number of our staff. Most notably, those who were recognized for 15 plus years of service: Karen Lefoley, Amy Provencal, Jill Deslauriers (30 years) and Kathy Sidilau (30 years). Congratulations to each of these dedicated employees to our School and District.

One of the most significant District and building initiatives over the past year was the transition, during the summer, to a new student information system from Rediker to Infinite Campus. The system has far reaching implications for our work from the student information data base to grading/reporting to record keeping. When teachers returned in August, they were trained on the system for purposes of attendance. As we moved through October, teachers transitioned to the gradebook portal. In late November we launched the gradebook portal to our parent community then to our students in December. As I write this report, we are working on the student behavior record portal. With the new system, information is streamlined through one source making communication more efficient for our school community. I would like to recognize our staff for their excellent work in learning and implementing a new system under a very aggressive timeline. Also, Andrea Stern and Jason Pelletier have been instrumental in supporting this work for our building.

As a District, with Infinite Campus increasing our abilities to improve our communication in a number of areas, we are examining our current grading and reporting system. Ultimately, this work will result in a new report card format for LMS. This year, we are continuing to examine our practices around grading and being more intentional about separating student achievement

from their work habits. We are looking forward to aligning our report card to the State requirement for competency alignment over the next year.

The safety and security of our students is always foremost in our minds as we plan and develop our budget. Last March, the community, through a warrant article, supported additional measures to increase the security of the middle school. We have enhanced video capacity to include the main entrance and perimeter of the building and installed a new call box/system for visitors seeking entrance to the building during school hours.

We have engaged in extensive curriculum work again this year. Curriculum documents in a number of disciplines have been revised and updated to reflect the increased rigor in reading, writing, math, and science. We have piloted and/or purchased new curriculum-aligned resources for grade 5 Math (Envisions 2.0, grade 5 English/Language Arts (Journeys), grades 6 and 7 Social Studies (McGraw Hill), and grades 6 through 8 English/Language Arts (Study Sync). With these new and updated resources, our students are required to demonstrate a deeper level of understanding in their reading and writing skills. In math, applying knowledge of concepts in new and different contexts is a continued emphasis. Additionally, last fall, I presented a plan to the School Board outlining an acceleration option for our most distinguished math students. Currently we have 10% of our eighth grade class enrolled in Geometry.

Teachers have continued their work to align their instructional units to the revised standards and embed the new resources in their instruction with Instructional Unit Design, using a consistent format across grade levels. I am proud of the progress our departments and individual teachers have made in this unit design process. The emphasis of these units is for students to apply their knowledge and skills with a deep level of cognitive rigor.

Our Science curriculum documents have been revised to include a competency-based model and are aligned to the national science (Next Generation) standards. Over the course of the next year, our goal is to supplement instruction with new units and resources. Though NECAP was phased out for reading and math, eighth grade students are still assessed in science during the month of May.

As I write this report, we are preparing for our second official round of the Smarter Balanced Assessment this spring. Last spring, we implemented the Smarter Balanced Assessment to all students in our school in English/Language Arts and Math, on computers. Due to some limitations in internet access and connectivity, we held most of our testing in our desktop computer labs, library, and cafeteria. Overall, we were pleased with the testing process and faced few interruptions or unexpected issues. As we look to this spring, we are happy with the news that there will be increased internet speed and connectivity in the building allowing us more options for testing areas for our students.

Overall, we are pleased with our assessment results from this past year, particularly in writing and grade 6 and 7 math/English-Language Arts. We continue to work at improving student achievement in math problem solving and reading/analyzing informational text. As a school, we scored above the State in all three content areas. Following is a chart of our results for Smarter Balanced math and English/Language Arts in addition to NECAP science:

<b>LMS 2014-2015 Assessment Data</b>		
<b>Subject</b>	<b>% Proficient LMS</b>	<b>% Proficient NH</b>
English/Language Arts	65	59
Math	48	46
Science	28	24

We continue to implement the assessment, Aimsweb, to all of our students in the fall and spring and select students in January. The results of this assessment are analyzed for purposes of improving student achievement, differentiating instruction, and progress monitoring student growth in Math and Reading. We have been pleased with our results on this assessment. Additionally, due to the specificity of the results, we have been able to pinpoint those areas where we need to focus our attention with students. Students are assessed in reading fluency and comprehension and also in the area of math in computation and application skills.

Our Child Assistance Team (Chat), has developed tiers of intervention so that we can improve on meeting the individual academic needs of students. Our support staff meets twice each week to analyze achievement data, monitor growth, and revise goals and plans for students. The Aimsweb assessment has been helpful in this process. This past fall, we were able to chart achievement on the Aimsweb, NECAP, NWEA, and Smarter Balanced Assessment for each student.

In January, seventy percent of our eighth graders were randomly chosen to take the NAEP (National Assessment of Educational Progress). This assessment is comprehensive including all content areas and took our students roughly three hours to complete. Though we do not receive individual student scores, New Hampshire scored very well on this assessment in 2015, third nationally in Math and second in Reading.

Our summer programs, Extended School Year and Title I/Recovery Reading and Math, provided programming for roughly 35 students. I am thankful for Directors Hilary Paro, Steve Fraser, and Jessica Lachance for each of these programs and for their excellent work with our students. The students involved in the program made noteworthy progress.

Our Arts programs continue to flourish. In the spring, Carolyn Leite was named the NH Band Director of the Year. This is a well-deserved honor for a teacher, director, and mentor who has expectations of excellence each year and sees amazing results from all of her students. Our Band and Chorus Programs continue to thrive. We had seven students qualify for, and participate in, the New Hampshire Honors Band. These students are Josh Hoffman, Genna Monico, Colby Schmitt, Karleigh Schultz, Avery Simonds, Jake Taylor, and Joshua York. At the Great East Festival in June, both our Band and Chorus were awarded gold medals. Both groups scored an “A” at Large Group Festival. The Band and Chorus hosted a tremendously successful “Music & Macaroni” family night in February where over 130 people enjoyed an evening of food and student musical performances.

Our athletic programs had another phenomenal year with every team making the playoffs and bringing home two Tri-County championships. Last spring, for the ninth consecutive season, our softball team won the Tri-County Championship under Coach Brian DeCinto after an undefeated, 11-0, season. Our baseball team captured the Tri-County championship for the second consecutive season after a terrific regular season. We continue to see high numbers of students trying out for our sports teams. Our cross country team, under the leadership of Coach Tarr and Coach Henriquez, had a successful season. We had a record membership exceeding 140 students, almost

a third of our school. At the State Cross Country Meet, our girls' team came in second place overall. In the spring, the cross country team sponsored our annual LMS Raiders' Run, a 5k road race. We had a terrific turnout and the weather for the race was spectacular.

Our LMS Co-curricular programs continue to see a high level of involvement from our student body. We continue to make a concerted effort to increase our academic-based co-curricular opportunities for students. I am thankful for the terrific work of Tina Harrison, who coached our Lego Robotics team this year. The team participated in the regional competition at Londonderry Middle School in November. Parent volunteer, Maurissa Fluet, coached our Destination Imagination teams this year. We had roughly fifteen students involved in teams both at the middle and elementary level as fifth graders. Mr. Blow coached our MathCounts team once again this year. Our math club is being advised by Lisa Durant and Karen Martin this year.

Our LMS Student Council was a positive presence in our school again this year under the leadership of Kathy Sidilau and Heather Dwyer. We saw outstanding participation in our school-wide elections this past fall. Congratulations to Javier Martinez on his election as president. In addition, we have Student Council representatives for each homeroom along with students holding positions as secretary and vice-president. Each quarter, they sponsor a "Class Acts" or "Doing Your Best" breakfast where 25 students are recognized for exhibiting the positive qualities that are outlined in our core values (Believe in Yourself, Extend a Helping Hand, Show Respect, and Take Responsibility). This year we, again, awarded over 100 students with this honor. Our Council also sponsored a number of pep rallies and fundraising events. In February, they coordinated a variety show which was well attended and highlighted the talents of many of our students. Late this past fall, we participated in the District food drive sponsored by our student council. Our school donated in excess of 850 items to the Litchfield Food Pantry.

Our ski club saw a record number of participants involved with over 118 students. We continue to ski on Friday nights at Pat's Peak. Melanie Neily was, again, our advisor and did a phenomenal job with a high level of enthusiasm and attention to detail.

We are proud of our two 2015 New Hampshire Middle School Scholar Leaders, Grace Theberge and Jonah Crema. They were honored at a special ceremony in Manchester at the Center of New Hampshire last May. Additionally, they each chose a teacher who had a significant impact on their learning at LMS. This recognition went to Mrs. Carolyn Leite and Mrs. Jessica Guerrette.

Our 26<sup>th</sup> Geography Bee was, again, coordinated by Kathy Sidilau. After a grueling competition, Javier Martinez was crowned LMS champion. He then advanced all the way to the State championship round at Keene State University where he finished 15<sup>th</sup> out of 50 students.

The generosity of the LMS community was in true form. The Terry Fox Fundraiser was a big success this year raising well over \$2000 for the Norris Cotton Cancer Center, though the weather did not cooperate for our walk. We awoke, on the day of the event, to thundershowers and, as a result, though the barbeque rolled on, the food was served in our cafeteria. This event is supported with many volunteers from our PTO. All students and staff are involved in this worthy cause. Also, our annual holiday Giving Tree fundraiser brought in over \$3000 in donations for needy families in our Litchfield community. Mary Ellen Medeiros, again, coordinated these efforts this year.

It has become a tradition at LMS to honor those in our community who have served in the Armed Forces at our Veteran's Day and Memorial Day ceremonies. Our Veteran's Day ceremony is preceded by a breakfast coordinated by our Unified Arts instructional team for the veterans. This year we had over thirty veterans from our community at the breakfast and ceremony. An essay contest titled "The American Veteran" was held in late October/early November with the winners, Deanna Beliveau and Meredith Spotts, sharing their pieces at the assembly.

In the spring, Lisa Lasocki, our Family and Consumer Science teacher, was awarded the VFW loyalty award in Hudson. This award is given annually to a member of the community who has gone above and beyond. We are proud of the tremendously positive impact that Lisa has had on our school community over the years. She is a cheerleader for health and wellness at LMS.

Our PTO continues to support LMS in many ways including their work on such events as Opening Day, enrichment assemblies, and fifth grade activities. They sponsored a particularly interesting and popular science enrichment assembly with Subzero ice cream in June. This past fall, again, at the Center of New Hampshire in Manchester, our PTO received the Blue Ribbon Award for their excellence. Dave Walsh is the president of our PTO. I am proud of the fantastic partnership we have with the PTO and their dedication to LMS.

Project Safeguard, a seventh grade program involving a day of workshops and presentations focusing on issues that concern adolescents and their families, was held at St. Anselm's College in May. Over 120 students attended, many with their parents. I would like to thank Assistant Principal Martha Thayer, Social Worker Elin Pelland, and the many parents, community members, and staff members who were again instrumental in helping organize this meaningful event.

With the transition to a new student information system, one of the most critical parts of the process was the data entry of every family in our school. I want to recognize Leslie Pearce and Andrea Hamilton for their work over the summer and through the fall to ensure that information was accurate and the transition smooth for our building. I am grateful for their work ethic and the care they have for our school.

Finally, I would like to thank Mr. O'Neill, along with your staff, Business Administrator Frank Markiewicz, Curriculum Director Julie Heon, and Special Education Coordinator Devin Bandurski for the support and assistance you have offered our school.

Respectfully Submitted,

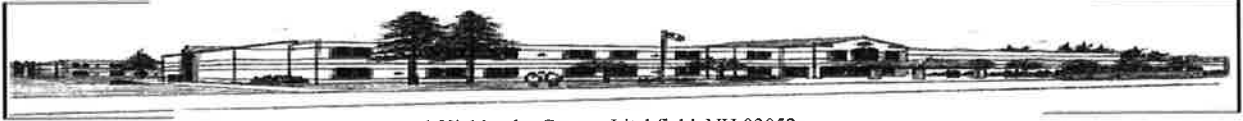
Thomas Lecklider



## Litchfield Middle School Staff 2015 - 2016

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
BISHOP	SHEALU	TEACHER - GR 7 MATH	M	\$51,985.00
CARON	RENA	TEACHER - GR 8 SCIENCE	M	\$60,281.00
CHAMBERS	KELLIE	NURSE	B/RN	\$50,984.00
CORBELL	ROBIN	TEACHER COMPUTERS	B	\$58,142.00
CORBETT	JODY	TEACHER - GR 7 MATH	M	\$58,075.00
CUMMINGS	MARY	GUIDANCE COUNSELOR	M	\$64,890.00
DURANT	LISA	TEACHER - GR 6 MATH	M	\$40,370.00
DWYER	HEATHER	TEACHER - GR6 ENGLISH	M	\$61,940.00
ELLIS	LYNNE	GUIDANCE COUNSELOR	M	\$68,542.00
FRASER	STEVEN	TEACHER COMPUTERS	B	\$37,963.00
GARABEDIAN	KATHLEEN	TEACHER ART	M	\$66,053.00
GILMORE	DAVID	TEACHER - PHYSICAL ED	M	\$47,007.00
GIRVIN	JESSICA	TEACHER - GR 7 SCIENCE	B	\$42,303.00
GUERRETTE	JESSICA	TEACHER - GR 8 ENGLISH	M	\$64,570.00
HELBLING	ANNA	TEACHER SPANISH	M	\$53,644.00
HENRIQUEZ	JEANNE	TEACHER SPECIAL EDUCATION	M	\$58,622.00
HOELZEL	STEPHANIE	TEACHER SPECIAL EDUCATION	B	\$52,430.00
KRAMER	CAITLIN	TEACHER SPECIAL EDUCATION	B	\$39,083.00
LACHANCE	JESSICA	TEACHER - GR 8 MATH	B	\$36,517.00
LANGTON	DEBRA	TEACHER - GR 6 SCIENCE	B	\$58,845.00
LASOCKI	LISA	TEACHER FACS	M	\$65,570.00
LECKLIDER	THOMAS	PRINCIPAL MIDDLE SCHOOL	M	\$98,796.00
LEFOLEY	KAREN	TEACHER - GRADE 5	M	\$65,570.00
LEITE	CAROLYN	TEACHER MUSIC	B	\$58,845.00
LOVE	HOLLY	TEACHER - GRADE 5	M	\$65,570.00
MARTIN	KAREN	TEACHER TECH EDUCATION	M	\$64,570.00
MCCOLLEM	AUDRA	TEACHER - GR 7 SOCIAL STD	M	\$63,186.00
MCPHEE	CATHERINE	TEACHER - GR 8 SOCIAL STD	B	\$61,087.00
MEDEIROS	MARY ELLEN	TEACHER - GR6 ENGLISH	M	\$67,542.00
NOLAN	KIM	TEACHER - GR 7 ENGLISH	M	\$65,570.00
PARADISE	AMY	TEACHER SPECIAL EDUCATION	B	\$36,517.00
PROVENCAL	AMY	LIBRARIAN	B	\$54,492.00
ROONEY	CHRISTINE	TEACHER HEALTH	M	\$59,779.00
SEAVER	KATHERINE	READING SPECIALIST	M	\$53,644.00
SIDILAU	KATHLEEN	TEACHER - GR 6 SOCIAL STD	B	\$58,845.00
STEIN	HEATHER	TEACHER - GRADE 5	M	\$42,935.55
TARR	TERESA	TEACHER - GRADE 5	B	\$58,845.00
THAYER	MARTHA	ASST PRINCIPAL MIDDLE SCH	M	\$77,250.00
TOBEY	KATHY	READING SPECIALIST 50%	M	\$24,333.50
VERITY	JONATHAN	TEACHER SPECIAL EDUCATION	M	\$42,029.00

## Campbell High School



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Jodi Callinan  
Director of Guidance  
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Jarod Mills  
Athletic Director  
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*Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility.*

### 2015 PRINCIPAL'S ANNUAL REPORT

It is my pleasure to present this report to the Litchfield community on the great opportunities and extra-curricular events happening at Campbell High School. On the Greater School ratings, the community will be pleased to hear that their high school received a 9 out of 10 score.

Campbell High School is fully accredited by the New England Association of Schools and Colleges (NEASC). The accreditation process is based on a ten year cycle. In our case, the cycle started in 2007, the year the NEASC Visiting Team came to inspect us and the school was awarded Initial Accreditation. 2015 was year eight in the cycle. The NEASC accreditation chairs are Erin Brown and Heidi Paris. Our focus in the self-study goals for 2015 was to align our school-wide rubrics; this work has been accomplished. Campbell High School continues to rate highly on the NH Performance Indicator Reports. We continue to have a 100% Graduation rate, which far exceeds the state standard.

Campbell High School is a dedicated member of the New England Secondary School Consortium (NESSC), a group linked with our accreditation agency, NEASC. NESSC works with high schools to develop a goal-driven improvement plan. Campbell High School continues to engage in an evidence-based, goal-driven school improvement process designed to continually improve educational achievement, aspirations, and personalized learning for all students.

The League of Innovative Schools, which Campbell High School joined in 2009, focuses on student achievement and innovative strategies. The League of Innovative Schools professional learning team from CHS consists of Andrea Ange, Diane Angelini, Justin Ballou, Shawn Flynn, Phil Martin, Jeanne Schratwieser, Michael Perez, and Laurie Rothhaus. The League has been supportive of Campbell High School's vision for personalized learning for all students.

The 2015 graduation ceremony was absolutely beautiful, with perfect weather for an outside ceremony. The Class chose Derek Barka, co-chair of the Litchfield School Board as their Commencement Speaker. Student speakers included Valedictorian Amy Bosteels, Salutatorian Chris Beauregard and Class President Connor Cote. It was a wonderful celebration of student achievement and sharing memories. The members of the Class of 2015 enjoyed having all of their family and friends in attendance, it was an inspirational highlight to our year. Students commented in their Senior Exit Survey on the high quality of their education and their respect for their teachers. The Campbell High School students continue to garner special recognition in the school's three A's of Academics, Arts, and Athletics.

Our school gratefully accepted a \$10,000 anonymous donation to our science department to update equipment and give students more authentic learning with an increased number of labs. Our science department also received over \$5,000 in recycled science equipment from the University of New Hampshire. We deeply appreciate these gifts that help inspire our students and prepare them in developing personal growth and career development.

**School Counseling Updates:** On Friday June 19, 2015, 109 students graduated from the Class of 2015. Of these graduates, 84.39% will attend a 2 or 4 year college, 4.59% entered into the military and 6.42% entered the workforce (please see chart below). CHS had an additional 6 students graduate from the Londonderry Adult Education

Program during the 14-15 school year. One student received the HiSet (formerly GED). Additionally, 51% of the graduating class was part of the New Hampshire Scholar program.

<u>Class</u>	<u>Students</u>	<u>Avg. GPA</u>	<u>Avg. SAT 2400</u>	<u>Avg. ACT</u>
2011	132	3.021	1538	22
2012	115	2.858	1539	25
2013	118	2.962	1560	24
2014	103	3.165	1571	25
2015	109	3.073	1525	22

<u>Class of 2015</u>		
<u>Outcome</u>	<u>Number</u>	<u>% of students</u>
4 Yr College	79	72.47%
2 Yr College	13	11.92%
Employed	7	6.42%
Military	5	4.59%
Cosmetology School	1	0.92%
Jr Monarch's Hockey	1	0.92%
Not sure	3	2.75%
<b>Total:</b>	<b>109 graduates</b>	
<i>84.39% of CHS students will attend 2 or 4 year schools</i>		
<b>Local Scholarship Money Given:</b>		<b>\$34,950.00</b>
<b>Reported College Scholarship Money</b>		<b>\$441,500.00</b>

On the Senior Exit Survey, 78.2% of graduates rated the counseling department as “excellent or good” in college planning and prepping for life after high school. There are 134 students in the Class of 2016. The students have submitted a total of 444 applications and we have received 127 acceptances. The most common accepting colleges include: The University of Alabama, Assumption College, Franklin Pierce, University of Maine, Merrimack College, University of New England, University of New Hampshire, Plymouth State, Rivier University, Saint Michael’s college, Southern NH University, University of Vermont, and Worcester Polytechnic Institute.

Through weekly guidance communication, more parents and students have learned about and attended college representative visits as well as college information evenings. The guidance webpage has been enhanced to include a college planning guide for all CHS students as well as information on all relevant guidance related topics. The department now oversees the NH Scholar Program, VLACS scheduling and Running Start/Dual Enrollment programs. Going forward, we plan to offer the Career Fair on an every other year basis.

The 3<sup>rd</sup> Annual Alumni Panel was held on Tuesday, December 22, 2015. This date was moved up a few weeks to accommodate our alumni speakers. Twelve CHS graduates spoke to sophomores, juniors and seniors about their post high school experiences. Our alumni reported feeling prepared for college. The school counseling department has encouraged the math department to incorporate a benchmark exam at the 8th grade level to assist with proper “placement” for all freshmen. It is hoped that the benchmark exam will help to better assess student ability and help to improve students’ overall math knowledge.

CHS had one student attend the St. Paul’s Advanced Studies program during the summer of 2015. Evan Mun attended and reported having a very positive experience.

Sophomore Michael Jorgensen has been selected as our HOBY (Hugh O'Brian Youth Leadership) representative at the May 2016 three-day seminar. Since 1958 HOBY has provided lifelong leadership development opportunities empowering individuals to achieve their highest potential. Each year high schools from across the country send their top sophomore leader to attend HOBY leadership programs held in almost all fifty states and nine countries including Canada, Mexico, Bolivia, Argentina, Israel, Taiwan, China, Korea and this year Iraq. Since HOBY’s founding, over 355,000 young people have attended HOBY youth leadership programs. As a 501(c) 3 non-profit organization with a small paid staff, HOBY programs are carried out by a dedicated group of over 4,000 volunteers

across the country who are passionate about HOBY’s mission. HOBY has established an exceptional brand within high schools, colleges and especially among youth leaders.

**Smarter Balance Testing Results:** SBAC Proficient or better

40%	73%	Math	ELA	CHS had better results on this assessment than the state in all areas.
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**NH Scholars:** Our New Hampshire Scholars initiative continues to expand. The program seeks to encourage all students to take a rigorous core curriculum over the four years spent in high school, and brings business leaders into the school to encourage students to acquire the skills and knowledge that will help them in college and careers. Students who complete the program graduate with a New Hampshire Scholars designation on their diploma and transcript. There are many college incentives for NH Scholars. Some colleges are offering NH Scholars fee waivers on applications. Several colleges and universities are providing merit-based scholarships to the students who are being accepted from Campbell High School.

**Advanced Placement Course Information:** During the 2015-2016 school year, we currently have 157 seats utilized in Advanced Placement (AP) courses. AP Statistics and AP US History as the highest enrolled courses. The data below shows the 5-year trends of our scores.

Years	2011	2012	2013	2014	2015
Campbell High School (300337)					
Total AP Students	54	48	36	46	44
Number of Exams	84	82	77	86	77
AP Students with Scores 3+	24	21	25	29	27
% of Total AP Students with Scores 3+	44.4	43.8	69.4	63	61.4
New Hampshire					
Total AP Students	6,138	6,282	6,518	6,484	6,955
Number of Exams	10,091	10,223	10,611	10,758	11,515
AP Students with Scores 3+	4,702	4,753	4,879	4,931	5,170
% of Total AP Students with Scores 3+	76.6	75.7	74.9	76	74.3

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Total AP Students	27	54	48	36	46
# of Exams	41	84	82	77	86
AP Students with Scores 3+	18	24	21	25	29
% of AP Students w/ 3+	67.70%	44.40%	43.80%	69.40%	63.00%

**Art:** The Litchfield School District’s commitment to visual and performing arts at all levels continues to give our students many wonderful opportunities to be successful. Paula Barry and Denise Freeman facilitated the process of the NH Scholastic and Statewide Art Programs. Visual Art students also participated in the Hudson-Litchfield Rotary sponsored event, “The Pancake and Palette” Exhibit. This year, our school said good-bye to Kirk Romein after 15 years of dedicated teaching, and welcomed Alexandra Aponik as a new faculty member of the art department.

Two junior students from Campbell High School were accepted in New Hampshire Art Educators Statewide Program. Adam Champagne and Quinn O’Connell each spent a full day at a workshop experience at New Hampshire Art Institute.

In the 2015 Scholastic Art Awards of New Hampshire competition, Campbell artists did well. Mrs. Freeman's students Quinn O'Connell received a Gold Key and a Silver Key in drawing. Adam Champagne received two Silver Keys in architecture. Amanda Pederson received a Silver Key for fashion and Julia Taddonio received an Honorable Mention for Fashion.

Late August, Campbell High School art students participated in the "Pancake and Palette Exhibit". Over 35 works of art were exhibited at Alvirne High School during Old Home Days in Hudson. This year, Aleah Greene received "Best in Show" for the High School Division. Campbell High has been awarded the Best in Show for the past eight years in a row!

Five students from Campbell High School were selected to exhibit their artwork at Plymouth University at the Art Gallery during the month of March. The exhibit was part of New Hampshire's annual Youth Art Month. The graphic arts students were instrumental in designing work for Campbell and the greater community including student agendas, graduation and induction programs, Spring Arts and Drama posters, flyers and pamphlets.

**National Honor Society:** The Passaconoway Chapter of NHS inducted sixteen new members this year at the Induction Ceremony November 19<sup>th</sup>. The group consists of thirty-one members. Evan Mun is the Chapter President. In 2015 the Chapter selected the Nashua Soup Kitchen as their group project. NHS members volunteer at the Nashua Soup Kitchen twice a month for the school year. They have also been instrumental in community service at the LMS Easter Bunny Breakfast, a community Blood Drive, GMS Book Fair, Toys 4 Tots, the CHS Mentoring Program, and our "Spring Fling" Community Clean-Up of Albuquerque Drive.

**Athletics:** Mr. Jarod Mills was appointed as our third Athletic Director, replacing our highly respected and visionary John Patterson. John Patterson will always be remembered for his development of our weight training program.

**Winter Season:** Coach Bobby Allan was in his third year at the helm of Girls Varsity Basketball. The team was led by first team all-state selection Hannah Neild and had a season record of 16-4. The girls lost in the quarterfinal round of the State Tournament to Pelham.

Boys Varsity Basketball made the final 4 for the 3<sup>rd</sup> year in a row, losing in the semi-finals in a very close 1 point game to eventual champion Pelham. They finished with a 16-5 record. Zach Bergeon surpassed the 1,000 point barrier to finish with 1,010 career points.

The Varsity Wrestling Team finished with an 11-4 overall record and were 9-1 in Division III under the direction of Coach Gannon. The team finished as Division III Runners Up marking the highest finish in program history. Freshmen Marc Boomhower was crowned the Division III State Champion in the 145 pound weight class.

Other athletic events in the winter hi-lights include state championships by Grant Levasseur in 2 individual events and the relay team of Grant Levasseur, Trent Levasseur, Drew Bauer and Mike Douglas in the State Swim Meet, as well as strong finishes by Kim McKenna and Christina Marra in gymnastics.

Varsity Spirit finished as Division III Runner Up under the direction of Coach Renee Lubinski.

**Spring Season:** Mike Soby took over the helm of the Softball team and kept the success rolling as the girls were crowned division III state champions for the third year in a row. Hannah Neild, Gia Cataldo, and Olivia Martinage were named first team All-State. Mike Soby was voted Division III Coach of the Year.

On the same day *Varsity Softball won the championship, the Varsity Baseball Team also won their second straight State Championship* on what proved to be a memorable day in Campbell sports history. This was Coach Gorham's fourth state title at Campbell. The team was led by the strong pitching of Ryan Glendye.

The 2015 Cross Country season marked the end of the coaching tenure of Coach Kevin Hodge and Kelly Fraser. For many years their leadership and guidance have produced strong teams and they have been a positive influence on all the students that have come through the program. Outstanding performers: Sean Munnelly – Division III State Champion in the 400 and winner of the Meet of Champions in the 800 Meter; Sam Parzych – State Pole Vault Champion. Caitlin Callinan, Lexi Putzlocker, and Sean Munnelly all set new school records.

Boys Lacrosse played their first Varsity season under Coach Chris Beede and the girls Lacrosse team played a JV schedule the first year under the leadership of Bob Gannon.

**Fall Season:** Varsity Football went 3-5 under third year coach Greg Gush. The team showed promise as they were rebuilding after a State Championship season. The following players made first team All-State Team: Harrison Vedrani, Conor Gannon, and Zach Moore.

Coach Bob Gannon was voted Division III Coach of the year in his second season coaching the Boys Soccer Team. The team played well throughout the year making steady improvement but eventually lost at the state Semifinals. Matt Gagne and Hayden Stagnone were awarded first team all-state.

The Girls Soccer Team, under the direction of 2<sup>nd</sup> year coach Gary Karibian, played their best soccer late in the year but lost in the quarterfinals.

Scott Underhill took over as the new Golf Coach and made an immediate impact as the team came on strong at the end of the season to clinch a 7<sup>th</sup> place team ranking which qualified the entire team for the state tournament. This was the first time the full team qualified in over 5 years.

Jarod Mills took over as the new Bass Fishing Coach. The team of Sam Munnely and Mike Douglas combined their efforts for a 13<sup>th</sup> place finish at the state qualifying tournament which earned them a birth in the finals. Their catch was also a Campbell Bass Fishing school record.

Volleyball Coach Colin Walker led his team to another undefeated regular season finish. They were eliminated in the semi-final round by Winnisquam. The team was led by Sophie Scafidi, Valerie Boucher, Gabi Sott, and Taysia Boyson. Colin Walker was named division III Coach of the Year. 1<sup>st</sup> team all-state selections: Gabi Sott, Sophie Scafidi, Second Team: Taysia Boyson, Val Boucher.

The Cross Country team continues to improve under the direction of new coach Melissa L'Etoile, for the first time in program history the girls' team qualified as a team for the Meet of Champions. The teams were led by Jeffery Allen and Caitlin Callinan who both received All-State Awards. Jeffery and Caitlin also competed at the USATF Nationals and Jeffery was crowned All-American for his age group.

Between 40 and 50% of our student population participate on an athletic team in any given season. Twenty-one senior athletes were recognized as scholar athletes by the NHIAA.

**Student Council:** Student Council members are dedicated students who give our student body a voice and are the heart of our school community. During Make-A-Difference Week of 2015 we successfully donated over 3,000 of food items. Student Council introduced Fall Fest to Campbell, combining it with the annual Trebuchet Day that the physics department presents. Student Council was instrumental in our Homecoming activities, including a bon fire and well attended dance. Student Council hosted a Teacher Appreciation Breakfast and the annual Tree Lighting Ceremony before leaving for holiday vacation. The Tree Lighting Ceremony is a fundraiser to raise money for a senior scholarship, and allows the community to remember and honor those who have touched our lives.

**F.I.R.S.T.:** Team "Potential Energy" competed in local and state competitions. Each year the team continues to develop and gain success. Due to the generous support from the community, grant funding and private and local business donations, the Campbell High School F.I.R.S.T. (For Inspiration and Recognition of Science and Technology) team is on track for another successful season. We deeply appreciate the number of parents who volunteer hundreds of hours to continue this successful learning opportunity.

**Recycling:** The Campbell Recycling program has expanded once again to include plastic grocery bags as part of the TREX Recycling program, and participated in the PepsiCo Recycling Rally.

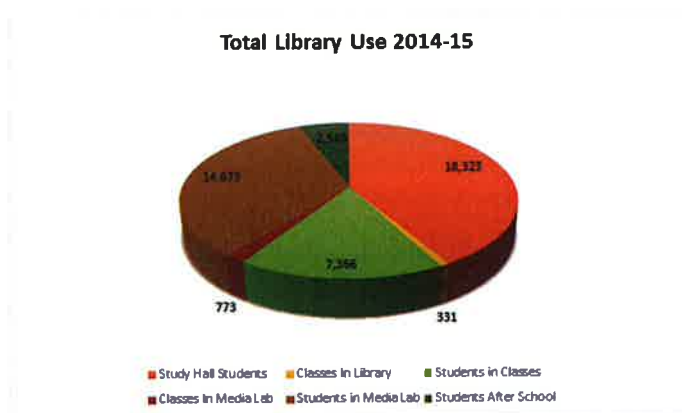
**S.A.D.D.:** Campbell High School participated in Red Ribbon Week, which was chaired by our Physical Education and Health Teacher and S.A.D.D. Advisor, Shannon Szepan. This prevention education event had a host of activities, including the organization of the students and staff forming a red ribbon on the athletic field for a school-wide photo.

**Peer Mentoring:** Bill Hicks, Jeff Parsons and Eliot Bamford trained 11 National Honor Society students to be academic mentors for students who needed extra support. The program has been deemed highly successful by improving student grades and confidence.

**Curriculum Facilitators and Leadership Team:** I am indebted to the work of our curriculum facilitators, Heidi Paris, Jeanne Schratwieser, Shawn Flynn, and Patrick Keefe, as well as our librarian/media specialist Andrea Ange, and Unified Arts Team Leader Phil Martin for their hard work in curriculum, instruction and building leadership. This year they are joined by Nate Cooper, Alex Scarelli, and Eliot Bamford as teacher representatives. Our Administrative team of Laurie Rothhaus, Mike Perez, Jodi Callinan, and Jarod Mills are united in their effort to keep students first.

**Music:** Performing arts are alive and well at Campbell High School. Throughout the year, CHS students have been honing performance skills in ensembles, exploratory dance and acting courses. In February, several student musicians performed for adjudicators at the New Hampshire Solo and Ensemble Festival, held on the Keene State College campus. Over February vacation week, dozens of CHS musicians traveled to Nashville, TN to perform for Vanderbilt University clinicians and to learn about country music, gospel music, and sound recording. In March, CHS singers and instrumentalists took part in district-wide music concerts with their peers at GMS and LMS. Also, both concert band and concert choir earned high marks at NHMEA Large Group Festival held at Plymouth Regional HS. In April, Gabriel Desjardins was honored to represent CHS at the NAFME All-Eastern Division Honor Orchestra in Providence, RI. Gabe was one of 4 students selected from NH to represent NH. Choral and band students earned performance honors at the Festivals of Music held in Massachusetts in May. Instrumental and choral ensembles performed at the Litchfield Memorial Day events. In June, music department students performed a spring concert with a focus on jazz, Broadway, pop/rock, and movie music. The highlight of the fall was the selection of four CHS musicians to New Hampshire All-State honors: Gabriel Desjardins, Kylie Elliott, Rachel Goldstein, and Veronica Nordyke. CHS band students attended the Hollis-Brookline Band Festival while concert choir students took part in the Cantate Choral Festival. The music department put on a winter concert, featuring a repertoire of classics as well as uplifting holiday material. Our theatre students are rehearsing for a comedic play called “The Test” to be performed in January 2016.

**Library:** Over the past year, students at Campbell were recorded as being in the library 42,902 times. Students reported using the library for homework 73% of the time and 25% of students using the library reported needing computer access. Mrs. Ange is spending more time co-teaching classes, including Freshman Seminar with the help of a library monitor who supervises student use of the library while she teaches. Having an open library with as many hours as possible (7:20 to 3:30 PM) and giving students’ access to the information they need for academic success is part of our mission.



**Key Club:** Mrs. Ange and Mr. Conner Lane are the advisors for a very active Key Club. Student President Ariel Flaisher has organized socials for our Key Club members that have included bowling nights, and organized a group to attend a movie before their holiday break. The club Trick or Treated for UNICEF raising money to help provide immunizations for children in underdeveloped nations. They made blankets and collected toys for children at the

Kiwanis Pediatric Trauma Unit. Students participated in Alvirne's Holiday Craft Fair, providing attendees with child safety kits. They gave Teddy Bears provided by Kiwanis to the Litchfield Fire and Police Departments and took the remaining bears to children served by the local food pantry run by The First Presbyterian Church of Litchfield. Upcoming events include Key Club's District Convention, the Key Club Coffee House.

**The CHS Safety Committee**, under the outstanding leadership of Kelly Fraser and CHS School Resource Officer, Michael Corl, continues to provide a safe learning environment for our students. We routinely practice and refine our safety programs, and consider the safety of our faculty and students as the foundation of our overall wellness.

**Teaching Excellence:** Our gifted teachers and staff at Campbell High School continue their commitment to excellence. Lynn Gnaegy has been selected as the Family and Consumer Science New Hampshire Teacher of the Year. Dennis Perreault was one of four teachers from across the country selected to receive a scholarship to the Civil War Trust Annual Conference in Richmond, Virginia. It is critical that we retain a high quality teaching staff because research confirms this is the most important resource in our school district.

While there is so much to be proud of already at Campbell High School, we will continue to focus on improvement. Seeking high achievement for all students remains our constant purpose. I wish to thank our administrative assistants, Cheri Pitrone, Christine Ferraro, Michelle Vecchiarello, Dawn Miller, and Deb Harris, as well as our custodians and food service staff for their continuous hard work and dedication. I'd also like to thank our budget committee members, our dedicated school board members, the outstanding volunteers from Friends of Music, with special recognition to Rhonda and Roberto Landrau, Heather Stagnone, Athletic Boosters, Kathy Dyer and Cara Gannon; PTO, Janice Hood, Bonnie Cavanaugh, Ruth Christino and Russ Snyder. We appreciate the efforts of so many others who have helped out in so many ways for their interest and support. Our parent coffees are well attended and the feedback is always welcomed. It is the students at Campbell High School who make this job worthwhile. I would like to recognize the high quality work, all of their outstanding accomplishments and deep commitment to our learning community. Our teaching staff and paraprofessional staff strive consistently to surpass our yearly goals.

I also wish to thank the Litchfield School Community. It is an honor to serve the Litchfield School District. Together we are making a difference and keeping our students a priority.

Respectfully submitted,

Laurie A. Rothhaus  
Principal



## Campbell High School Staff 2015 - 2016

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
ANGE	ANDREA	LIBRARIAN	M	\$66,042.00
ANGELINI	DIANE	TEACHER HS MATH	M	\$53,644.00
APONIK	ALEXANDRA	TEACHER ART 41.75%	M	\$16,161.43
BAKER	RACHEL	NURSE	B	\$48,090.00
BALLOU	JUSTIN	TEACHER HS SOCIAL STUDIES	B	\$45,196.00
BAMFORD	ELIOT	TEACHER SPECIAL EDUCATION	M	\$63,070.00
BARRY	PAULA	TEACHER TECH EDUCATION	B	\$42,303.00
BLACKSTONE	SCOTT	TEACHER HS SCIENCE	M	\$44,448.00
BOURASSA	DANA	TEACHER BUSINESS 50%	M	\$33,021.00
BROWN	ERIN	TEACHER HS ENGLISH	M	\$55,304.00
CALLINAN	JODI	DIR HS GUIDANCE	M	\$73,000.00
COOPER	NATHAN	TEACHER HS SOCIAL STUDIES	B	\$42,352.00
CROWLEY	BRIAN	TEACHER SPECIAL EDUCATION (partial year)	M	\$13,735.81
DAVIS	HEATHER	TEACHER SPANISH 67%	B	\$37,751.15
DELEAULT	JILL	TEACHER MUSIC	M	\$53,644.00
DEVINE	CATHERINE	TEACHER HS SCIENCE	M	\$66,042.00
FLYNN	SHAWN	TEACHER HS MATH	M	\$65,570.00
FREEMAN	DENISE	TEACHER ART	M	\$68,542.00
GASPAR	AIMEE	TEACHER HS ENGLISH	B	\$53,876.00
GINGRAS	DAVID	TEACHER HS SOCIAL STUDIES	M	\$50,325.00
GNAEGY	LYNN	TEACHER FACS	M	\$64,570.00
GORMAN	CATHERINE	TEACHER HS MATH	M	\$65,570.00
GRANT	LESLEIGH	TRANSITIONAL SPECIALIST	M	\$64,570.00
HASTINGS	SHAUN	TEACHER HS MATH	B	\$40,857.00
HICKS	WILLIAM	STUDENT SUPPORT COUNSELOR	M	\$68,542.00
JOHNSON	CAITLIN	TEACHER FRENCH 50%	B	\$18,258.50
JOHNSON	MAGDALA	TEACHER HS MATH	B	\$39,410.00
KEEFE	PATRICK	TEACHER HS ENGLISH	M	\$56,963.00
KELLER	RYAN	TEACHER SPECIAL EDUCATION (partial year)	M	\$31,697.15
KEYES	SHANE	TEACHER HS SCIENCE	M	\$42,029.00
KILGORE	KAREN	TEACHER HS SCIENCE 50%	B	\$25,894.50
LANE	CONNER	TEACHER - PHYSICAL ED 58.35%	B	\$20,463.35
LANGELIER	WENDY	TEACHER SPECIAL EDUCATION 50%	M	\$24,333.50
MARTIN	PHILIP	TEACHER MUSIC	M	\$65,570.00
MCDONOUGH	SHAWN	TEACHER COMPUTERS	M	\$67,053.00
MILLS	JAROD	DIR OF HS ATHLETICS	M	\$68,000.00
MOWER	CHARLES	TEACHER TECH EDUCATION 62.5%	TECH	\$27,343.75
O'KEEFE	MICHAEL	TEACHER HS SCIENCE 50%	M	\$30,140.50
PARIS	HEIDI	TEACHER HS SOCIAL STUDIES	M	\$48,667.00
PARKER	DAWN	TEACHER SPECIAL EDUCATION	B	\$46,644.00
PARSONS	JEFFREY	GUIDANCE COUNSELOR	M	\$65,570.00
PEREZ	MICHAEL	ASST PRINCIPAL HIGH SCH	M	\$84,262.00
PERREAULT	DENNIS	TEACHER HS SOCIAL STUDIES	M	\$67,542.00
POTHIER	WILLIAM	TEACHER HS SCIENCE	M	\$64,553.00
POTTER	MEREDITH	TEACHER HS ENGLISH	M	\$61,482.00
RAYMOND	WILLIAM	GUIDANCE COUNSELOR 50%	M	\$32,276.50
ROTHHAUS	LAURIE	PRINCIPAL HIGH SCHOOL	M	\$99,477.00
SCARELLI	ALEX	TEACHER HS ENGLISH	M	\$43,239.00
SCHRATWIESER	JEANNE	TEACHER HS SCIENCE	M	\$61,482.00
SZEPAN	SHANNON	TEACHER - PHYSICAL ED	M	\$58,622.00
TARDIF	RAE	TEACHER SPANISH 50%	M	\$30,970.00
WATSON	JENNIFER	TEACHER SPANISH	M	\$38,710.00

# Campbell High School Class of 2015 Graduates

Jeffrey Charles Avitabile  
 Matthew R. Baddeley  
 Austin Vaughn Baker  
 Robert Joseph Baril  
 Christopher R. Beauregard<sup>1^#</sup>  
 Elise Jean Beauregard  
 Noah T. Benoit  
 Zachary Charles Bergeon  
 Kyle L. Biron  
 Joshua Chester Blackman  
 Christopher James Willmore Blundon  
 Ashley Erin Boomhower  
 Amy Catherine Bosteels<sup>1^\*#</sup>  
 Tyler Jayson Brennen<sup>^</sup>  
 Jessica Ashley Breton<sup>^</sup>  
 Tyler P. Butler  
 Stephen Zachary Byers  
 Gianna Marie Cataldo<sup>1^\*#</sup>  
 Shelby Jane Chacos<sup>1+##</sup>  
 Kelly Marie Chaisson<sup>^</sup>  
 Adam James Champagne<sup>\*</sup>  
 Daniel M. Childs  
 Connor Michael Cote<sup>1^\*#</sup>  
 Emily P. Coughlin  
 Meaghan Elizabeth Coughlin<sup>^\*</sup>  
 Nicholas Joseph Covert  
 Brendan Francis Curtin  
 John Paul Curtin, Jr.<sup>^+</sup>  
 Caitlyn Elizabeth Cyr  
 Rhiana Dawn Desmarais<sup>^+</sup>  
 Justin V. DiBenedetto  
 Jonathan Thomas Donaghey<sup>+</sup>  
 Travon Malik-Braccio Durham  
 Connor Taylor Farnham  
 Carrie Jane Fernandez<sup>^\*</sup>  
 Samantha Rae Fletcher<sup>\*+</sup>

Ryan T. Francis  
 Amber L. Galperin  
 Phillip W. Gatchell  
 Timothy F. Gaumond  
 Ryan William Glendye  
 Aleah N. Greene<sup>^</sup>  
 Jake Tyler Guarino  
 Kaley Elizabeth Hobbs  
 Brian R. Hubbard<sup>^</sup>  
 Valerie Jean Hubbard<sup>^</sup>  
 Christian A. Kamacho<sup>^</sup>  
 Katherine Rose Keane<sup>^\*</sup>  
 Michael Joseph Killoran<sup>^</sup>  
 Lauren Elise King  
 Brigid F. Klaf  
 Griffin Matthew Kmon<sup>+</sup>  
 Joshua Edward Knoll  
 Kyle Paul Kopaczynski  
 Emma Kathleen Kuczowski<sup>^\*</sup>  
 Megan Rose Lacasse  
 Austin Paul LaDuke<sup>^</sup>  
 Matthew Mark Walter Lepore<sup>1^\*##</sup>  
 Andrew Joseph Lombardi  
 Madeline Rose Mahoney  
 David M. Mailhiot<sup>^</sup>  
 Jesse Allen Mandravelis  
 Kyle S. Manning<sup>^</sup>  
 Susan C. Marino  
 Meredith Chloe Marr<sup>^</sup>  
 Miranda Marie Martel  
 Paul-Mark Constantine Mattucci  
 Marc Charles McClure  
 Megan Marie McCue<sup>^</sup>  
 Shaun Michael McLaughlin, Jr.<sup>^</sup>  
 Jessica L. McPhee<sup>^</sup>  
 Emily Kathryn Medeiros<sup>1^#</sup>  
 Alexander Thomas Minichiello

Emily R. Moreau<sup>^</sup>  
 Kevin J. Moreau  
 Carly Robin Mosnicka  
 Sean Casey Munnelly, Jr.  
 Hannah Rae Neild<sup>^\*</sup>  
 Bethany Dawn Newell<sup>^</sup>  
 Sarah Sloan Nolan<sup>^+</sup>  
 Sabrina Nicole Noury<sup>^</sup>  
 Amanda S. Pedersen<sup>^</sup>  
 Russell E. Powell-MacDermid  
 Rachel Eleanor Quenneville<sup>^</sup>  
 Connar W. Quigley<sup>^</sup>  
 Melissa Racheal Racine<sup>^</sup>  
 Franklin James Ramsay<sup>1\*#</sup>  
 Darien Elli Randolph<sup>^+</sup>  
 Brittany Lynn Richard<sup>^</sup>  
 Kelly Lynn Richardson  
 Kevin Joseph Robinson<sup>1^#</sup>  
 Jordyn Reneé Rochon<sup>+</sup>  
 Katelyn Noelle Roy  
 Morgan Jackson Roy  
 Andrew William Ryan<sup>^</sup>  
 Aaron J. Sigman<sup>^</sup>  
 Amanda Lyn Simoneau<sup>1^\*#</sup>  
 Andrew Paul Smarse  
 Rachel A. Stanhope  
 Julia Ann Taddonio  
 Michael David Thebodeau, Jr.  
 Jack Ryan Tremblay<sup>^</sup>  
 Kali Michele Trunca<sup>\*</sup>  
 Daniel R. Wallace<sup>^</sup>  
 Thomas J. Wallace<sup>^</sup>  
 Christian Barend Wallenmaier<sup>^</sup>  
 Sierra Lynne Walton<sup>^</sup>  
 Tyler Chase Walton<sup>^</sup>  
 Kaleigh A. Whitnell<sup>^</sup>  
 Jeremy John Wirbal

Valedictorian – Amy Bosteels

Salutatorian – Christopher Beauregard

<sup>1</sup>Top Ten

<sup>^</sup>New Hampshire Scholars

<sup>\*</sup>National Honor Society

<sup>+</sup>Student Council

<sup>#</sup>Academic Excellence Honors

# 2015-2016 LITCHFIELD SCHOOL DISTRICT CALENDAR

## School Board Approved 2/4/2015

AUGUST 2015				
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
31				

12 New Teacher Orientation

25-27 Teacher Workshop

31 1<sup>st</sup> Day of School

1 day

FEBRUARY 2016				
M	T	W	Th	F
1	2	<del>3</del>	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

3 ALL SCHOOLS  
2 HOUR DELAYED  
OPENING

22-26 Winter Recess - NS

16 days

SEPTEMBER 2015				
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	<del>30</del>		

4 Friday before Labor Day-NS

7 Labor Day

30 ALL SCHOOLS  
2 HOUR DELAYED  
OPENING

20 days

MARCH 2016				
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	

8 Teacher Workshop – NS

22 days

OCTOBER 2015				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	<del>28</del>	29	30

12 Columbus Day - NS  
(observed)

28 ALL SCHOOLS  
2 HOUR DELAYED  
OPENING

21 days

APRIL 2016				
M	T	W	Th	F
				1
4	5	<del>6</del>	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

6 ALL SCHOOLS  
2 HOUR DELAYED  
OPENING

25-29 Spring Recess - NS

16 days

NOVEMBER 2015				
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				

11 Veterans Day – NS

12 Teacher Workshop-NS

12 Parent/Teacher Conferences in evening

13 Parent/Teacher Conf. All Day - NS

25-27 Thanksgiving Recess

15 days

MAY 2016				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	<del>19</del>	20
23	24	25	26	27
30	31			

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

30 Memorial Day - NS (observed)

21 days

DECEMBER 2015				
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	

24-Jan 1 Holiday Recess - NS

17 days

JUNE 2016				
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	

Graduation – To Be Determined

22 Last day of school with 4 snow days

12 days

JANUARY 2016				
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 Holiday Recess cont. - NS

18 Martin Luther King, Jr. Day - NS

19 days

**NOTES:**

- Shaded Days and NS = No School
- 2 HOUR DELAY ALL SCHOOLS September 30, October 28, February 3 & April 6
- Early Release CHS Grades 9, 10 & 11 Only – May 19 12:35 pm

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

SEPT thru JAN - 93 DAYS      FEB thru JUNE - 87 DAYS  
180 Total Student School Days – 190 School, Snow & TW Days

Please Mark Your Calendar: Voting Day March 8, 2016

# LITCHFIELD SCHOOL DISTRICT

## ENROLLMENT - PROJECTIONS ELEMENTARY

Grade	Enrolled October 1, 2014	Enrolled October 1, 2015	Projected September 2016
Pre	34	35	37
Kindergarten	73	54	46
1	78	75	57
2	75	80	77
3	98	79	83
4	105	102	80
<b>Total</b>	<b>463</b>	<b>425</b>	<b>380</b>

## ENROLLMENT - PROJECTIONS MIDDLE SCHOOL

Grade	Enrolled October 1, 2014	Enrolled October 1, 2015	Projected September 2016
5	103	114	107
6	118	113	118
7	110	120	115
8	124	111	122
<b>Total</b>	<b>455</b>	<b>458</b>	<b>462</b>

## ENROLLMENT - PROJECTIONS HIGH SCHOOL

Grade	Enrolled October 1, 2014	Enrolled October 1, 2015	Projected September 2016
9	140	129	114
10	107	140	127
11	139	107	138
12	113	133	102
<b>Total</b>	<b>499</b>	<b>509</b>	<b>481</b>

**Combined  
Totals**

<b>1417</b>
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<b>1392</b>
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<b>1323</b>
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**LITCHFIELD SCHOOL DISTRICT  
DELIBERATIVE SESSION  
February 7, 2015  
The State of New Hampshire**

**Time, Place:** The meeting was called to order at 10:00 a.m. in the Campbell High School Auditorium.

**Present:** Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. Brian Bourque, Chair; Mr. Derek Barka, Vice Chair; Mr. John York, Mrs. Janine Lepore, Mrs. Mary Prindle.

Dr. Brian Cochrane, Superintendent of Schools; Mr. Frank Markiewicz, Business Administrator; Mr. Jason Guerrette, School District Clerk; Gordon Graham, Attorney for the District.

Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Scott Thompson, Griffin Memorial School Principal; Mrs Laurie Rothhaus, Principal, Campbell High School.

Budget Committee members: Mrs. Cynthia Couture, Chair; Mr. Andrew Cutter, Vice Chair; Mr. Ray Peebles; Mr. Chris Pascucci; Mr. William Spencer; Mrs. Keri Douglas, Mr. Frank Byron (Selectmen's Representative).

Ballot clerks: Mrs. Trisha Regan

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator, and reviewed the Moderator's rules and protocol for the Deliberative Session according to state law.

Mr. Regan introduced Mr. Brian Bourque, School Board Chair. Mr. Bourque introduced School Board members, SAU staff, and attorney.

Mr. Regan introduced Mrs. Cynthia Couture, Chairperson of the Budget Committee. Mrs. Couture introduced Budget Committee members.

Mr. Regan announced that elections will be held on March 10, 2015 from 7:00 am – 7:00 pm at CHS.

*Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.*

*CT-9*

As is customary, Mr. Regan asked voters if they were in favor of allowing non-voters and employees of the school district who were in attendance to comment during the meeting.

*The majority was in favor of allowing non-voters and/or employees of the district to comment during deliberative session by voice vote.*

Mr. Regan read Article A.

**ARTICLE A.**

*To elect by ballot the following School District Officers:*

<i>School Board Member</i>	<i>3-Year Term</i>
<i>School Board Member</i>	<i>3-Year Term</i>

The Moderator opened discussion of Article A.

Hearing no discussion, the Moderator indicated **Article A stands as written.**

Mr. Regan read Article 1 and indicated that Ms. Couture would speak to the article.

**ARTICLE 1**

*Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty-One Million, Thirty-One Thousand, Six Hundred Thirteen Dollars (\$21,031,613)? Should this article be defeated, the default budget shall be Twenty-One Million, Seventy-Six Thousand, Twenty-Three Dollars (\$21,076,023) 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.*

*This Article has an estimated tax impact of \$0.91 and was not recommended by the School Board by a vote of 0-5-0. The Article was recommended by the Budget Committee by a vote of 6-2-1.*

Ms. Couture Discussed the Proposed Operating Budget and the rationale and methodology of their work. She discussed how the Budget Committee met with the district administration to understand their priorities for the coming year. Budget Committee members toured the facilities and asked a number of questions. The Budget Committee's presentation is attached. The proposed budget represents a 91 cent tax increase. If the default budget were to pass, it would represent an additional 5 cents for a total of 96 cents to the tax rate. The School Board had presented a budget that would have increased the tax rate by almost 2 dollars. The Budget Committee left approximately \$423,000 to fund the districts expressed priorities. Ms. Couture listed the areas the Budget Committee looked to make reductions in areas of historical underspend. The district failed to provide backup data for the need for air duct cleaning consequently; it did not make the proposed budget. The budget committee felt the reduction of one bus route was warranted. There was support for increases in Buildings and Grounds. If all

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warrant articles pass an average Litchfield home would see an increase of \$1.20 in the tax rate or \$500 annually.

Ralph Boehm 6 Gibson Drive asked what the decrease in school population will be for the coming year.

Cindy. Couture – Currently 1307 students with a projection of 1267 students.

Steven Lowen - 7 Sugar Hill Lane – Can you explain the decline in revenues?

Frank Markiewicz – Decrease Similar to this year. The differences are \$800,000 in the unreserved fund balance of and in underspend of operating budget. There is also a slight decrease in adequacy aid.

Claudette Durocher, 158 Charles Bancroft Highway – What are the adjustments to the default budget?

Frank Markiewicz – Not sure I understand the question. Do you want to know all of the adjustments made to the default budget? Administration provides recommendation to School Board. Basically look at contractual obligations, under agreement with union. All salary increases are included and benefits. All contracted obligations are included in the recommendation to the Board. One time expenditures fall in to here; textbooks, computers, and furniture replacement from previous are not rolled up into the default budget. Transportation is also required. There is a substantial increase approximately a 5% increase across the board in the second year of the agreement.

John Latsha 10 McElwain Drive – My comments are for the Budget Committee, it appears that there is an increase in every line due to increased costs and there is the half million dollar bond payoff is absorbed in there so its actually a million dollar increase. Second issue is the ductwork cleaning. You were waiting on an estimate, wondering if district has received that estimate? Is it accurate?

Brian Bourque – We never received a written estimate, only a verbal.

John Latsha – How much was it?

Brian Bourque – 60 some-odd thousand dollars.

John Latsha – From what I understand it has never been done.

Brian Bourque – That is correct.

John Latsha – I'd like to make an amendment to do that but without a written estimate I can't do that without an exact number. It would not be appropriate.

Shana Dodge, 10 Herron Drive, - You say that the salary reduction was based on policy. Wondering if you could explain that?

Cindy Couture – Clarified what the question was. School District, I was on the board at the time, developed a policy. Ms. Couture read the School Board policy on student teacher ratio. Policy IHB Class size. She continued to say that a grid was developed to better understand the ratio and help make decisions based on the student enrollment.

Shana Dodge – I think there is confusion because of the exact numbers in this year's third grade.

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Cindy Couture – The budget committee uses projections. It is not the current enrollment. It is the projections that are used every year. It is projected that there will be 96 students in that upcoming 4<sup>th</sup> grade.

Shana Dodge – There are currently 99 in that grade.

Derek Barka – We started the year with 96 third grade students and have added three. On the whole the district has added 6 students at GMS and 3 at LMS. Overall enrollments are going down because classes graduating high school are larger classes. Incoming grades are at about 100 students. The School Board is concerned but the third grade cut understandable but the 4<sup>th</sup> grade will continue to be concerning.

Cindy Couture – This is a scenario that has been played out often over the years. We do not know until the summer what the actual numbers will be. It is perfectly within the right of the School Board to add staffing based on what the enrollment will actually be. The budget is just a dollar guideline. It does not mean that they cannot keep a teacher if they need to. We have used these guidelines for years.

Derek Barka – Ms. Couture is absolutely correct. If this was one teacher that we would have to absorb, perhaps, however we may have to add another first grade teacher this year. If we look historically, Kindergarten students have added a large number over the summer. Mr. Barka gave examples of enrollment numbers from Kindergarten to first grade for the past several years. If we gain 8 more students over the summer, the district would have to add a teacher. Finding teachers is difficult. Finding more than one is that much harder.

Brian Bourque – Mr. Barka is correct. It is a bottom line budget. We could probably find the money for a fourth grade teacher. The School Board would do what is right and best for the students, but keep in mind that money comes from somewhere. It may come from textbooks, supplies, maintenance, or other personnel. It has to come from somewhere. What was presented was what the School Board and administration believes it needs to operate the schools to the best of their abilities. So, yes we can add a fourth grade teacher, but it will come from somewhere. Where that is, who knows.

Bill Spencer – To follow up, looking back over the budgets year after year after year, it has been under spent. From anywhere of \$200,000 to \$300,000 easily. Not because they have had to cut back, but because they money was there and not needed. I have no reason to believe that the budget being presented to doesn't have that same amount of surplus in it.

Robin Corbeil – 4 Nesmith Court – looking at line 114 looks like a \$140,000 increase for para's and monitors. That seems large to me.

Cindy Couture – It could be IEP driven and is based on the population of the school.

Brian Bourque - Para's were all IEP driven

Derek Barka – 8 Simeon Lane – Making a motion to add \$80,000 salaries and benefits for the purposes of funding a teacher at GMS. (Modified after written submission to Motion to add \$80,000 to bottom line by moderator as a specific purpose if not allowed) This would change the proposed budget to \$21,111,613.

Mary Prindle 26 Deerwood Drive– Second the motion.

Cindy Couture – Budget Committee reduction was for \$55,000 not \$80,000. Budget Committee believes funding exists in budget, i.e. computers were generously funded. The reason was

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because the budget contained a lease/purchase for far less, but the budget committee felt funding for outright purchase was better option, adding an additional \$20,000 to do so. That does not prevent the district from proceeding with lease/purchase, thereby using the saving to fund an additional teacher if it decided to.

John Regan – Clarified that the bottom line number of the motion to be \$21,111,613.

Ralph Boehm – Can we get an idea of what Mr. Spencer was talking about and how much was underspent historically?

Bill Spencer – I don't have the exact figures with me, but it has been underspent every year. Last year some was attributable to revenue side of the equation. When I say \$200,000 that's been what it's been running.

Ralph Boehm – When I was on the School Board that is pretty much what it had been too. I think there is plenty of money in the budget if necessary. I said, "If" and we have always said we do not budget for "ifs"

Derek Barka – There was \$832,000 left over last year but largely due to revenues. There was a large refund from the LGA for insurance. The rest of the fund balance was from SPED dollars. When we budget for SPED it is a worst case scenario because you never know. School Board commits that if there is left over money in SPED it will be returned to the tax payer to offset next year's budget. We do always have roughly \$200-300,000 left over that is returned.

Mary Prindle – Speaking as a citizen added support to this motion. Our most important investment in our community is our teachers. We have policies. We make decisions based on projection not real students. We have real children in our schools and increased expenses and although this is a bottom line budget I support adding \$80,000 to invest in our teachers next year.

Cindy Couture – Someone asked about the history of unspent fund balance. 2011 had over \$370,000, 2012 had \$772,000, 2013 had \$392,000 and 2014 had \$367,000 of monies left over for an average of \$475,000 of monies the taxpayer over paid.

Sally Lowen - 7 Sugar Hill Lane – I would like to know the ration of teachers to administrators... How many administrators do we have?

Derek Barka – We don't really know. Let's see... (Mr. Barka attempts to list them from memory) No total exactly given.

Susan Scabrook – 33 Jamesway Drive – A point of clarification, the principal is half time at GMS.

Derek Barka – 119 teachers, 10 -12 administrators and a large number of paraprofessionals. Oh, and there is also other office staff.

Leanne Romano – 7 Country Lane – Supporting the motion and wanting to motion. Can we wait to do parking lot maintenance? I saw an increase in SPED. Does that not also put an additional burden on the teachers? We only have 23 in classroom but some may need extra help and that burdens teachers.

Chris Pascucci – If this motion passes it does not fund a fourth grade teacher. It adds to the bottom line. The school Board could decide to hire a teacher or not. Just like if it stays the way it is, they could hire a teacher or not. I believe they will do the right thing and if a fourth grade teacher is needed, they will hire one. I believe there is enough money in the budget. The bigger picture, no doubt this amendment could pass in this room, but the final say will be at the ballot

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box in March. Historically, voters have and may pick lower number. School Board has not recommended this budget, and their reason was for more money which is the default budget. If this passes this changes the totals causing the proposed budget to have the higher dollar amount. Also the Budget Committee would have the right to revote their recommendation if the number changes. I have no idea how that would go. But you do have the right to change it. It is up to you. Please consider all options.

Leanne Romano – Is there another way to word that? (The article) So that other people who do not have children in the schools might not see that the \$80,000 is in there.

John Regan – No

Keri Douglass – The budget has enough money in it. When looking at budget, the schools said because of declining enrollments there were looking at a 5 year plan to consider staffing. With declining enrollments we are not seeing lower administrative staff levels. We have 3 schools with fewer than 500 students. Rule of thumb has been an assistant principal for every 500 students. We could look at combining or splitting time. Possible \$100,000 is saving to provide funding for additional teachers. Looking at a decrease (enrollment) in town, we need to ask what we can afford. Don't wait five years. More than enough money if we truly need the teacher.

Leanne Romano – Can I propose the Schools revisit their budget?

John Regan – We are discussing the proposed amendment. That can be the next topic if you would like?

Brian Bourque – I believe Ms. Couture said the amount of money that was withdrawn was \$55,000. That did not include benefits. So the \$80,000 proposed addition includes benefits. The total removed by the budget committee for two teachers was \$174,675 if Mr. Barka's numbers are correct.

Sherry Fay – 10 Laurel Street – Projected numbers of third graders going to fourth grade? Is there currently 100 students going to fourth grade?

Cindy Couture – 99

Sherry Fay – So if there are 99 students and possibly one moving in, would that not put about 25 students per class? Not 22 or 23? As many as 25 in September?

Brian Bourque – Not sure what your question is but there are currently 99 students in third grade. The projection is for 96 students.

Sherry Fay – And give or take some move in students could be 25 per class in a fourth grade classroom? 4 teachers? I support Derek Barka's motion for adding \$80,000. I am a 17 year third grade teacher. I fully support that. There is no textbook, no computer, no playground equipment or colored pencil that can replace a student/teacher relationship. It is imperative that relationship exists and there is time in a day for that to offer them support to succeed.

Cindy Couture – That represents the Budget Committee sentiment. I want to remind you what the budget committee does. These are dollars and we use formulas to determine dollars. The school Board should in the summer, if they find they need staff, should provide one as they see fit. There are enough dollars to do that. We reduced dollars, not positions. It is within their right to do what is right for the students.

Janine Lepore – 17 Greenwich Road – Speaking as a citizen. I support the motion. There has been a lot of discussion of bottom line budget, this school board can find money if it wishes to, but I would like to

comment on the fact that the money in there is already allocated. Can it be shifted if necessary, and then it comes from something else that is in greater need. We need every dollar in the budget. I think looking backward is what the budget committee does, they look at historical things and that is like driving a car straight forward but looking in the rear view mirror. This is a town we would like to maintain and even improve the wonderful school system, the wonderful teachers. If we take a teacher away the class size may be less now but then in the future have to ramp back up. What does that do to the quality of the teachers? Having to hire someone else to replace them in a few years where class sizes may increase. This back and forth is misguided. In a wonderful school with wonderful teachers we need to maintain. Everyone should consider the additional money. Let's keep the teachers we have. Remember that every single bit of money is allocated. It isn't as spongy as the budget committee thinks it is.

Bill Spencer – Budget is made up of what the administration thinks it needs. What everyone thinks they need. Typically and I have done it in the past, you ask for what you think you need, but maybe a little bit more because everyone has a situation. When you put it all together the plus and minus' result in not necessarily needing all that money. That is a fact. Money is allocated initially, and last year we had a default budget. The administration sat down with a default number and allocated it where they saw fit. They had what they felt they needed and still we ended up under spending the budget. There is absolutely no reason that will not happen this year or next year. That's the name of the game, the way it works. If you want to add this money in, it increases the bottom line, but as Mr. Pascucci said will bring it over the default number and I guarantee we will run on default again next year, no question in my mind about it... We don't really have to add this money to the budget to accommodate what you want.

Dennis Miller – 37 Wren St. To Mr. Spencer's point, we are in a default budget this year. I would like to know how many positions were added this year since March this past year.

Brian Bourque – 2 to 3 positions (para's) at about \$25,000 each

Chris Pascucci – 12 Colonial Drive – I was watching the School Board meeting a few meetings ago. Did I hear correctly the administration discussing the current year budget that they are projecting a \$200,000 underspend this year and heard the terms that the district was in good shape? Those exact words, financially.

Cindy Couture – I have a financial report dated January 20<sup>th</sup> it says salaries report to mid year is about \$300,000 underspent.

Chris Pascucci – Last years the district had less money then they asked for. They did a goof job reprioritizing things and there will be money left over. Even if everyone says not on the ballot, there will still be \$500-600 more in taxes. This conversation should be happening at the School Board level about where they should spend and allocate their money. I believe there to be enough money in there. I want people to think forward. Are the voters going to vote for the lesser of two dollar accounts? If that is the case what are we really getting by adding this \$80,000 in there? One last point, a few years ago there was a mistake in the default budget and a change was made at the last minute. Although right now the default budget is higher than the proposed, the default could be changed by tens of thousands at the last minute if it was deemed a mistake like it was before. Just recently a mistake was made where they removed tens of thousands. We could really be hurting ourselves.

Keri Douglass – We keep hearing the word "need". We need this, we need that, and we need everything that is in the budget. If I truly believed that every line item was needed, believe me I would fight for it. I don't. I don't believe we need \$30,000 for a smart board that should be provided by the PTO. Our schools are amazing. The argument made was that we need them

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because we could do better. Where does that line stop? Shall we hire private tutors? Do we need several thousand dollar sports sheds? If sports wants them, why can't they raise the money? Do we truly need every dollar in there or are we using a different definition of the word need. Because to me, there is enough money in there to meet our needs and plenty to cover some of our wants.

Dennis Miller – So there were two or three Para's identified but none pending for next year?

Brian Bourque – That is correct. I wanted to clarify a point about smart boards provided by the PTO. They have only provided one.

Betty Vaughn – 10 Stark Lane – I want to play devil's advocate here, on the one hand we say we are under spending by \$200-300,000 per year on the other hand if you watch the school board meetings you will see that every year they are not helping the grounds situation, its like there is a whole list of things we are not doing because we are never funded adequately, so yes you could say it may be because they do not have room in the budget to help building and grounds because we do not have the money to do it. So, I mean, I think, that if the board who are the people we voted for, the experts, that we need a teacher, you know we could listen to them.

Ray Peeples – 205 Charles Bankroft HWY – What drives the budget. We are right now being driven by the emotion over a teacher. We ask the school board not to drive it that way. We ask to approach from the view as dollars and sense. I ask you out there to take a look at the detailed budget, not the roll up, the line item budget and look at it. Here is two pages, just two where, two new storage sheds, replace existing storage shed, replace wood ramp, when you get down on these two pages, there is \$12,500 of wants and maybe \$2,000 of need. These are increases in services because they don't want to put their stuff at the sports field. There is enough money to fund this teacher. I don't care what anybody says, the budget committee can clearly see this. I urge to vote on facts not emotions. That is what we used to get here.

John Regan – Remember, we are not adding dollars for a teacher, we are adding dollars to the budget.

Robin Corbeil – I appreciate input and time of the Budget Committee but you didn't cut all of those other things, you cut a teacher. If other things came up for discussion maybe it would be different, but I rely on you to go through that budget because I don't have time, I am busy teaching your kids. You should pick the things that really need to be cut out and don't cut a teacher. That is why we are talking about a teacher. We aren't talking about sheds, or technology. You did not cut those. If those had been cut it would be an easier discussion. But we trusted you to make cuts and now this is the result.

Cindy Couture – We are following a formula in use for the last ten years. We are not cutting a teacher, its looking at dollars.

John Regan – Am I correct, you did not cut a teacher, you recommended a budget the district to work in? They now have to either build a shed or cut a teacher.

Robin Corbeil – Wasn't it from a salary line?

Cindy Couture – It took a salary average out of thin air.

Robin Corbeil – We cut it from a salary line not a maintenance line or technology line and that's why the discussion is about salary and not maintenance or technology.

Chris Pascucci – I would like to add that after the budget hearing, talk to add the money back was discussed anticipating this reaction I asked the money be added back to this line and removed from the bottom line. I was put in my place by other members saying I was insulting the voter. Because you all know its bottom line and you can see there is not difference. We could have added it back in and remove it elsewhere but that would have meant nothing. Because it's a bottom line budget. Go to the next school board meeting after the next budget is approved and tell them exactly where you would like them to spend the money. Tell them we want a teacher, not a door, not a shed or not anything else you want to cut, but not a teacher.

Mary Prindle – Mr. Moderator, I would like to call the question

Seconded. Motion passes.

John Regan – Vote on the amendment to Article 1 to add \$80,000 to the bottom line. I have a request for a secret ballot. We will use blue sheets number 11.

Leanne Romano- I have a quick question as I have to leave, a question for the school board only. Because the budget committee made their bottom line, can I amend article 1?

John Regan – We can discuss that after we vote on this amendment.

Leanne Romano – I have to go is there any other way?

John Regan – No. We will use #11 on the blue sheet. Please mark the ballot and it will be collected. We have a count for the amendment to add \$80,000 to the bottom line. 25 yes, 28 no. The amendment fails. We are back to the Article as written. Further discussion on Article 1?

Jason Guerrette- 11 Perry Court. I have a couple questions on the default budget calculation. I noticed this year's default budget included increase in adult education line, a self funded line. That isn't contractual. I believe a mistake. An increase in the tech plan of about \$6700, an increase in vocation tuition of about \$6200, there is a multi year increase in a curriculum plan of \$44,000 written up as a school board approved plan which is not a voter approved plan because we are currently under a default.. Grand total about \$180,000 in the default budget that I believe should not be there. We all agreed a few years ago that because of mistakes made in the default budget that the board discovered at the last minute and the board attorney Mr. Graham agreed to as mistakes, went back and redid the calculation. The board the agreed to always send the default budget to the school attorney to ensure they had not mistakenly calculation the default budget. I know they did not do that this year as I asked him directly and he said he had not seen it. My question is if we could please have an explanation as to how those items I mentioned fit within the law on default budget as they are neither mandated by law nor contractual.

Frank Markiewicz – I didn't list the specifics of what you were asking but in general terms, as you know the administration makes a recommendation to the school board as to what should be included in the default budget. The RSA is as you have mentioned in the past, talk about previous appropriation, there are contractual obligations the district must meet and contractual can be open to some interpretation as the school board has in past years they have taken the tech plan and considered it a contractual obligation as you know is approved by the school board as required by Department of Education and the boards has determined to take this forward to the default.

Jason Guerrette – While I understand what you are saying, I respectfully disagree. Every year there is a standing committee that puts forth a five year plan and I can remember year after year it not being able to be fully implemented because the voter did not approve of it in the proposed budget. So once we go to default, you are free to spend that money as you see fit or need to it does not become part of the default budget, it becomes part of proposed budget if you need additional funding. Any multi year plan or

obligation can be approved by the legislative body, the voter, not the governing body (School Board) and its clear in the RSA's and am sure Mr. Graham could explain that. The school board cannot incur future obligation in a multi year plan without concurrence by the legislative body.

The next one is vocational tuition as I asked about this at the last board meeting. It was discussed that the vocation plan is projecting the number of students for a future school year that may or may not take those course. Today's number of students is 24 with a projection of 30. Again those numbers are fine for the proposed budget, but not for the default budget. It needs to be the same as last year. The next is the curriculum review cycle. I certainly understand the school board used to have a 7 year cycle where all curriculum is reviewed on a schedule. Not a default budget item as it calls for same level of appropriation. Until a proposed budget passes with increased levels of funding, then the default must remain the same as required by RSA. I would like to know if Frank believes that the school board has chosen to add this.

Frank Markiewicz – I make a recommendation for the school board to decide whether to include or not. I can't comment on what the school board believes.

John Regan – We are asking how the default was calculated. We can't change this here can we?

Jason Guerrette – Yes, it can be changed right after this meeting by the School Board upon discovering new information up to the time the ballot is printed.

Gordon Graham (School Board attorney) – What is the question?

Jason Guerrette – Mr. Graham, the question is the School Board has added \$6714 dollars to the tech plan which has never been approved by the voter or legislative body. \$6200 in vocation tuition increase, \$44,000 in a multi year curriculum plan, and also in the adult education program which they offer, I believe an \$18000 increase to the salary line.

Gordon Graham – Let me stop you there. I have not looked at the default budget. You know what the definition of the default budget is. It the operating budget last year, increased or decreased as the case may be by obligations that are mandated by law or contracts, and reduced and increased by items that are a one time expenditure or debt service. So you have those definitions. The school board takes a look at all of those. There are frequently multi year obligations, not obligations, multi year plans that involve both curriculum or technology that were approved by the State Dept. of Education that involve, so that those expenditures are not one time expenditure and they carry on and are not removed from the district budget. For example, you could argue that any kind of purchase, a computer one time, that you aren't ever going to purchase one again. Not so. Because the school board can say the want to develop a technology plan that they are required to and get it approved by the State, a five year plan that you know, that the money to fund that plan is not a one time expenditure and it not be reduced from the default budget. So it's a complex calculation as you know. In terms of the obligations to send students to the tech program, there are contracts to provide opportunities to students who want to avail themselves of career technical education and it's the districts obligation to make sure those students have an opportunity to participate in those programs in order to benefit from those programs. So those are all expenses that do not surprise me are included in the default budget. So, I did not review any of the documents, I do not have any details about the information, but hopefully that is an explanation.

Jason Guerrette – I do not disagree with your explanation except that we do need to provide opportunities, but those are in the proposed budget. The law tells us how to fund them under a default budget condition. The default budget requires a level of appropriation, not a level of service that then requires funding to maintain that level of service. This is about a dollar amount, not a service level. The default continues the exact same budget we are currently using. We

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returned hundreds of thousands of dollars this year proving there is enough money in the budget. This is not a level funded budget. Dollar for dollar is more in the default budget next year than is this year.

NH RSA 40:13

(b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision

John Regan – Further discussion on article 1 as written?

Hearing no further amendments or discussion, Mr. Regan indicated that **Article 1 will appear on the ballot as written.**

Mr. Regan read Article 2 and indicated that Mr. Barka will speak to the article.

#### ARTICLE 2

*Shall the Litchfield School District vote to raise and appropriate the sum of Seventy-Nine Thousand, Five Hundred Thirty-Six Dollars (\$79,536) for the purpose of funding salary and benefits for a full-time District Technology Database Administrator position to support the new Student Information System?*

*This Article has an estimated tax impact of \$0.10 and was recommended by the School Board by a vote of 5-0-0 and was recommended by the Budget Committee by a vote of 9-0-0.*


Derek Barka – This article is to hire a new database administrator. Two functions are to support the installation of a new Student Information System. Going to implement this system over two years. Second reason to support district 5 year tech plan. Existing staff has Director of technology. Server infrastructure. Also have an entry level IT guy. Does PC support, troubleshooting. We have a lot for two people to maintain and need to increase staff.

Ralph Boehm- Has anyone thought of making this a special warrant article so that the money can only be used for the specific purpose?

Cindy Couture – That would have had to be decided by the School Board.

Gordon Graham- Can't change it now.

Frank Byron – Under what law?

Gordon Graham – Under the law of warning, you can't change it too a special article at town meeting. 

Ralph Boehm – I suggest in the future you make them special so they pass.

Dennis Miller – Is the language of the warrant article such that this person can only support the SIS?

Gordon Graham – No, it's not a special warrant article

Dennis Miller – So it isn't a limiting factor?

Gordon Graham – No

Dennis Miller – Did the School Board consider using a consultant for this perhaps the vendor we are using to provide this instead of adding another full time position?

Derek Barka – Implementation will take several months or so. Long term we want someone to mine data to make best use of the information.

John Regan - Hearing no further amendments or discussion, Mr. Regan indicated that **Article 2 will appear on the ballot as written.**

Mr. Regan read Article 3 and indicated Mr. Bourque will speak to the article.

### **ARTICLE 3**

***Shall the Litchfield School District vote to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000) to enhance exterior video capacity to include main entrance and perimeter of the building, new call box/system for visitors seeking entrance to the building during school hours, and exterior audio annunciators for emergency broadcast at Griffin Memorial School, Litchfield Middle School and Campbell High School?***

*This Article has an estimated tax impact of \$0.10 and was recommended by the School Board by a vote of 5-0-0 and recommended by the Budget Committee by a vote of 9-0-0.*

Brian Bourque - Last year there was an approved warrant article to improve security. This included all locks, proximity card access and computerized control access center. This year looking to phase 2 will provide new cameras. These cameras would allow a full body image rather than just the face. More high tech and can record. Also perimeter outdoor cameras. Lastly an outdoor alarm system. See slides.

Susan Seabrook – Speaking as a citizen. Security is the utmost importance. Support this system.

Phil Reed – Unless you have been living in a shell, I don't care how much money it takes. Upgrade security. I urge we support this.

John Latsha- Who monitors people coming into schools now? One person? So if we add this additional security around the school will that one person be able to handle the extra work?

UH



Brian Bourque – That person would still be just observing people coming in. We would the ability to.....This person will not be responsible for monitoring this equipment. The cameras are so we have a record after the fact.

John Latsha – If a person had a weapon outside the perimeter of the school, who could react to that on an immediate basis?

Frank Markiewicz – I can't comment on hypothetical security issues.

Bill Spencer – motion to close reconsideration of Article 1

Seconded – Passes on voice vote.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 3 will appear on the ballot as written.**

Mr. Regan read Article 4 and indicated Mr. Bourque will speak to the article.

#### ARTICLE 4

*Shall the Litchfield School District vote to raise and appropriate the sum of Forty-Seven Thousand, Three Hundred Eighty dollars (\$47,380) to reclaim and resurface the GMS paved playground area?*

*This Article has a tax impact of \$0.03 and was recommended by the School Board by a vote of 5-0-0 and recommended by the Budget Committee by a vote of 9-0-0.*

Brian Bourque- GMS parking lot is in rough shape. Been crack and sealed in the past few years and is in dire need to be rehabilitated.

See Slides

Phil Reed – Must be bad seeing a unanimous endorsement by the Budget Committee. Mr. Moderator have you scheduled time for announcements? Want take opportunity to congratulate Mr. Barka for selection as 40 under 40 in NH.

Shana Dodge – When was this last done and hearing there is a fence that may need to be ripped out.

Brian Bourque – Not sure when it was done last but there will be no issue with fence.

Susan Seabrook – Speaking as a citizen. Whenever playground is frozen this is the only place for children to play on. Many cracks, my job security but would like to see this repaved please support this.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 4 will appear on the ballot as written.**

John Regan – Now an opportunity for announcements



Brian Bourque – I would like to invite Dennis Miller Up. School Board and town want to thank Mr. Miller for his service on the School Board. Also would like to thank Ms. Prindle for jumping in and helping this year.

Cindy Couture – Would like to thank Andrew Cutter as he will not be running for his seat. I volunteer at the Red Cross. They will install smoke detectors free of charge, please see me for more information.

Mr. Regan read Article 5 and indicated that Mr. Bourque will speak to the article.

**ARTICLE 5**

*Shall the Litchfield School District vote to raise and appropriate the sum of Twenty-Two Thousand, Eight Hundred dollars (\$22,800) for the purpose of funding the salary for a part-time (27.5 hours) Math Tutor at Griffin Memorial School?*

*This Article has an estimated tax impact of \$0.03 and was recommended by the School Board by a vote of 5-0-0 and recommended by the Budget Committee by a vote of 8-0-0.*

We have a need for a math tutor at GMS for those non Title 1 kids that need additional help.

Hearing no amendments or further discussion, Mr. Regan indicated that Article 5 will appear on the ballot as written.

The Moderator thanked all who attended and accepted a motion to adjourn at 11:45 a.m. The motion was seconded. The motion passed unanimously by voice vote.

A true record of the  
Litchfield School District Deliberative Session

Attest:



Jason Guerrette  
School District Clerk

Submitted: February 24, 2015



**2015 LITCHFIELD SCHOOL DISTRICT WARRANT  
STATE OF NEW HAMPSHIRE**

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

**FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)**

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, February 7, 2015, at 10:00 o'clock in the forenoon for explanation, discussion, and debate of warrant articles number 1 through number 5. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

**SECOND SESSION OF ANNUAL MEETING (VOTING)**

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 10, 2015, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

**ARTICLE A**

To elect by ballot the following School District Officers:

School Board Member	3-Year Term
School Board Member	3-Year Term

**ARTICLE 1**

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty-One Million, Thirty-One Thousand, Six Hundred Thirteen Dollars (\$21,031,613)? Should this article be defeated, the default budget shall be Twenty-One Million, Seventy-Six Thousand, Twenty-Three Dollars (\$21,076,023) 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: \$0.91*

*Not Recommended by the School Board  
Vote 0-5-0*

*Recommended by the Budget Committee  
Vote 6-2-1*

**ARTICLE 2**

Shall the Litchfield School District vote to raise and appropriate the sum of Seventy-Nine Thousand, Five Hundred Thirty-Six Dollars (\$79,536) for the purpose of funding salary and benefits for a full-time District Technology Database Administrator position to support the new Student Information System?

*Estimated Tax Impact: \$0.10*

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

*Recommended by the Budget Committee  
Vote 9-0-0*

**ARTICLE 3**

Shall the Litchfield School District vote to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000) to enhance exterior video capacity to include main entrance and perimeter of the building, new call box/system for visitors seeking entrance to the building during school hours, and exterior audio annunciators for emergency broadcast at Griffin Memorial School, Litchfield Middle School and Campbell High School?

*Estimated Tax Impact: \$0.10*

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

*Recommended by the Budget Committee  
Vote 3-2-4*

**ARTICLE 4**

Shall the Litchfield School District vote to raise and appropriate the sum of Forty-Seven Thousand, Three Hundred Eighty dollars (\$47,380) to reclaim and resurface the GMS paved playground area?

*Estimated Tax Impact: \$0.06*

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

*Recommended by the Budget Committee  
Vote 9-0-0*

**ARTICLE 5**

Shall the Litchfield School District vote to raise and appropriate the sum of Twenty-Two Thousand, Eight Hundred dollars (\$22,800) for the purpose of funding the salary for a part-time (27.5 hours) Math Tutor at Griffin Memorial School?

*Estimated Tax Impact: \$0.03*


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

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

**GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 21<sup>st</sup> DAY OF JANUARY 2015.**

  
\_\_\_\_\_  
Brian Bourque, Chair

  
\_\_\_\_\_  
Derek Barka, Vice Chair

  
\_\_\_\_\_  
Janine Lepore

  
\_\_\_\_\_  
John York

  
\_\_\_\_\_  
Mary Prindle

**Litchfield School Board**

**LITCHFIELD SCHOOL DISTRICT MEETING  
ELECTION RESULTS  
MARCH 10, 2015  
The State of New Hampshire**

**Election of Officers**

**School Board:**            **Nicole Quintana, 642 votes, elected, three-year term**  
                                 **Derek Barka, 734 votes, elected, three-year term**  
                                 **Jason Guerrette, 413 votes**  
                                 **Cecile Bonvouloir, write-in, 134 votes**

**Warrant Articles**

**ARTICLE 1**

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty-One Million, Thirty-One Thousand, Six Hundred Thirteen Dollars (\$21,031,613)? Should this article be defeated, the default budget shall be Twenty-One Million, Seventy-Four Thousand, Seven Hundred Forty-Nine Dollars (\$21,074,749) 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:    \$0.91*

*Not Recommended by the School Board  
Vote 0-5-0*

*Recommended by the Budget Committee  
Vote 6-2-1*

**Passed    Yes: 628  
                 No: 493**

**ARTICLE 2**

Shall the Litchfield School District vote to raise and appropriate the sum of Seventy-Nine Thousand, Five Hundred Thirty-Six Dollars (\$79,536) for the purpose of funding salary and benefits for a full-time District Technology Database Administrator position to support the new Student Information System?

*Estimated Tax Impact:    \$0.10*

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

*Recommended by the Budget Committee  
Vote 9-0-0*

**Passed    Yes: 585  
                 No: 547**



**ARTICLE 3**

Shall the Litchfield School District vote to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000) to enhance exterior video capacity to include main entrance and perimeter of the building, new call box/system for visitors seeking entrance to the building during school hours, and exterior audio annunciators for emergency broadcast at Griffin Memorial School, Litchfield Middle School and Campbell High School?

*Estimated Tax Impact: \$0.10*

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

*Recommended by the Budget Committee  
Vote 3-2-4*

**Passed Yes: 608  
No: 524**

**ARTICLE 4**

Shall the Litchfield School District vote to raise and appropriate the sum of Forty-Seven Thousand, Three Hundred Eighty dollars (\$47,380) to reclaim and resurface the GMS paved playground area?

*Estimated Tax Impact: \$0.06*

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

*Recommended by the Budget Committee  
Vote 9-0-0*

**Passed Yes: 577  
No: 553**

**ARTICLE 5**

Shall the Litchfield School District vote to raise and appropriate the sum of Twenty-Two Thousand, Eight Hundred dollars (\$22,800) for the purpose of funding the salary for a part-time (27.5 hours) Math Tutor at Griffin Memorial School?


*Estimated Tax Impact: \$0.03*

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

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

**Passed Yes: 635  
No: 501**

**A true report of the 2015 Litchfield School District election results, attest:**

  
**Jason Guerrette  
School District Clerk  
March 11, 2015**



**2016 LITCHFIELD SCHOOL DISTRICT WARRANT  
STATE OF NEW HAMPSHIRE**

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

**FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)**

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, February 6, 2016, at 10:00 o'clock in the forenoon for explanation, discussion, and debate of warrant articles number 1 through number 5. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

**SECOND SESSION OF ANNUAL MEETING (VOTING)**

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 8, 2016, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

**ARTICLE A**

To elect by ballot the following School District Officers:

School Board Member  
School Board Member

3-Year Term  
3-Year Term



**ARTICLE 1**

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty-One Million, Four Hundred Forty-Five Thousand, Seven Hundred Seventy Dollars (\$21,445,770)? Should this article be defeated, the default budget shall be Twenty One Million, Three Hundred Ninety Thousand, Three Hundred Twenty One Dollars (\$21,390,321) 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: \$1.03*

*Recommended by the School Board  
Vote 3-1-0*

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

**ARTICLE 2**

Shall the Litchfield School District vote to raise and appropriate the sum of Forty Thousand dollars (\$40,000) for a district-wide assessment of school buildings and school systems with a report to include the analysis and remediation on issues of building code, physical plan, and program analysis, to provide a road map to the adoption of a school district capital plan?

*Estimated Tax Impact: \$0.05*

*Recommended by the School Board  
Vote 4-0-0*

*Recommended by the Budget Committee  
Vote 5-3-0*

**ARTICLE 3**

Shall the Litchfield School District vote to establish a capital reserve fund under the provisions of RSA 35:1 to be known as the Technology Capital Reserve Fund for the purpose of funding the acquisition and replacement of hardware, software and other technology equipment; and raise and appropriate up to One Hundred Thousand dollars (\$100,000) to be placed in the fund and authorize the use of that amount from the June 30, 2016 unreserved fund balance available for transfer on July 1 of this year; and to designate the School Board as agents to expend?

*Estimated Tax Impact: \$0*

*Recommended by the School Board  
Vote 4-0-0*

*Recommended by the Budget Committee  
Vote 5-3-0*

**ARTICLE 4**

Shall the Litchfield School District vote to raise and appropriate up to Fifty Thousand dollars (\$50,000.00) to be added to the Building Maintenance Capital Reserve Fund established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance available for transfer on July 1 of this year?

*Estimated Tax Impact: \$0*

*Balance of fund as of June 30, 2015: \$50,873.49*

*Recommended by the School Board  
Vote 4-0-0*

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

**ARTICLE 5**

Shall the Litchfield School District vote to raise and appropriate up to One Hundred Thousand dollars (\$100,000.00) to be added to the Special Education Capital Reserve Fund established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance available for transfer on July 1 of this year?

*Estimated Tax Impact: \$0*


*Balance of fund as of June 30, 2015: \$103,953.77*

*Recommended by the School Board  
Vote 4-0-0*


*Not Recommended by the Budget Committee  
Vote 2-6-0*

**2016 LITCHFIELD SCHOOL DISTRICT WARRANT  
STATE OF NEW HAMPSHIRE**


**GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 20<sup>th</sup> DAY OF JANUARY 2016.**

  
\_\_\_\_\_  
Brian Bourque, Chair

  
\_\_\_\_\_  
Derek Barka, Vice Chair

  
\_\_\_\_\_  
Janine Lepore

\_\_\_\_\_  
John York

  
\_\_\_\_\_  
Nicole Quintana

**Litchfield School Board**

**LITCHFIELD SCHOOL DISTRICT  
DELIBERATIVE SESSION  
February 6, 2016  
The State of New Hampshire**

Time, Place: The meeting was called to order at 10:00 a.m. in the Campbell High School Auditorium.

Present: Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. Brian Bourque, Chair; Mr. Derek Barka, Vice Chair; Mr. John York, Mrs. Janine Lepore, Mrs. Nicole Quintana.

Mr. James L. O'Neill, Superintendent of Schools; Mr. Frank Markiewicz, Business Administrator; Michele E. Flynn, Administrative Assistant; Diane Gorrow, Attorney for the District.

Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Scott Thompson, Griffin Memorial School Principal; Mrs Laurie Rothhaus, Principal, Campbell High School; Dr. Julie Heon, Director of Curriculum and Instruction; Mrs. Devin Bandurski, Director of Special Services; Mr. Jason Pelletier, Director of IT; Mrs. Hollie Messenger, Director of Human Resources, Mrs. Hilda Lawrence, Director of Food Services

Budget Committee members: Mrs. Cynthia Couture, Chair; Mrs. Keri Douglas, Vice Chair; Mr. Chris Pascucci; Mr. William Spencer; Mr. Robert Keating, Mr. Frank Byron (Selectmen's Representative).

Ballot clerks: Mrs. Trisha Regan, Mrs. Nancy Pinciario

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator, and reviewed the Moderator's rules and protocol for the Deliberative Session according to state law.

Mr. Regan introduced Mr. Brian Bourque, School Board Chair. Mr. Bourque introduced School Board members, SAU staff, and attorney.

Mr. Regan introduced Mrs. Cynthia Couture, Chairperson of the Budget Committee. Mrs. Couture introduced Budget Committee members.

Mr. Regan announced that elections will be held on March 8, 2016 from 7:00 am – 7:00 pm at CHS.

*Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.*

As is customary, Mr. Regan asked voters if they were in favor of allowing non-voters and employees of the school district who were in attendance to comment during the meeting.

*The majority was in favor of allowing non-voters and/or employees of the district to comment during deliberative session by voice vote.*

Mr. Regan read Article A.

**ARTICLE A.**

***To elect by ballot the following School District Officers:***

<b><i>School Board Member</i></b>	<b><i>3-Year Term</i></b>
<b><i>School Board Member</i></b>	<b><i>3-Year Term</i></b>

The Moderator opened discussion of Article A.

Hearing no discussion, the Moderator indicated **Article A stands as written.**

Mr. Regan read Article 1 and indicated that Ms. Couture and Mr. Bourque would speak to the article.

**ARTICLE 1**

***Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty-One Million, Four Hundred Forty-Five Thousand, Seven Hundred Seventy Dollars (\$21,445,770)? Should this article be defeated, the default budget shall be Twenty One Million, Three Hundred Ninety Thousand, Three Hundred Twenty One Dollars (\$21,390,321) 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.***

*This Article has an estimated tax impact of \$1.03 and was recommended by the School Board by a vote of 3-1-0. The Article was recommended by the Budget Committee by a vote of 6-2-0.*

Mrs. Couture made the following statements:

School District Budget was received in November  
Superintendent and Business Administrator conducted tours of school facilities for Budget Committee members.

Reviewed line by line over 5 meetings in November and December

The budget information was presented by the School Board representative, Superintendent, Business Administrator and department heads as needed before voting.

Final votes on budgets and Warrant Articles on January 7.

### **Decision Criteria**

Mrs. Couture explained the Budget Committee made their recommendations based on the following criteria:

- Consider history of actual spending of previous years
- Consider School District Priorities as presented
- Consider year to date actual spending of current budget
- Consider the rationale for why dollars are being requested by the school district and educational professionals as well as any data presented.
- Consider what was a reasonable budget to present to the voters given fixed cost increases and revenue projections.

Mrs. Couture presented the school district budget review:

- The School District Budget submitted to the Budget Committee was \$893,994 more than last years approved budget.
- This would have been an increase of 4.48% and a tax increase of \$1.70
- The Budget Committee made numerous reductions that combined with some additional reductions by school administration totaled \$593,695.
- The Recommended budget is still \$300,299 more than last years approved budget.
- The projected increase is 1.5% with a tax impact of an increase of \$1.02
- Revenues continue to decline with State and Federal Revenues about \$400,000 less than last year.
- The Default Budget is \$55,449 less than the proposed budget.

Kathleen Follis, & Mike Lane, asked if the Superintendent's salary was adjusted as part of the reductions made by the Budget Committee.

Mrs. Couture indicated that the Superintendent's salary and health insurance lines were reduced by \$30,000.

Mr. Spencer requested an update of registrations for Kindergarten and Grade 1.

Mr. Thompson reported that there are 69 students enrolled in Grade 1 for 2016-17. He indicated that there are another five families that will most likely register for Grade 1. He noted 73 are anticipated.

Mrs. Couture commented that information is significant because the Budget Committee looks at staff numbers based on enrollment and it is difficult to predict with Grade 1 until we have early enrollment numbers.

Hearing no further discussion, Mr. Regan indicated that **Article 1 will appear on the ballot as written.**

Mr. Regan read Article 2 and indicated that Mr. Bourque will speak to the article.

## **ARTICLE 2**

***Shall the Litchfield School District vote to raise and appropriate the sum of Forty Thousand dollars (\$40,000) for a district-wide assessment of school buildings and school systems with a report to include the analysis and remediation on issues of building code, physical plan, and program analysis, to provide a road map to the adoption of a school district capital plan?***

*This Article has an estimated tax impact of \$0.05 and was recommended by the School Board by a vote of 4-0-0 and was recommended by the Budget Committee by a vote of 5-3-0.*

Mr. Bourque explained with the unknown age and condition of mechanical systems it is difficult to predict when a major breakdown will occur. He indicated that in order to properly prepare a Capital Improvement Plan, an assessment of the district's school buildings and systems is critical and necessary. Mr. Bourque indicated that the first step of a broad-based facilities initiative to develop a capital improvement plan must be a thorough, systematic examination of our school buildings. An assessment of the interior and exterior building systems will provide the age of the systems or components and a repair history so that we can determine how well the system or component functions under the demands of regular operation. Assessment items include roofs, walls, windows, sidewalks and steps, lighting, parking areas, playgrounds, athletic fields, heating systems, ventilation, plumbing systems, electrical systems, floors, walls, ceilings, furniture and fixtures. The assessment will also determine if the buildings support educational programs, student services, administration, operation, community use and security.

Kathleen Follis, 8 Mike Lane, commented she heard statements about having a capital plan. She asked if that means that nothing has been done to track these items.

Mr. Bourque indicated that the district has a maintenance plan and has been utilizing the facilities software for some time, but the staff is not certified to do this type of assessment. He commented that an independent, licensed company will perform the assessment.

Mrs. Follis asked if there will be a report or system of tracking what is discovered as a result of the assessment.

Mr. Bourque indicated all the data will be entered into the facilities software.

Mrs. Follis asked if the company that performs the assessment use our data for tracking.

Mr. Markiewicz commented the district would like to go to bid to hire a company to specifically assess the mechanical systems. He indicated the company will perform the assessment and provide a report that will determine the current conditions and the opportunity to continue as well as life expectation of the systems and components. He noted we will enter this data into our facilities software so we can provide that information.

Mrs. Follis asked what would happen if the bid is higher than what is in the warrant article.

Mr. Markiewicz indicated the district polled companies about the cost of the scope of work by those who perform that type of assessment.

Cindy Couture, 41 Stark Lane, commented the district had several studies done regarding the buildings, but those studies are at least 10 years old or more. She indicated there has never been a comprehensive look at our facilities. She noted this is an important step.

Ralph Boehm, 6 Gibson Drive, commented the School Board had a fire safety study done for GMS some years ago and made sure that the company looked at the fire safety assessment. He asked if we are sure this company will only do the assessment and is not looking to do the work.

Mr. Markiewicz indicated our intent would be to hire a company that specializes in doing the assessment and not trailing to do the work. He commented the district has contractors that can do the work. He noted that the School Board wants an independent report so we can determine the true condition of our systems.

Hearing no further discussion, Mr. Regan indicated that **Article 2 will appear on the ballot as written.**

Mr. Regan read Article 3 and indicated Mr. Bourque will speak to the article.

### **ARTICLE 3**

***Shall the Litchfield School District vote to establish a capital reserve fund under the provisions of RSA 35:1 to be known as the Technology Capital Reserve Fund for the purpose of funding the acquisition and replacement of hardware, software and other technology equipment; and raise and appropriate up to One Hundred Thousand dollars (\$100,000) to be placed in the fund and authorize the use of that amount from the June 30, 2016 unreserved fund balance available for transfer on July 1 of this year; and to designate the School Board as agents to expend?***

*This Article has an estimated tax impact of \$0 and was recommended by the School Board by a vote of 4-0-0 and recommended by the Budget Committee by a vote of 5-3-0.*

Mr. Bourque explained the district is required to create, implement and update a technology plan. He indicated the plan is to focus technology priorities toward the infrastructure necessary to promote teaching, learning, assessing and producing powered with technology. The capital reserve fund will serve to stabilize the funding of itemized expenses according to each year of the technology plan, and to ensure that future planned purchases are likely to be realized. Additionally, the funds will help the district meet



unanticipated, critical expenditures not included in the technology plan. Mr. Bourque indicated the funds will provide for critical devices that fail and hardware that no longer supports software.

Mr. Pascucci commented that he voted not to recommend this article for several reasons. He stated there is always a tax impact even when the article states there is no tax impact. He indicated if any money remains from the budget at the end of the year it is typically returned to the taxpayers. He commented that money will be used to fund the reserve fund if this article is approved. Mr. Pascucci indicated he did not believe there is a need to open a reserve fund to technology because it is adequately funded in the budget. He stated approving this article would lessen the input of the Budget Committee because the School Board would be able to spend the money and not ask permission. He commented that he is not in favor of creating a slush fund. He prefers that any expenditures are vetted through the School Board and Budget Committee.

Dennis Miller, 37 Wren Street, asked for the total budgeted for technology.

Mr. Bourque indicated he would get that information.

Mr. Barka indicated the capital reserve fund is not a slush fund, but can be used for emergencies. He explained that the district experienced a problem with insufficient storage capacity at one of our schools recently. He commented this fund would enable us to make those types of purchases.

Mr. Spencer commented that he believes the money should be built up over the years in this fund to help flatten out the budget.

Robin Corbeil, 4 Nesmith, expressed support for the technology reserve fund. She commented technology impacts student instruction every year. She indicated if we do not have working and updated technology it impacts student learning. She noted she does not want to be in a position to make a choice between technology and the students' curriculum.

Mrs. Douglas commented she does not support the creation of the reserve fund. She indicated there is currently no technology plan and until there is a plan there should not be a reserve fund. She noted this is a big decision and the voters should weigh in on what we need to have for technology.

Mr. Barka commented we are not raising taxes for this fund. He indicated we are going to take a portion of end of year funds to use for this fund. He noted emergencies happen and are big cost items. He commented that it was not long ago that the phone systems broke down in the district.

Mrs. Corbeil commented that more assessments are being provided online. She indicated if the technology does not function it impacts testing. She stated she sees this as an emergency fund.

Mr. Miller commented to Mr. Barka's statement about spending \$30,000 for a storage emergency. He indicated there are vehicles for the School Board to expend monies in an emergency. He asked if the recommendation on the article can be amended for a positive vote by the Budget Committee before going to ballot.

Diane Gorrow, legal counsel for the district, indicated that the recommendation cannot be amended.

Mr. Bourque commented the majority of the end of year funds last year consisted mostly of special education funds. He noted there is an agreement that the School Board will not use that money and will return it to the taxpayers.

Mr. Pascucci commented things always break down and we do not have reserve funds for all of those things. He indicated it is inconvenient if things break down, but testing still gets done and things go on. He did not agree there is a reason to create a new fund. Mr. Pascucci commented that he heard it flat lines the technology expenses. He indicated he does not believe in that practice as the current budgeting system works. He noted that reserve funds are nice to have, but there are mixed opinions on this. Mr. Pascucci commented that the reserve fund is just another fund to pool money for five people to use without any authority of other elected officials in town. He believes this can be done behind the cameras.

Mrs. Corbeil commented that budgets are prepared 18 months in advance and technology changes so quickly we do not know what will break down or what may be needed for new curriculum. She indicated it is difficult to plan that far in advance. She supports the practice of the School Board having discussions in public about how to spend this money. Mrs. Corbeil commented life functions around technology and cannot always wait as it is necessary for our jobs, school, and much else.

Mr. York clarified that the School Board presented to the Budget Committee what is necessary for the coming year for technology. He commented that the School Board does not have access to what occurs outside the budget. He explained we have seen that happen for a few years. He noted last year the School Board returned only \$60,000 of non-special education monies. Mr. York commented we are always being told we need the budget to be more flat and to make arrangement for things that happen outside the budget.

Mr. Bourque confirmed that the use of money from the reserve fund will not be spent by the School Board without public discussion.

Keri Douglas, speaking as a citizen, asked when the School Board returned the \$60,000 of non-special education monies if it included the payout for the former Superintendent. She asked how much would have been unspent without that payout. She believes that the School Board is understating how much was really left over last year. Mrs. Douglas indicated in the event something goes down we have the money to spend, but we have to prioritize it.

Bill Spencer, 9 Cranberry Lane, commented that he believed the technology reserve fund would be used for growth and now he is hearing it will be used for emergencies. He indicated he no longer supports the article.

Dennis Miller, 37 Wren Street, commented there was \$150,000 expended last year for the former Superintendent's payout and if it had not been expended, that money would have been included in the unassigned balance. He indicated the School Board is asking for \$250,000 in reserve fund articles. Mr. Miller commented that the articles, should they be approved, will be funded with available funds at the end of the year. He asked if all the money at the end of the year will be used to fund these articles should they be approved.

Mr. Bourque indicated they would have to look into that.

Mr. Vaillancourt commented he believes this reserve fund is not needed. He indicated things that occurred in the past have been funded.

Chris Pascucci, 12 Colonial Drive, commented that Mr. Bourque brought up an agreement that the School Board would return end of year funds to the taxpayers. He indicated there will always be money left over to be returned. He noted if these articles are approved it means that any remaining funds will be used and the agreement means nothing. Mr. Pascucci commented this is a way to "squirrel away" more money. He indicated there will always be money in the budget to address breakdowns should they occur.

Betty Vaughan, 19 Stark Lane, was concerned over the insinuation about five School Board members making a decision to use this money. She believes there is no control because there is bickering between the board and committee and that this is not a system that works. She indicated there should be a more collaborative relationship where there can be discussions about what the needs of the district are and there can be an agreement on the budget. Mrs. Vaughan commented the system needs to change.

Dan Vaillancourt, speaking as a citizen, commented there is a lot of talking that occurs after the meetings and that we need more people to come to the meetings to see what happens after the meeting. He indicated it is our job to get to the right number for the budget.

***Mr. Vaillancourt made a motion to amend Article 3 to read:  
Shall the Litchfield School District vote to establish a capital reserve fund under the provisions of RSA 35:1 to be known as the Technology Capital Reserve Fund for the purpose of funding the acquisition and replacement of hardware, software and other technology equipment; and raise and appropriate up to Fifty Thousand dollars (\$50,000) to be placed in the fund and authorize the use of that amount from the June 30, 2016 unreserved fund balance available for transfer on July 1 of this year; and to designate the School Board as agents to expend?***

***Mike Falzone seconded.***

Mr. Vaillancourt commented he has always supported the budgets for technology and infrastructure. He indicated the reserve fund is a good insurance policy to have and use wisely and believes that \$50,000 is a better amount.

Robin Corbeil, 4 Nesmith, commented there is concern to have some type of emergency fund. She indicated there are technology problems in the district. She noted the new IT Director needs to evaluate our technology and provide recommendations. Mrs. Corbeil indicated that some student laptops do not work and there are issues in the classrooms. She commented money needs to be available for these situations.

Mrs. Couture commented that everyone is talking about what this article is for. She indicated the article reads:

***Shall the Litchfield School District vote to establish a capital reserve fund under the provisions of RSA 35:1 to be known as the Technology Capital Reserve Fund for the purpose of funding the acquisition and replacement of hardware, software and other technology equipment; and raise and appropriate up to One Hundred Thousand dollars (\$100,000) to be placed in the fund and authorize the use of that amount from the June 30, 2016 unreserved fund balance available for transfer on July 1 of this year; and to designate the School Board as agents to expend?***

She noted the Budget Committee was to understand that this was a way to put away some money for the steep price tag for growing technology. She commented if we are hearing this money is for emergencies it is not what the Budget Committee agreed to and does not support a slush fund.

Mr. York commented the remark made by Mrs. Couture as the Chair of the Budget Committee was inappropriate and unprofessional. He believes she owes the School Board an apology.

Mr. Miller referred to the amount budgeted for technology for the 2017 fiscal year and commented it appears there is an increase of \$168,000. He indicated it seems as if there was not much reduced in that budget and that \$50,000 seems like enough for the reserve fund.

Mr. Pascucci commented that \$50,000 is adequate and he will support that.

*Phil Reed, 7 Forest Lane, made a motion to call the question and end the discussion. The motion was seconded. The motion passed.*

*The motion to amend Article 3 passed by voice vote.*

Mr. Bourque commented this is not a fund just for emergencies, but to build up so that there will not be a large financial impact to technology going forward.

Mr. Reed commented in our more increased world of technology we have to realize we are operating in a world of obsolete and experimental. He indicated we have to be prepared for fast change. He noted hardware that no longer supports software occurs faster and faster all the time.

Hearing no further amendments or discussion, Mr. Regan indicated that **Article 3 will appear on the ballot as amended.**

Mr. Regan read Article 4 and indicated Mr. Bourque will speak to the article.

#### **ARTICLE 4**

*Shall the Litchfield School District vote to raise and appropriate up to Fifty Thousand dollars (\$50,000.00) to be added to the Building Maintenance Capital Reserve Fund established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance available for transfer on July 1 of this year?*

*This Article has a tax impact of \$0 and was recommended by the School Board by a vote of 4-0-0 and recommended by the Budget Committee by a vote of 8-0-0.*

Mr. Bourque commented that reserve funds need to be increased for emergency repairs or replacement. He cited a recent boiler breakdown that will be very costly.

Hearing no further discussion, Mr. Regan indicated that **Article 4 will appear on the ballot as written.**

Mr. Regan read Article 5 and indicated that Mr. Bourque will speak to the article.

#### **ARTICLE 5**

*Shall the Litchfield School District vote to raise and appropriate up to One Hundred Thousand dollars (\$100,000.00) to be added to the Special Education Capital Reserve Fund established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance available for transfer on July 1 of this year?*

*This Article has an estimated tax impact of \$0 and was recommended by the School Board by a vote of 4-0-0. This article was not recommended by the Budget Committee by a vote of 2-6-0.*

Mr. Bourque commented that when preparing the FY17 Special Services budget, a potential out of district placement was included. He explained that the district needs to have money available to fund these types of expenses since they are reduced from the budget.

***Mr. Spencer made a motion to amend Article 5 to read:***

***Shall the Litchfield School District vote to raise and appropriate up to One dollar (\$1.00) to be added to the Special Education Capital Reserve Fund established in 2004 and authorize the use of that amount from the June 30 unreserved fund balance available for transfer on July 1 of this year?***

***Mrs. Douglas seconded.***

Mr. Spencer commented that he has studied the historical underspend in special education for many years. He indicated there was only one year when there was an over expenditure. He believes it is not necessary to add money to this fund. Mr. Spencer commented Mr. Bourque stated there is a need to build up this reserve fund. He indicated the capital reserve fund has never been used. He believes that based on the numbers the district will not need to use the reserve fund.

Chris Pascucci, 12 Colonial Drive, commented that Mr. Spencer stated facts and those facts indicate we never used the money in the current reserve fund. He indicated if a child does move into the district and needs services or a placement we will take money from somewhere else. He noted it has been getting done for 10 years and there is still money in that account. Mr. Pascucci stated one has to look at these things without emotion, but with facts.

Robin Corbeil, 4 Nesmith, commented that Mr. Spencer stated the cost for a special education student is approximately \$150,000. She believes there is a need for an account to use in this type of situation. She indicated it is good we never had to use it and feels comfortable that the account is still intact. She asked if the fund was capped at \$100,000.

Mr. Bourque explained the fund began with \$50,000 and another \$50,000 was added.

Mrs. Corbeil commented there must have been a reason or need to increase the fund.

Mr. Bourque indicated the purpose for increasing the fund is to alleviate the tuition in the budget.

Mrs. Corbeil was not in favor of only adding \$1 to the reserve fund. She commented it is not added every year, but just this year. She was comfortable with the increase.

Mr. Spencer commented there is a misunderstanding about this issue. He explained when the Budget Committee looks at the budget for the subsequent year we are given what the district thinks the handicapped tuition account will be. When the year takes place, things change (i.e. families move). He indicated what is typically spent is less than what is budgeted. The Budget Committee will remove money based on the underspends. Mr. Spencer commented the fund is not to reduce what is requested, but is there in the event something happens. He believes the

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current fund is a good cushion and does not believe the situation in special education will change. He commented things will happen and we have handled them in the past.

Mr. Pascucci commented when the Budget Committee was discussing this the intent was for the district to continue to budget special education the same way because the process is working. He indicated the Budget Committee did not feel this was needed.

Mrs. Corbeil commented she was under the impression that having the reserve fund was not to have to plan for worst case scenarios. She indicated she is now hearing the Budget Committee say differently. She asked if the intent was to reduce the future budgets.

Mr. Bourque indicated that was the intent. He commented that he is sure if the School Board presents the budget next year with the worst case scenario the Budget Committee will make that reduction.

Mrs. Corbeil commented she likes the idea of having a reserve account and not returning the money.

Mrs. Douglas commented when the Budget Committee receives the budget we know we have students at certain schools and the cost of that tuition. She added there was also a potential placement. She indicated the school budget is the worst case scenario. She noted the Budget Committee looked at the tuition and decided to leave it in at the highest rate that was budgeted in case of a potential placement and the balance of the tuition for that placement can be taken from the reserve fund. Mrs. Douglas stated if we never needed to use the fund we do not need to add to it.

A community member asked if there is not enough money in that reserve fund where does the money come from.

Mr. O'Neill commented we are a small district and the reason for having a reserve fund is because you do not know when two or three students that need services or placement will move into the district. He indicated if the budget is over expended the district has the option to borrow from the next year's budget. He explained when that occurs, it reduces the budget for that year from the onset. Mr. O'Neill was concerned not for the historic precedence, but for the possibility of having more than one student move into the district that requires these services. He indicated if that does not occur and we do not have to use the fund it will help us tighten up the budget for the subsequent year.

Dennis Miller, 37 Wren Street, commented the district has never budgeted to use this fund during the nine years he served on the School Board. He indicated there was one year that we had an increase in identified students because of the special education evaluation issue. Mr. Miller noted the district has never used the fund and does not believe the intention of the School Board or Budget Committee to reduce the budget by the amount of the reserve fund.

Mrs. Corbeil commented it is responsible to have this type of fund to be sure the money is available for the purpose intended.

Mr. Spencer commented he has been dealing with this for 20 years and heard the “what if” argument by the Superintendent. He indicated only 8 or 9 students are affected by tuition. He noted that he does not appreciate ‘what if’s’ because they are scare tactics. He does not believe the increase in the reserve fund is needed.

Ralph Boehm, 6 Gibson Drive, commented if there is a large increase by a new student in special education and there is no place else in the budget to take the money there are two options: borrow from the subsequent year or put a warrant article in the current year for the amount of money that is needed. He indicated the School Board can ask the NH DOE or the Budget Committee for approval to use that money.

Mrs. Couture commented the data the Budget Committee used was based on four year averages of handicapped tuition expenditures that ranged from 73% to 79%.

Mr. Vaillancourt commented that the special education money that is under spent at the end of year is always returned and applied toward taxes. He indicated the district has funds in other places in the budget.


***Mr. Spencer made a motion to call the question. The motion was seconded.***


***The motion to amend Article 5 passed by voice vote.***

Hearing no further amendments or discussion, Mr. Regan indicated that **Article 5 will appear on the ballot as amended.**

The Moderator thanked all who attended and accepted a motion to adjourn at 11:25 a.m. The motion was seconded. The motion passed unanimously by voice vote.

A true record of the  
Litchfield School District Deliberative Session  
Attest:

  
Jason Guerrette  
School District Clerk

Recorded by:  
  
Michele E. Flynn  
Administrative Assistant to the SAU and School Board

Submitted: February 12, 2016

JG

**Litchfield School District**  
**Statement of Actual Expenditures for**  
**Special Education Programs and Services**

	2013 – 2014	2014 - 2015
<b>EXPENDITURES</b>		
Instruction	\$ 2,928,644	\$ 2,608,210
Related Services	\$ 647,284	\$ 616,299
Administration	\$ 201,134	\$ 199,816
Legal	\$ 18,000	\$ 1,286
Transportation	\$ 246,614	\$ 310,619
<b>Total Expenditures</b>	<b>\$ 4,041,676</b>	<b>\$ 3,736,230</b>
<b>REVENUES</b>		
NH Catastrophic Aid	\$ 275,838	\$ 108,809
IDEA Grant	\$ 296,187	\$ 222,764
Preschool Grant	\$ 4,606	\$ 7,157
Medicaid	\$ 161,879	\$ 114,188
Tuition	\$ 17,643	\$ 23,693
<b>Total Revenues</b>	<b>\$ 756,153</b>	<b>\$ 476,611</b>

**Department of Special Services**  
**Student Census of Disabilities**  
**December 2015**

DISABILITIES	IN DISTRICT	OUT OF DISTRICT	TOTAL
Hearing Impaired, Speech/Language Impairment, Visual Impairment	29	2	31
Orthopedic Impairment, Other Health Impairment, Multiple Disabilities, Autism	55	8	63
Intellectual Disability, Developmental Delay	43	0	43
Specific Learning Disability	85	3	88
Emotional Disturbance	6	1	7
<b>TOTAL</b>	<b>218</b>	<b>14</b>	<b>232</b>





New Hampshire  
Department of  
Revenue Administration

2016

MS-27

**School Budget Form: Litchfield Local School**

FOR SCHOOL DISTRICTS WHICH HAVE ADOPTED THE PROVISIONS OF RSA 32:14 THROUGH 32:24  
Appropriations and Estimates of Revenue for the Fiscal Year from July 1, 2016 to June 30, 2017

Form Due Date: 20 days after the meeting

**THIS BUDGET SHALL BE POSTED WITH THE SCHOOL WARRANT**

This form was posted with the warrant on: Jan 25, 2016

For assistance please contact the NH DRA Municipal and Property Division  
P: (603) 230-5090 F: (603) 230-5947 <http://www.revenue.nh.gov/mun-prop/>

**SCHOOL BUDGET COMMITTEE CERTIFICATION**

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.

School Budget Committee Members	
Printed Name	Signature
<i>Synthia A Coakley</i>	<i>Chad A Clark</i>
<i>Keri B. Douglas</i>	<i>Keri B. Douglas</i>
<i>W.F. SPENCER</i>	<i>W.F. Spencer</i>
<i>Raymond C Peoples Jr</i>	<i>Raymond C Peoples Jr</i>
<i>Daniel A Vallanceau</i>	<i>Daniel M. Vallanceau</i>
<i>Brian Bourque</i>	<i>Brian Bourque</i>
<i>FRANK BURON</i>	<i>Frank Byron</i>

A copy of this signature page must be signed and submitted to the NH-DRA at the following address:

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL AND PROPERTY DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487

# Draft Budget - Not for Official Posting

## Appropriations

Account Code	Description	Warrant Article #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations		School Board's Appropriations		Budget Committee's Appropriations	
					Enacting FY (Recommended)	Enacting FY (Not Recommended)	Enacting FY (Recommended)	Enacting FY (Not Recommended)	Enacting FY (Recommended)	Enacting FY (Not Recommended)
<b>Instruction</b>										
1100-1199	Regular Programs	1	\$7,643,466	\$8,035,232	\$8,287,943	\$0	\$0	\$8,271,326	\$16,617	
1200-1299	Special Programs	1	\$2,643,607	\$3,150,549	\$3,134,522	\$0	\$0	\$2,987,618	\$146,904	
1300-1399	Vocational Programs	1	\$26,266	\$25,385	\$36,945	\$0	\$0	\$33,866	\$3,079	
1400-1499	Other Programs	1	\$473,886	\$463,021	\$496,448	\$0	\$0	\$482,188	\$14,260	
1500-1599	Non-Public Programs	1	\$29,824	\$68,122	\$41,875	\$0	\$0	\$41,875	\$0	
1600-1699	Adult/Continuing Education Programs	1	\$2,514	\$7	\$0	\$0	\$0	\$0	\$0	
1700-1799	Community/Junior College Education Programs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
1800-1899	Community Service Programs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Support Services</b>										
2000-2199	Student Support Services	1	\$1,534,751	\$1,584,035	\$1,751,804	\$0	\$0	\$1,746,704	\$5,100	
2200-2299	Instructional Staff Services	1	\$732,652	\$822,783	\$760,938	\$0	\$0	\$760,938	\$0	
<b>General Administration</b>										
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2310 (840)	School Board Contingency		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2310-2319	Other School Board	1	\$114,356	\$104,896	\$122,576	\$0	\$0	\$117,176	\$5,400	
<b>Executive Administration</b>										
2320 (310)	SAU Management Services	1	\$411,619	\$287,102	\$529,519	\$0	\$0	\$514,898	\$14,621	
2320-2399	All Other Administration		\$199,816	\$206,002	\$0	\$0	\$0	\$0	\$0	
2400-2499	School Administration Service	1	\$1,181,644	\$1,213,323	\$1,242,476	\$0	\$0	\$1,240,165	\$2,311	
2500-2599	Business	1	\$315,124	\$317,654	\$327,734	\$0	\$0	\$327,234	\$500	
2600-2699	Plant Operations and Maintenance	1	\$2,060,549	\$2,162,046	\$2,247,457	\$0	\$0	\$2,180,458	\$66,999	
2700-2799	Student Transportation	1	\$964,561	\$954,310	\$980,000	\$0	\$0	\$932,461	\$47,539	
2800-2999	Support Service, Central and Other	1	\$609,714	\$541,067	\$772,178	\$0	\$0	\$589,759	\$182,419	
<b>Non-Instructional Services</b>										
3100	Food Service Operations		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3200	Enterprise Operations		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Facilities Acquisition and Construction</b>										
4100	Site Acquisition		\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Account Code	Description	Warrant Article #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Enacting FY (Recommended)	School Board's Appropriations Enacting FY (Not Recommended)	Budget Committee's Appropriations Enacting FY (Recommended)	Budget Committee's Appropriations Enacting FY (Not Recommended)
4200	Site Improvement	1	\$0	\$47,381	\$30,004	\$0	\$4	\$30,000
4300	Architectural/Engineering		\$0	\$0	\$0	\$0	\$0	\$0
4400	Educational Specification Development		\$0	\$0	\$0	\$0	\$0	\$0
4500	Building Acquisition/Construction		\$0	\$0	\$0	\$0	\$0	\$0
4600	Building Improvement Services	1	\$37,222	\$116,252	\$36,252	\$0	\$36,252	\$0
4900	Other Facilities Acquisition and Construction		\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Outlays</b>								
5110	Debt Service - Principal		\$485,000	\$0	\$0	\$0	\$0	\$0
5120	Debt Service - Interest		\$25,462	\$0	\$0	\$0	\$0	\$0
<b>Fund Transfers</b>								
5220-5221	To Food Service	1	\$512,228	\$587,162	\$607,848	\$0	\$607,848	\$0
5222-5229	To Other Special Revenue	1	\$412,626	\$575,000	\$575,000	\$0	\$575,000	\$0
5230-5239	To Capital Projects		\$0	\$0	\$0	\$0	\$0	\$0
5254	To Agency Funds		\$0	\$0	\$0	\$0	\$0	\$0
5300-5399	Intergovernmental Agency Allocation		\$0	\$0	\$0	\$0	\$0	\$0
9990	Supplemental Appropriation		\$0	\$0	\$0	\$0	\$0	\$0
9992	Deficit Appropriation		\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Proposed Appropriations</b>				<b>\$20,416,887</b>	<b>\$21,261,329</b>	<b>\$21,981,519</b>	<b>\$0</b>	<b>\$21,445,770</b>
								<b>\$535,749</b>

# Draft Budget - Not for Official Posting

## Special Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Enacting FY (Recommended)	School Board's Appropriations Enacting FY (Not Recommended)	Budget Committee's Appropriations Enacting FY (Recommended)	Budget Committee's Appropriations Enacting FY (Not Recommended)
5252	To Expendable Trust Fund		\$0	\$0	\$0	\$0	\$0	\$0
5253	To Non-Expendable Trust Fund		\$0	\$0	\$0	\$0	\$0	\$0
5251	To Capital Reserve Fund	3	\$0	\$0	\$100,000	\$0	\$100,000	\$0
	<b>Purpose:</b> Establish Technology Capital Reserve Fund							
5251	To Capital Reserve Fund	4	\$0	\$0	\$100,000	\$0	\$0	\$100,000
	<b>Purpose:</b> Special Education Capital Reserve Fund							
5251	To Capital Reserve Fund	5	\$0	\$0	\$50,000	\$0	\$50,000	\$0
	<b>Purpose:</b> Building Maintenance Capital Reserve Fund							
<b>Special Articles Recommended</b>					<b>\$0</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$100,000</b>

## Individual Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Enacting FY (Recommended)	School Board's Appropriations Enacting FY (Not Recommended)	Budget Committee's Appropriations Enacting FY (Recommended)	Budget Committee's Appropriations Enacting FY (Not Recommended)
4600	Building Improvement Services	2	\$0	\$0	\$40,000	\$0	\$40,000	\$0
	<b>Purpose:</b> District wide assessment of school buildings and s							
<b>Individual Articles Recommended</b>					<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>

# Draft Budget - Not for Official Posting

## Revenues

Account Code	Purpose of Appropriation	Warrant Article #	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Estimated Revenues
<b>Local Sources</b>					
1300-1349	Tuition	1	\$110,198	\$110,000	\$110,000
1400-1449	Transportation Fees	1	\$10,000	\$10,000	\$10,000
1500-1599	Earnings on Investments	1	\$200	\$100	\$100
1600-1699	Food Service Sales	1	\$475,181	\$492,348	\$492,348
1700-1799	Student Activities		\$0	\$0	\$0
1800-1899	Community Service Activities		\$0	\$0	\$0
1900-1999	Other Local Sources	1	\$18,000	\$18,000	\$18,000
<b>State Sources</b>					
3210	School Building Aid		\$166,287	\$0	\$0
3215	Kindergarten Building Aid		\$0	\$0	\$0
3220	Kindergarten Aid		\$0	\$0	\$0
3230	Catastrophic Aid	1	\$76,000	\$75,000	\$75,000
3240-3249	Vocational Aid	1	\$2,000	\$2,000	\$2,000
3250	Adult Education		\$0	\$0	\$0
3260	Child Nutrition	1	\$7,500	\$7,500	\$7,500
3270	Driver Education		\$0	\$0	\$0
3290-3299	Other State Sources		\$0	\$0	\$0
<b>Federal Sources</b>					
4100-4539	Federal Program Grants	1	\$275,000	\$275,000	\$275,000
4540	Vocational Education		\$0	\$0	\$0
4550	Adult Education		\$0	\$0	\$0
4560	Child Nutrition	1	\$110,000	\$110,000	\$110,000
4570	Disabilities Programs	1	\$300,000	\$300,000	\$300,000
4580	Medicaid Distribution	1	\$144,000	\$138,000	\$138,000
4590-4999	Other Federal Sources (non-4810)		\$0	\$0	\$0
4810	Federal Forest Reserve		\$0	\$0	\$0
<b>Other Financing Sources</b>					
5110-5139	Sale of Bonds or Notes		\$0	\$0	\$0
5140	Reimbursement Anticipation Notes		\$0	\$0	\$0
5221	Transfer from Food Service Special Reserve Fund		\$0	\$0	\$0

Account Code	Purpose of Appropriation	Warrant Article #	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Estimated Revenues
5222	Transfer from Other Special Revenue Funds		\$0	\$0	\$0
5230	Transfer from Capital Project Funds		\$0	\$0	\$0
5251	Transfer from Capital Reserve Funds		\$0	\$0	\$0
5252	Transfer from Expendable Trust Funds		\$0	\$0	\$0
5253	Transfer from Non-Expendable Trust Funds		\$0	\$0	\$0
5300-5699	Other Financing Sources		\$0	\$0	\$0
9997	Supplemental Appropriation (Contra)		\$0	\$0	\$0
9998	Amount Voted from Fund Balance		\$0	\$0	\$0
9999	Fund Balance to Reduce Taxes		\$0	\$0	\$0
<b>Total Estimated Revenues and Credits</b>			<b>\$1,694,366</b>	<b>\$1,537,948</b>	<b>\$1,537,948</b>

# Draft Budget - Not for Official Posting

## Budget Summary

Item	Current Year	School Board Enacting Year	Budget Committee Enacting Year
Operating Budget Appropriations Recommended	\$21,031,613	\$21,981,519	\$21,445,770
Special Warrant Articles Recommended	\$0	\$250,000	\$150,000
Individual Warrant Articles Recommended	\$229,716	\$40,000	\$40,000
TOTAL Appropriations Recommended	\$21,261,329	\$22,271,519	\$21,635,770
Less: Amount of Estimated Revenues & Credits	\$1,745,141	\$1,537,948	\$1,537,948
Estimated Amount of State Education Tax/Grant		\$0	\$0
Estimated Amount of Taxes to be Raised for Education		\$20,733,571	\$20,097,822

**Budget Committee Supplemental Schedule**

<b>1. Total Recommended by Budget Committee</b>	<b>\$21,635,770</b>
<b>Less Exclusions:</b>	
2. Principal: Long-Term Bonds & Notes	\$0
3. Interest: Long-Term Bonds & Notes	\$0
4. Capital outlays funded from Long-Term Bonds & Notes	\$0
5. Mandatory Assessments	\$0
6. Total Exclusions <i>(Sum of Lines 2 through 5 above)</i>	\$0
<b>7. Amount Recommended, Less Exclusions (Line 1 less Line 6)</b>	<b>\$0</b>
8. 10% of Amount Recommended, Less Exclusions <i>(Line 7 x 10%)</i>	\$0
<b>Collective Bargaining Cost Items:</b>	
9. Recommended Cost Items (Prior to Meeting)	\$0
10. Voted Cost Items (Voted at Meeting)	\$0
11. Amount voted over recommended amount <i>(Difference of Lines 9 and 10)</i>	\$0
<b>12. Bond Override (RSA 32:18-a), Amount Voted</b>	<b>\$0</b>
<b>Maximum Allowable Appropriations Voted At Meeting: <i>(Line 1 + Line 8 + Line 11 + Line 12)</i></b>	
	<b>\$0</b>





## MS-27 SUPPLEMENTAL SCHEDULE

### SCHOOL DISTRICT INFORMATION ?

School District:

Municipalities Served:

### BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE

<b>1. Total recommended by Budget Committee (from MS-27):</b>	<b>\$21,445,770</b>
<b>Less Exclusions:</b>	
2. Principal: Long-Term Bonds & Notes:	<input type="text"/>
3. Interest: Long-Term Bonds & Notes:	<input type="text"/>
4. Capital outlays funded from Long-Term Bonds & Notes	<input type="text"/>
5. Mandatory Assessments	<input type="text"/>
6. Total Exclusions (Line 2 + Line 3 + Line 4 + Line 5)	<input type="text"/>
<b>7. Amount Recommended Less Exclusions (Line 1 - Line 6)</b>	<b>\$21,445,770</b>
8. 10% of Amount Recommended Less Exclusions (Line 7 x 10%)	<b>\$2,144,577</b>
<b>Collective Bargaining Cost Items</b>	
9. Recommended Cost Items (Prior to Meeting)	<input type="text"/>
10. Voted Cost Items (Voted at Meeting)	<input type="text"/>
11. Amount voted over recommended amount (Difference of Lines 9 and 10)	<input type="text"/>
<b>12. Bond Override (RSA 32:18-a), Amount Voted</b>	<input type="text"/>
<b>Maximum Allowable Appropriations Voted At Meeting</b> (Line 1 + Line 8 + Line 11 + Line 12)	<b>\$23,590,347</b>

#### For Assistance Please Contact:

**NH DRA Municipal and Property Division**  
Phone: (603) 230-5090  
Fax: (603) 230-5947  
<http://www.revenue.nh.gov/mun-prop/>



## DEFAULT BUDGET OF THE SCHOOL

Default Budget for the Fiscal Year from **July 1, 2016 to June 30, 2017**

**RSA 40:13, IX (b)** "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

This form was posted with the warrant on:

1/25/16

### Instructions

1. Use this form to list the default budget calculation in the appropriate columns.
2. Post this form or any amended version with proposed operating budget (MS-26 or MS-27) and the warrant.
3. Per RSA 40:13, XI, (a), the default budget shall be disclosed at the first budget hearing.

#### For Assistance Please Contact:

**NH DRA Municipal and Property Division**  
Phone: (603) 230-5090  
Fax: (603) 230-5947  
<http://www.revenue.nh.gov/mun-prop/>

#### ENTITY'S INFORMATION ?

School District: Litchfield 2635  
Municipalities Served: Litchfield

#### SCHOOL BOARD OR BUDGET COMMITTEE MEMBERS ?

-	First Name: Brian	Last Name: Bourque
-	First Name: Derek	Last Name: Barka
-	First Name: Janine	Last Name: Lepore
-	First Name: Nicole	Last Name: Quintana
-	First Name: John	Last Name: York

Add Member



**APPROPRIATIONS**

INSTRUCTION	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
1100-1199	Regular Programs	\$7,960,805	\$256,161	\$115,572	\$8,101,394
1200-1299	Special Programs	\$3,153,163	\$173,462	\$57,998	\$3,268,627
1300-1399	Vocational Programs	\$25,385			\$25,385
1400-1499	Other Programs	\$483,706			\$483,706
1500-1599	Non-Public Programs	\$68,173			\$68,173
1600-1699	Adult/Continuing Ed. Programs	\$7			\$7
1700-1799	Community/Jr.College Ed. Programs				
1800-1899	Community Service Programs				
Instruction Subtotal		\$11,691,239	\$429,623	\$173,570	\$11,947,292

SUPPORT SERVICES	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
2000-2199	Student Support Services	\$1,594,941			\$1,594,941
2200-2299	Instructional Staff Services	\$769,394			\$769,394
Support Services Subtotal		\$2,364,335			\$2,364,335

GENERAL ADMINISTRATION	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
2310 (840)	School Board Contingency				
2310-2319	Other School Board	\$100,947			\$100,947
General Administration Subtotal		\$100,947			\$100,947



**APPROPRIATIONS**

**EXECUTIVE ADMINISTRATION**

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
2320 (310)	SAU Management Services	\$499,656			\$499,656
2320-2399	All Other Administration				
2400-2499	School Administration Service	\$1,210,487			\$1,210,487
2500-2599	Business	\$319,340			\$319,340
2600-2699	Operation and Maintenance of Plan	\$2,182,086			\$2,182,086
2700-2799	Student Transportation	\$928,349	\$36,539		\$964,888
2800-2999	Support Service Central & Other	\$639,128			\$639,128
	<b>Executive Administration Subtotal</b>	<b>\$5,779,046</b>	<b>\$36,539</b>		<b>\$5,815,585</b>

**NON-INSTRUCTIONAL SERVICES**

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
3100	Food Service Operations				
3200	Enterprise Operations				
	<b>Non-Instructional Services Subtotal</b>				



**APPROPRIATIONS**

**FACILITIES ACQUISITION AND CONSTRUCTION**

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4100	Site Acquisition				
4200	Site Improvement	\$127,348		\$127,348	
4300	Architectural/Engineering				
4400	Educational Specification Develop.				
4500	Building Acquisition/Construction				
4600	Building Improvement Services	\$36,252		\$36,252	
4900	Other Facilities Acquisition and Construction Services				
<b>Water Distribution and Treatment Subtotal</b>		<b>\$163,600</b>		<b>\$163,600</b>	

**OTHER OUTLAYS**

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
5110	Debt Service - Principal				
5120	Debt Service - Interest				
<b>Other Outlays Subtotal</b>					



**APPROPRIATIONS**

<b>FUND TRANSFERS</b>		<b>Purpose of Appropriations (RSA 32:3, V)</b>	<b>Prior Year Adopted Operating Budget</b>	<b>Reductions or Increases</b>	<b>One-Time Appropriations</b>	<b>DEFAULT BUDGET</b>
5220-5221	To Food Service		\$587,162			\$587,162
5222-5229	To Other Special Revenue		\$575,000			\$575,000
5230-5239	To Capital Projects					
5254	To Agency Funds					
5300-5399	Intergovernmental Agency Allocations					
	Supplemental Appropriation					
	Deficit Appropriation					
<b>Fund Transfers Subtotal</b>			\$1,162,162			\$1,162,162

<b>Operating Budget Total</b>		<b>Prior Year Adopted Operating Budget</b>	<b>Reductions or Increases</b>	<b>One-Time Appropriations</b>	<b>DEFAULT BUDGET</b>
		\$21,261,329	\$466,162	\$337,170	\$21,390,321

**EXPLANATION FOR INCREASES AND REDUCTIONS**

Use this section of the form to explain why any increase of reduction was applied to the estimated appropriation for an account code. Supply an explanation for each individual increase or reduction on its own line. You can use the "Add New Line" button to insert a new line. The "Remove Line" button will remove that line from the form.

<b>Account #</b>	<b>Explanation for Increase or Reduction</b>	<b>Add New Line</b>
1100-1199	Approved collective bargaining agreement for Litchfield Teachers Association - salary step increases	Remove Line
1200-1299	Approved collective bargaining agreement for Litchfield Teachers Association - salary step increases	Remove Line
1100-1199	One time purchase of furniture and equipment	Remove Line
1200-1299	One time purchase of furniture and equipment	Remove Line
2700-2799	Multi year contract for regular and special education transportation representing 5% increase	Remove Line



**New Hampshire**  
*Department of*  
*Revenue Administration*

**2016**  
**MS-DS**

4200	One time purchase and upgrade to building and grounds	Remove Line
4600	One time purchase of improvement to school grounds	Remove Line



Litchfield (2635)

**1. CERTIFY THIS FORM**

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.

Preparer's First Name	Preparer's Last Name	Date
Frank	Markiewicz	01/20/2016

**2. SAVE AND EMAIL THIS FORM**


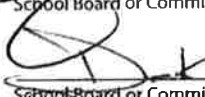
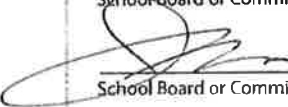

Please save and e-mail the completed PDF form to your Municipal Advisor.

**3. PRINT, SIGN, AND UPLOAD THIS FORM**

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Bureau Advisor.

**SCHOOL BOARD (OR BUDGET COMMITTEE PER RSA 40:14-B) CERTIFICATION**

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.

 School Board or Committee Member's Signature and Title	<i>Chair</i> School Board or Committee Member's Signature and Title
 School Board or Committee Member's Signature and Title	<i>Vice Chair</i> School Board or Committee Member's Signature and Title
 School Board or Committee Member's Signature and Title	<i>Member</i> School Board or Committee Member's Signature and Title
 School Board or Committee Member's Signature and Title	<i>Member</i> School Board or Committee Member's Signature and Title
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_____ School Board or Committee Member's Signature and Title	_____ School Board or Committee Member's Signature and Title



**LITCHFIELD SCHOOL DISTRICT**  
**ANNUAL FINANCIAL REPORT**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

**LITCHFIELD SCHOOL DISTRICT**  
**ANNUAL FINANCIAL REPORT**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

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JUNE 30, 2015**

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## PLODZIK & SANDERSON

*Professional Association/Accountants & Auditors*

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX- 603-224-1380

### ***INDEPENDENT AUDITOR'S REPORT***

To the Members of the School Board  
Litchfield School District  
Litchfield, New Hampshire

#### ***Report on the Financial Statements***

We have audited the accompanying financial statements of the governmental activities, each major fund, and aggregate remaining fund information of the Litchfield School District as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the School District's basic financial statements as listed in the table of contents.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and aggregate remaining fund information of the Litchfield School District as of June 30, 2015, and the respective changes in financial position, and the respective budgetary comparison for the general fund and grants fund, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Emphasis of Matter***

As discussed in Note 1-L to the financial statements, in 2015, the School District changed its method of accounting for pension reporting with the adoption of Governmental Accounting Standards Board Statement No. 68, *Accounting, and Financial Reporting for Pensions* and as amended GASB Statement No. 71, *Pension Transition for Contributions Subsequent to the Measurement Date*. Our opinions are not modified with respect to this matter.

**Litchfield School District  
Independent Auditor's Report**

**Other Matters**

**Required Supplementary Information** - Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (pages 3 through 11), the Schedule of Funding Progress for Other Postemployment Benefit Plan (page 36), the Schedule of the School District's Proportionate Share of Net Pension Liability (page 37), and the Schedule of District Contributions (page 38) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers them to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Information** - Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Litchfield School District's basic financial statements. The combining and individual fund financial schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements.

The combining and individual fund schedules and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund schedules and the Schedule of Expenditures of Federal Awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Report on Other Legal and Regulatory Requirements**

In accordance with *Government Auditing Standards*, we have also issued our report dated February 3, 2016, on our consideration of the Litchfield School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Litchfield School District's internal control over financial reporting and compliance.

February 3, 2016

  
PLÓDZIK & SANDERSON  
Professional Association

## LITCHFIELD SCHOOL DISTRICT

### MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2015

The Superintendent of Schools and Business Administrator of New Hampshire School Administrative Unit #27, as management of the Litchfield School District, offer readers of the annual financial statements this narrative discussion and analysis of the financial activities of the District for the fiscal year which ended June 30, 2015. The District has prepared this discussion and analysis to encourage readers to consider the information presented here in conjunction with additional information found within the body of the annual financial statements.

#### FINANCIAL HIGHLIGHTS

- The District's total net position for fiscal year ending June 30, 2015 was (\$2,451,928). Net position decreased \$30,700 or -1.3% between July 1, 2014 (as restated) and June 30, 2015.
- The School District's negative net position is due to the following: As of June 30, 2015, the School District implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, which requires the School District to report their proportionate share of the New Hampshire Retirement System's net pension liability based upon their plan contributions for the year. The New Hampshire Retirement System has a statutory funding schedule whose goal is to reach 100% plan funding by June 30, 2039.
  - Implementation of GASB 68 resulted in an \$11,782,044 net pension liability for the district.
- The District did not initiate any new construction projects nor issue any bonds in fiscal year 2015.
- General Fund budgetary expenditures and transfers of \$19,462,162 were \$444,666 less than the final adjusted budget. General Fund budgetary revenues of \$ 19,178,326 were \$10,117 higher than the final adjusted budget projections.
- Revenues consist of: charges for services; operating grants and contributions; and general revenues which consist of local and state property tax assessments, state and federal grants and contributions not restricted to purpose.
- Net change in the unassigned balance for the General Fund was a decrease of \$283,836, and a \$50,000 decrease of committed fund balance, resulting in \$518,594 as the ending unassigned fund balance.
- District retired its bond obligation on Campbell High School.

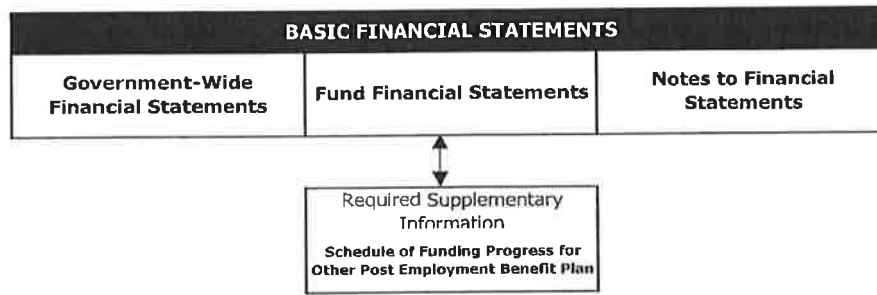
#### OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the District's annual financial report, which consists of basic financial statements, notes to the financial statements, and related financial information. Our annual financial report consists of five elements: 1) government-wide financial statements, 2) fund financial statements, 3) notes to the financial statements, 4) required supplementary information, and 5) this discussion and analysis. This report also contains other supplementary information in addition to the basic financial statements themselves. The basic financial statements include two kinds of statements that present different views of the District based upon measurement focus and basis of accounting.

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the District's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the District, reporting the District's operations in more detail than the government-wide statements. The governmental fund statements tell how the District's services were financed in the short term as well as what remains for future spending. Fiduciary fund statements provide information about the financial relationships in which the District acts solely as a trustee or agent for the benefit of others to whom the resources belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. The following exhibit shows how the required parts of this annual report are arranged and related to one another.

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2015



The following exhibit summarizes the major features of the District's financial statements, including the portion of the District government they cover and the types of information they contain.

<b>REQUIRED FINANCIAL STATEMENTS</b>	Statement of Net Position	Balance Sheet	Statement of Fiduciary Net Position
	Statement of Activities	Statement of Revenues, Expenditures and Changes in Fund Balances	Statement of Changes in Fiduciary Net Position (not required for agency funds)
<b>ACCOUNTING BASIS</b>	Accrual	Modified Accrual	Accrual
<b>MEASUREMENT FOCUS</b>	Economic Resources	Current Financial Resources	Economic Resources
<b>TYPE OF INFORMATION ASSETS AND LIABILITIES</b>	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets included	All assets and liabilities, both short-term and long-term
<b>TYPE OF INFORMATION REVENUES, EXPENSES, AND EXPENDITURES</b>	All revenues and expenses during the year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year, expenditures when goods or services have been received and payment is due during the year or soon thereafter	

The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

**Government-wide Financial Statements**

The Government-wide Financial Statements show functions of the District that are principally supported by property taxes and intergovernmental revenues as "Governmental Activities." These functions are accounted for in the General Fund, Food Service Fund, and Grants Fund. Intergovernmental revenues include local, state and federal monies. The governmental activities of the District include instruction, support services, operation and maintenance of plant, student transportation and operation of non-instructional services. Taxes and intergovernmental revenues also support fixed assets and related debt.

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund definitions are part of a state-mandated uniform accounting system and chart of

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2015

accounts for all New Hampshire School Districts. The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

All of the funds of the District can be divided into two categories: governmental funds and fiduciary funds. The General Fund, Food Service Fund, and Grants Fund are consolidated as Governmental Funds. Both the General Fund and Grants Fund expenditures are compared to budget in the Budgetary Comparison Schedules. Non-major funds include the Food Service Fund. All Food Service revenues are expended on program operations and the Grants Fund revenues are spent mainly on instruction. Fiduciary Funds are agency funds established to account for monies belonging to student groups and are shown on a separate schedule.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

Net position may serve, over time, as a useful indicator of a government's financial position. The largest portion of the District's net position reflects its investment in capital assets (e.g., land, buildings and improvements, and machinery and equipment); less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to its students; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The District's financial position is the product of several financial transactions including the net results of activities, the acquisition and payment of debt, the acquisition and disposal of capital assets and the depreciation of capital assets. Summaries of the capital assets, depreciation and long-term debt obligations can be found in the Notes to Financial Statements. Depreciation is included by accounting convention thus the depreciated value of a District asset, as reflected in these reports, does not reflect an asset's useful or replacement value.

**Statement of Net Position**

As previously noted, net position may serve over time as a useful indicator of the district's financial position. Net position totaled (\$2,451,928) as of June 30, 2015, a decrease of \$30,700 over the previous fiscal year as restated.

The largest portion of the District's net position, \$ 10.7 million, represents capital assets such as land, buildings, and equipment, less any related debt used to acquire those assets. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other resources, since the capital assets themselves generally cannot be used to liquidate these liabilities. A condensed version of the District's Statement of Net Position is shown below.

The District's financial position is the product of several financial transactions including the net results of activities, the acquisition and payment of debt, the acquisition and disposal of capital assets, and the depreciation of capital assets. Summaries of capital assets, depreciation, and long-term debt obligations can be found in the Notes to Financial Statements. Depreciation is included by accounting convention thus the depreciated value of the District asset, as reflected in these reports, does not reflect the asset's useful, market, or replacement value.



MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2015

	FY 2015	FY 2014 (As restated)	\$ Change	% Change
Current Assets	\$ 1,615,988	\$ 1,817,761	\$ (201,773)	-11.1%
Non-Current Assets	\$ 10,764,344	\$ 11,202,620	\$ (438,276)	-3.9%
<b>Total Assets</b>	<b>\$ 12,380,332</b>	<b>\$ 13,020,381</b>	<b>\$ (640,049)</b>	<b>-4.9%</b>
Deferred Outflows of Resources	\$ 1,023,505	\$ 1,018,324	\$ 5,181	0.5%
Current Liabilities	\$ 702,774	\$ 665,841	\$ 36,933	5.5%
Non-Current Liabilities	\$ 13,240,412	\$ 15,735,619	\$ (2,495,207)	-15.9%
<b>Total Liabilities</b>	<b>\$ 13,943,186</b>	<b>\$ 16,401,460</b>	<b>\$ (2,458,274)</b>	<b>-15.0%</b>
Deferred Inflows of Resources	\$ 1,912,579	\$ 58,473	\$ 1,854,106	3170.9%
Net Investment in Capital Assets	\$ 10,764,344	\$ 10,710,025	\$ 54,319	0.5%
Restricted	\$ 112,920	\$ 70,660	\$ 42,260	59.8%
Unrestricted (deficit)	\$ (13,329,192)	\$ (13,201,913)	\$ (127,279)	1.0%
<b>Total Net Position</b>	<b>\$ (2,451,928)</b>	<b>\$ (2,421,228)</b>		

- Total net position at year end is \$ -2,451,928, or a 1.3% decrease from previous fiscal year as restated due, as of June 30, 2015, the School District implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, which requires the School District to report their proportionate share of the New Hampshire Retirement System's net pension liability based upon their plan contributions for the year. The New Hampshire Retirement System has a statutory funding schedule whose goal is to reach 100% plan funding by June 30, 2039. This required the district to recognize \$ 11,782,044 as a net pension liability for the fiscal year ended June 30, 2015.

#### Statement of Activities

Total revenue of \$20,145,802, representing \$616,598 less than previous fiscal year. The largest reduction of revenue was Miscellaneous. Nearly 55% of the District's total revenues come from the school district assessment while a little over 37% is derived from grants not restricted to specific programs.

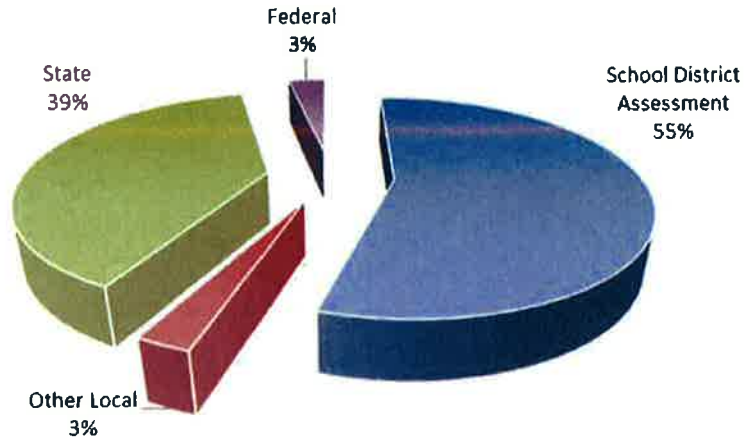
District's expenses cover a range of services, the largest of which are the category of school instruction, 54.2% of total expenses. Below is a condensed version of the District's Statement of Activities followed by charts showing the breakdown of the District's total revenue and expenses.

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2015

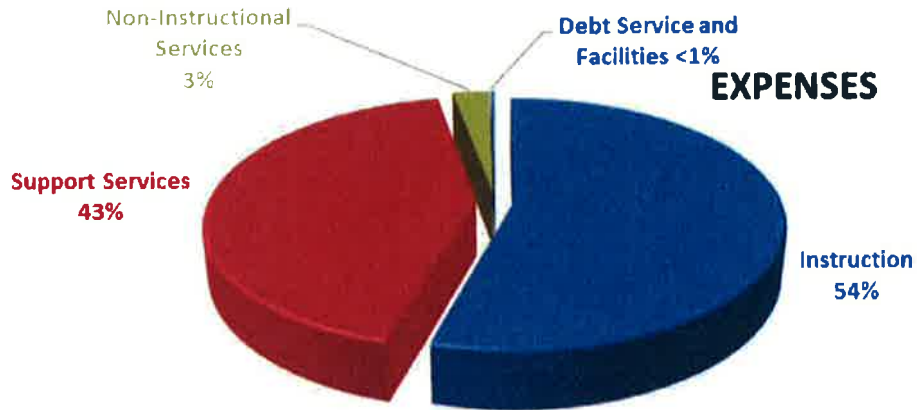
	FY 2015	FY 2014 (As restated)	\$ Change	% Change
<i>Revenues</i>				
Program Revenues:				
Charges for Services	\$ 504,733	\$ 521,283	\$ (16,550)	-3.2%
Operating Grants	\$ 902,272	\$ 973,321	\$ (71,049)	-7.3%
Capital Grants	\$ 260,787	\$ 260,787	\$ -	0.0%
General Revenues:				
School District Assessment	\$ 11,052,650	\$ 11,033,655	\$ 18,995	0.2%
Unrestricted Grants	\$ 7,381,945	\$ 7,725,780	\$ (343,835)	-4.5%
Miscellaneous	\$ 43,415	\$ 247,574	\$ (204,159)	-82.5%
Total Revenue	\$ 20,145,802	\$ 20,762,400	\$ (616,598)	-3.0%
<i>Program Expenses</i>				
Instruction	\$ 10,982,924	\$ 11,634,153	\$ (651,229)	-5.6%
Support Services:				
Student	\$ 1,608,293	\$ 1,732,821	\$ (124,528)	-7.2%
Instructional Staff	\$ 1,181,312	\$ 648,048	\$ 533,264	82.3%
General Administration	\$ 108,488	\$ 116,018	\$ (7,530)	-6.5%
Executive Administration	\$ 601,094	\$ 490,934	\$ 110,160	22.4%
School Administration	\$ 1,153,311	\$ 1,261,471	\$ (108,160)	-8.6%
Business	\$ 305,650	\$ 293,620	\$ 12,030	4.1%
Operation and Maintenance of Plant	\$ 2,086,329	\$ 2,055,100	\$ 31,229	1.5%
Student Transportation	\$ 964,561	\$ 774,529	\$ 190,032	24.5%
Other	\$ 607,851	\$ 556,322	\$ 51,529	9.3%
Non-Instructional Services	\$ 524,435	\$ 551,829	\$ (27,394)	-5.0%
Debt Service				
Interest	\$ 15,032	\$ 50,268	\$ (35,236)	-70.1%
Facilities Acquisition & Construction	\$ 37,222	\$ 98,151	\$ (60,929)	-62.1%
Total Expenditures	\$ 20,176,502	\$ 20,263,264	\$ (86,762)	-0.4%
Change in Net Position	\$ (30,700)	\$ 499,136	\$ (529,836)	-106.2%
Beginning Net Position	\$ (2,421,228)	\$ (2,920,364)	\$ 499,136	-17.1%
Ending Net Position	\$ (2,451,928)	\$ (2,421,228)	\$ (30,700)	1.3%

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2015**

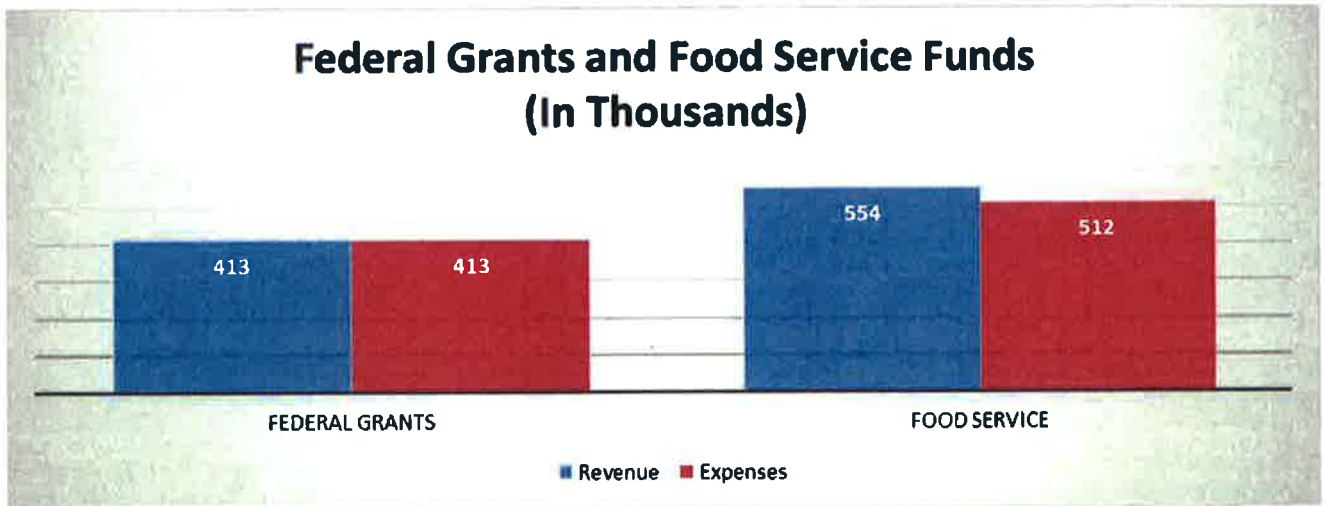
**Revenue**



**EXPENSES**



**Federal Grants and Food Service Funds  
(In Thousands)**



MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2015

**INDIVIDUAL FUND FINANCIAL ANALYSIS**

**General Fund**

The General Fund is what most people think of as "the budget" since it is the focal point of the first session at annual meeting (Deliberative) and largely supported by locally raised taxes. The General Fund ended the fiscal year with an unassigned fund balance of \$518,594.

The General Fund is supported by \$ 11.1 million from local assessment, \$ 7.9 million from State sources, \$ 114 thousand from Federal sources, and \$ 99 thousand from other local sources. General Fund expenditures are primarily for instruction of \$ 10.8 million followed by support services of \$ 8.3 million.

**Comments on General Fund Budget Comparisons**

- General Fund actual revenues totaling \$ 19,178,326 exceeded budgeted revenues by \$ 10,177.
  - Other local sources of revenue resulted for the most part from numerous premium refunds from Health Trust
  - State and Federal Revenue actuals marginally exceeded projected due to higher than anticipated reimbursement for Catastrophic Aid (State) and Medicaid eligible expenditures (Federal).
  
- General Fund expenditures totaling \$19,462,162 were less than appropriated by \$444,666.
  - Total expenditures, including encumbrances to the subsequent fiscal year, were under appropriation by 2.3%
  - Executive Administration was overspent \$122,714 due to the district's contractual obligation to the former Superintendent of Schools.
  - Special education functional areas of the budget were underspent by \$451,379 representing 10.7 of appropriation. Primary areas underspent include Handicapped Tuition (\$135,579), Professional Services (\$ 114,558), and Special Education Transportation (\$86,631).
  - All functional areas of the General Fund, excluding Special Education, underspent the budget by less than one half of one percent (0.5%) of appropriations.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

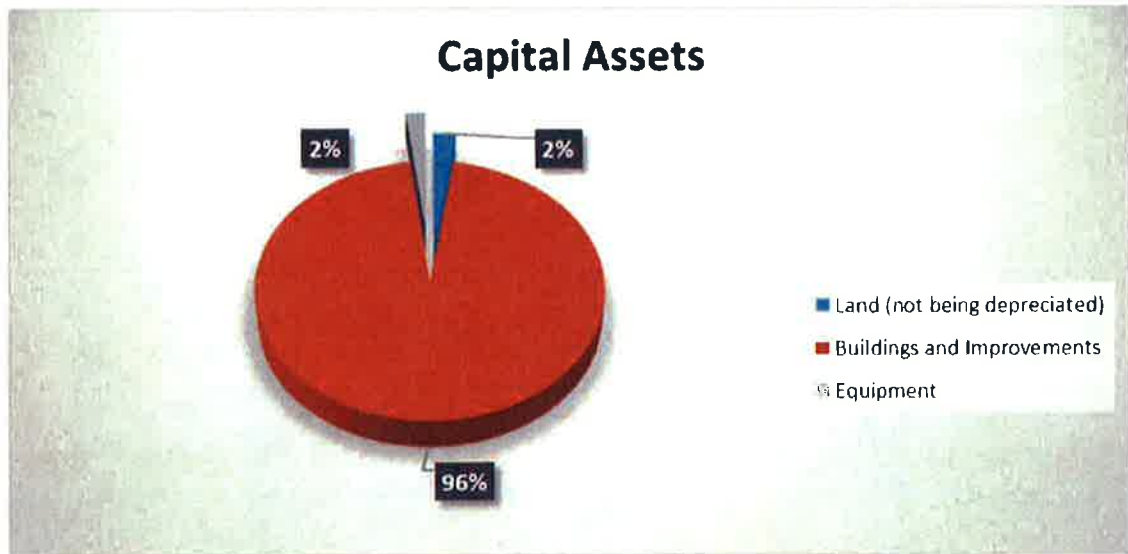
**Capital Assets**

On June 30, 2015, the District reported capital assets of \$ 10,764,344, net of accumulated depreciation. These consist of a broad range of capital assets including land, buildings, improvements, machinery, and equipment. Additions in depreciable capital assets totaled \$62,787. The total for additional and replacement furniture and equipment was under the District's capital asset threshold of \$10,000. Included in this total:

- GMS computer lab \$52,067 furniture and computer equipment
- LMS computer lab \$14,156 replacing computer equipment
- District wide ground \$15,445 replacing lawn equipment
- GMS technology services \$40,782 in computer equipment
- LMS technology services \$17,752 in computer equipment
- CHS technology services \$13,800 in computer equipment

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2015**

	2015	2014	\$ Change	% Change
Land (not being depreciated)	460,792	460,792	-	0.0%
Buildings and Improvements	19,227,912	19,227,819	93	0.0%
Equipment	397,162	347,293	49,869	14.4%
Total Historical Costs	20,085,866	20,035,904	49,962	0.2%
Total Accumulated Depreciation	(9,321,522)	(8,833,284)	(488,238)	5.5%
Net Capital Assets	10,764,344	11,202,620	(438,276)	-3.9%



**Long-Term Debt**

The table below illustrates the long-term debt of the District as of June 30, 2015, retiring the Bond obligation from which the proceeds were used to construct Campbell High School.

	2015	2014	\$ Change	% Change
General Obligation Bond	-	485,000	(485,000)	-100.0%
Capital Lease	-	7,595	(7,595)	-100.0%
Compensated Absences	733,376	713,916	19,460	2.7%
Postemployment Benefits	724,992	624,966	100,026	16.0%
Total Long Term Liabilities	1,458,368	1,831,477	(373,109)	-20.4%

**FUTURE BUDGETARY IMPLICATIONS**

Significant activities or events which will have an impact on future district finances include:

- o Attracting and retaining highly qualified teachers and staff
- o Developing long-term information technology plan
- o Changes in State level school funding mechanisms for local education may impact tax calculations

MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2015

Questions regarding this report should be directed to Mr. James O'Neill, Superintendent of Schools or to Mr. Frank Markiewicz, Business Administrator, at (603-578-3570), or by mail at:

Litchfield School District  
SAU #27  
1 Highlander Court  
Litchfield, NH 03052

***BASIC FINANCIAL STATEMENTS***

**EXHIBIT A**  
**LITCHFIELD SCHOOL DISTRICT**  
*Statement of Net Position*  
**For the Fiscal Year Ended June 30, 2015**

	Governmental Activities
<b>ASSETS</b>	
Cash and cash equivalents	\$ 1,373,003
Accounts receivable	2,099
Intergovernmental receivable	240,886
Capital assets, not being depreciated	460,792
Capital assets, net of accumulated depreciation	10,303,552
Total assets	12,380,332
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Related to pensions	1,023,505
<b>LIABILITIES</b>	
Accounts payable	94,281
Accrued salaries and benefits	608,493
Noncurrent obligations:	
Due in more than one year	1,458,368
Net pension liability	11,782,044
Total liabilities	13,943,186
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Unavailable revenue - grants	80,422
Related to pensions	1,832,157
Total deferred inflows of resources	1,912,579
<b>NET POSITION</b>	
Net investment in capital assets	10,764,344
Restricted	112,920
Unrestricted	(13,329,192)
Total net position	\$ (2,451,928)

The notes to the basic financial statements are an integral part of this statement.



**EXHIBIT B**  
**LITCHFIELD SCHOOL DISTRICT**  
**Statement of Activities**  
**For the Fiscal Year Ended June 30, 2015**

	Expenses	Program Revenues			Net (Expense) Revenue and Change In Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Instruction	\$ 10,982,924	\$ 46,043	\$ 637,951	\$ -	\$ (10,298,930)
Support services:					
Student	1,608,293	-	113,328	-	(1,494,965)
Instructional staff	1,181,312	-	42,747	-	(1,138,565)
General administration	108,488	-	-	-	(108,488)
Executive administration	601,094	-	-	-	(601,094)
School administration	1,153,311	-	-	-	(1,153,311)
Business	305,650	-	-	-	(305,650)
Operation and maintenance of plant	2,086,329	215	-	-	(2,086,114)
Student transportation	964,561	9,269	2,617	-	(952,675)
Other	607,851	-	353	-	(607,498)
Noninstructional services	524,435	449,206	105,276	-	30,047
Interest on long-term debt	15,032	-	-	260,787	245,755
Facilities acquisition and construction	37,222	-	-	-	(37,222)
Total governmental activities	<u>\$ 20,176,502</u>	<u>\$ 504,733</u>	<u>\$ 902,272</u>	<u>\$ 260,787</u>	<u>(18,508,710)</u>
General revenues:					
School district assessment					11,052,650
Grants and contributions not restricted to specific programs					7,381,945
Unrestricted investment income					793
Miscellaneous					42,622
Total general revenues					<u>18,478,010</u>
Change in net position					(30,700)
Net position, beginning, as restated (see Note 11)					(2,421,228)
Net position, ending					<u>\$ (2,451,928)</u>

The notes to the basic financial statements are an integral part of this statement.

**EXHIBIT C-1**  
**LITCHFIELD SCHOOL DISTRICT**  
**Governmental Funds**  
**Balance Sheet**  
**June 30, 2015**

	General	Grants	Other Governmental Fund (Food Service)	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents	\$ 1,245,660	\$ 6,964	\$ 120,379	\$ 1,373,003
Receivables:				
Accounts	2,081	-	18	2,099
Intergovernmental	160,300	73,458	7,128	240,886
Total assets	<u>\$ 1,408,041</u>	<u>\$ 80,422</u>	<u>\$ 127,525</u>	<u>\$ 1,615,988</u>
<b>LIABILITIES</b>				
Accounts payable	\$ 79,676	\$ -	\$ 14,605	\$ 94,281
Accrued salaries and benefits	608,493	-	-	608,493
Total liabilities	<u>688,169</u>	<u>-</u>	<u>14,605</u>	<u>702,774</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue - grants	-	80,422	-	80,422
<b>FUND BALANCES</b>				
Restricted	-	-	112,920	112,920
Committed	154,859	-	-	154,859
Assigned	46,419	-	-	46,419
Unassigned	518,594	-	-	518,594
Total fund balances	<u>719,872</u>	<u>-</u>	<u>112,920</u>	<u>832,792</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 1,408,041</u>	<u>\$ 80,422</u>	<u>\$ 127,525</u>	<u>\$ 1,615,988</u>

The notes to the basic financial statements are an integral part of this statement.

**EXHIBIT C-2**  
**LITCHFIELD SCHOOL DISTRICT**  
**Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position**  
**June 30, 2015**

Total fund balances of governmental funds (Exhibit C-1)		\$ 832,792
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not financial resources, therefore, are not reported in the funds.		
Cost	\$ 20,085,866	
Less accumulated depreciation	<u>(9,321,522)</u>	10,764,344
Certain assets are not current financial resources in the governmental funds, but instead are reported in the Statement of Net Position.		
Deferred outflows of resources related to pensions		1,023,505
Long-term liabilities are not due and payable in the current period, therefore, are not reported in the funds.		
Compensated absences	\$ 733,376	
Other postemployment benefits	724,992	
Deferred inflows of resources related to pensions	1,832,157	
Net pension liability	<u>11,782,044</u>	<u>(15,072,569)</u>
Net position of governmental activities (Exhibit A)		<u><u>\$ (2,451,928)</u></u>

The notes to the basic financial statements are an integral part of this statement.

**EXHIBIT C-3**  
**LITCHFIELD SCHOOL DISTRICT**  
**Governmental Funds**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**For the Fiscal Year Ended June 30, 2015**

	General	Grants	Other Governmental Fund (Food Service)	Total Governmental Funds
<b>REVENUES</b>				
School district assessment	\$ 11,052,650	\$ -	\$ -	\$ 11,052,650
Other local	98,934	355	449,213	548,502
State	7,912,916	-	4,896	7,912,812
Federal	114,188	412,271	100,379	626,838
Total revenues	<u>19,178,688</u>	<u>412,626</u>	<u>554,488</u>	<u>20,145,802</u>
<b>EXPENDITURES</b>				
Current:				
Instruction	10,819,563	256,198	-	11,075,761
Support services:				
Student	1,534,751	113,328	-	1,648,079
Instructional staff	732,652	42,747	-	775,399
General administration	114,356	-	-	114,356
Executive administration	611,435	-	-	611,435
School administration	1,181,644	-	-	1,181,644
Business	315,124	-	-	315,124
Operation and maintenance of plant	2,060,549	-	-	2,060,549
Student transportation	964,561	-	-	964,561
Other	609,714	353	-	610,067
Noninstructional services	-	-	512,228	512,228
Debt service:				
Principal	485,000	-	-	485,000
Interest	25,462	-	-	25,462
Facilities acquisition and construction	37,222	-	-	37,222
Total expenditures	<u>19,492,033</u>	<u>412,626</u>	<u>512,228</u>	<u>20,416,887</u>
Net change in fund balances	(313,345)	-	42,260	(271,085)
Fund balances, beginning	1,033,217	-	70,660	1,103,877
Fund balances, ending	<u>\$ 719,872</u>	<u>\$ -</u>	<u>\$ 112,920</u>	<u>\$ 832,792</u>

The notes to the basic financial statements are an integral part of this statement.

**EXHIBIT C-4**  
**LITCHFIELD SCHOOL DISTRICT**  
**Reconciliation of the Statement of Revenues, Expenditures, and**  
**Changes in Fund Balances of Governmental Funds to the Statement of Activities**  
**For the Fiscal Year Ended June 30, 2015**

Net change in fund balances of total governmental funds (Exhibit C-3)		\$ (271,085)
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures. In the Statement of Activities the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeded capitalized capital outlay in the current period.		
Capitalized capital outlay	\$ 62,787	
Depreciation expense	<u>(501,063)</u>	(438,276)
Governmental funds report pension contributions as expenditures. However, in the Statement of Activities, the cost of pension benefits earned net of employee contributions is reported as pension expenses.		
Contributions subsequent to the measurement date	\$ 1,023,505	
Net pension expense	<u>(728,383)</u>	295,122
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position.		
Principal repayment of bond	\$ 485,000	
Principal repayment of capital leases	<u>7,595</u>	492,595
Some expenses reported in the Statement of Activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.		
Decrease in accrued interest expense	\$ 10,430	
Increase in compensated absences payable	(19,460)	
Increase in other postemployment benefits	<u>(100,026)</u>	(109,056)
Change in net position of governmental activities (Exhibit B)		<u>\$ (30,700)</u>

The notes to the basic financial statements are an integral part of this statement.

**EXHIBIT D-1**  
**LITCHFIELD SCHOOL DISTRICT**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Budget and Actual (Non-GAAP Budgetary Basis)**  
**General Fund**  
**For the Fiscal Year Ended June 30, 2015**

	Budgeted Amounts		Actual	Variance Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
School district assessment	\$ 11,052,650	\$ 11,052,650	\$ 11,052,650	\$ -
Other local	121,056	121,056	98,572	(22,484)
State	7,897,935	7,897,935	7,912,916	14,981
Federal	96,568	96,568	114,188	17,620
Total revenues	<u>19,168,209</u>	<u>19,168,209</u>	<u>19,178,326</u>	<u>10,117</u>
<b>EXPENDITURES</b>				
Current:				
Instruction	11,372,986	11,387,478	10,818,771	568,707
Support services:				
Student	1,634,923	1,569,221	1,531,853	37,368
Instructional staff	690,000	687,979	724,688	(36,709)
General administration	106,253	101,319	114,356	(13,037)
Executive administration	482,609	488,997	611,711	(122,714)
School administration	1,183,151	1,188,077	1,182,748	5,329
Business	305,776	299,619	315,124	(15,505)
Operation and maintenance of plant	2,078,514	2,070,140	2,030,373	39,767
Student transportation	967,312	967,919	964,561	3,358
Other	525,986	588,391	620,293	(31,902)
Debt service:				
Principal	485,000	485,000	485,000	-
Interest	25,463	25,463	25,462	1
Facilities acquisition and construction	48,855	47,225	37,222	10,003
Total expenditures	<u>19,906,828</u>	<u>19,906,828</u>	<u>19,462,162</u>	<u>444,666</u>
Excess (deficiency) of revenues over (under) expenditures	(738,619)	(738,619)	(283,836)	454,783
<b>OTHER FINANCING USES</b>				
Transfers out	<u>(50,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>-</u>
Net change in fund balance	<u>\$ (788,619)</u>	<u>\$ (788,619)</u>	<u>(333,836)</u>	<u>\$ 454,783</u>
Decrease in committed fund balance			50,000	
Unassigned fund balance, beginning			802,430	
Unassigned fund balance, ending			<u>\$ 518,594</u>	

The notes to the basic financial statements are an integral part of this statement.

**EXHIBIT D-2**  
**LITCHFIELD SCHOOL DISTRICT**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Budget and Actual (GAAP Basis)**  
**Grants Fund**  
**For the Fiscal Year Ended June 30, 2015**

	Budgeted Amounts		Actual	Variance Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Local	\$ 5,000	\$ -	\$ 355	\$ 355
Federal	570,000	840,993	412,271	(428,722)
Total revenues	<u>575,000</u>	<u>840,993</u>	<u>412,626</u>	<u>(428,367)</u>
<b>EXPENDITURES</b>				
Current:				
Instruction	450,000	554,436	256,198	298,238
Support services:				
Student	100,000	246,960	113,328	133,632
Instructional staff	25,000	39,597	42,747	(3,150)
Other	-	-	353	(353)
Total expenditures	<u>575,000</u>	<u>840,993</u>	<u>412,626</u>	<u>428,367</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>
Fund balance, beginning			<u>-</u>	
Fund balance, ending			<u>\$ -</u>	

The notes to the basic financial statements are an integral part of this statement.

**EXHIBIT E**  
**LITCHFIELD SCHOOL DISTRICT**  
**Fiduciary Funds**  
**Statement of Net Position**  
**For the Fiscal Year Ended June 30, 2015**

	Agency
<b>ASSETS</b>	
Cash and cash equivalents	\$ 173,286
<b>LIABILITIES</b>	
Due to student groups	173,286
<b>NET POSITION</b>	\$ -

The notes to the basic financial statements are an integral part of this statement.



**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

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**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***1-A Reporting Entity***

The Litchfield School District, in Litchfield, New Hampshire (the School District) is a municipal corporation governed by an elected 5-member School Board. The accounting policies of the School District conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principals in the United States.

The following is a summary of the more significant accounting policies:

***1-B Basis of Accounting, Measurement Focus, and Financial Statement Presentation***

The accounts of the School District are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

***Government-wide Financial Statements*** – The School District’s government-wide financial statements include a Statement of Net Position and a Statement of Activities. These statements present summaries of governmental activities for the School District. Fiduciary activities of the School District are not included in these statements.

These statements are presented on an “economic resources” measurement focus and the accrual basis of accounting. Accordingly, all of the School District’s assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of related cash flows. The types of transactions reported as program revenues for the School District are reported in three categories: 1) charges for services, 2) operating grants and contributions, and 3) capital grants and contributions.

Certain eliminations have been made to interfund activities, payables, and receivables. All internal balances in the Statement of Net Position have been eliminated.

***Governmental Fund Financial Statements*** – Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures, and Changes in Fund Balances for all major governmental funds, and nonmajor funds aggregated. An accompanying schedule is presented to reconcile and explain the differences in fund balances and changes in fund balances as presented in these statements to the net position and changes in net position presented in the government-wide financial statements. The School District has presented all major funds that met those qualifications.

All governmental funds are accounted for on a spending or “current financial resources” measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the balance sheets. The Statement of Revenues, Expenditures, and Changes in Fund Balances present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measureable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60 days after year-end) are recognized when due. The primary revenue sources, which have been treated as susceptible to accrual by the School District, are district assessments, intergovernmental revenues, and other local sources. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

***Fiduciary Fund Financial Statements*** – Fiduciary fund financial statements include a Statement of Net Position. The School District’s fiduciary funds are agency funds, which are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The agency funds are accounted for on a spending or “economic resources” measurement focus and the accrual basis of accounting.

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

**Major Funds** – The School District reports the following major governmental funds:

**General Fund** – all general revenues and other receipts that are not allocated by law or contracted agreement to another fund are accounted for in this fund. This fund accounts for general operating expenditures, fixed charges, and the capital improvement costs that are not reported in other funds.

**Grants Fund** – accounts for the resources received from various federal, state, and local agencies. The resources are restricted to accomplishing the various objectives of the grantor agencies.

**Nonmajor Funds** – The School District also reports one nonmajor governmental fund, the food service fund.

The School District recognizes assets of nonexchange transactions in the period when the underlying transaction occurs, when an enforceable legal claim has arisen, or when all eligibility requirements are met. Revenues are recognized, on the modified accrual basis, when they are measurable and available. Nonexchange transactions occur when one government provides (or receives) value to (from) another party without receiving (or giving) equal or nearly equal value in return. Various intergovernmental revenues, the district assessment, and most donations are examples of nonexchange transactions.

Under the terms of grant agreements, the School District funds certain programs by specific grants, resources, and/or general revenues. Thus when program expenses are incurred, there are both restricted and unrestricted net assets available to finance the program. It is the School District's policy to first apply grant resources to such programs and then general revenues.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reported amounts of assets, deferred inflows/outflows, and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Prioritization and Use of Available Resources** – When both restricted and unrestricted resources are available for use, it is the School District's practice to use restricted resources first, then unrestricted resources (committed, assigned, and unassigned) as they are needed. When unrestricted resources are available for use in the general fund, it is the School District's policy to use unassigned resources first, then assigned, and then committed as needed. When unrestricted resources are available for use in any other governmental fund, it is the School District's policy to use committed resources first, then assigned, and then unassigned as needed.

#### **1-C Cash and Cash Equivalents**

The School District considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. Deposits with financial institutions consist of demand deposit. A cash pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and cash equivalents."

New Hampshire statutes require that the School District treasurer have custody of all money belonging to the School District and pay out the same only upon orders of the School Board. The treasurer shall deposit all such monies in participation units in the public deposit investment pool established pursuant to NH RSA 383:22 or in solvent banks in the state. Funds may be deposited in banks outside the state if such banks pledge and deliver to a third party custodial bank or the Federal Reserve Bank, collateral security for such deposits, United States government or government agency obligations or obligations of the State of New Hampshire in value at least equal to the amount of the deposit in each case.

#### **1-D Receivables**

Receivables in the government-wide and governmental fund financial statements represent amounts due to the School District at June 30, recorded as revenue, which will be collected in the future and consist primarily of accounts and intergovernmental receivables.

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

***1-E Capital Assets***

General capital assets are those assets of a capital nature which the School District owns. All capital assets are capitalized at cost (or estimated at historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their fair market values as of the date received. The School District maintains a capitalization threshold of \$10,000 and more than one year of estimated useful life. Improvements to capital assets are capitalized; the costs of normal maintenance and repairs that do not add to the value of an asset or materially extend the asset's life are expensed.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. All reported capital assets are depreciated over their estimated useful lives. Depreciation is computed using the straight-line method over the following useful lives:

	<u>Years</u>
Buildings and building improvements	20 - 30
Equipment	5 - 15

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets are not capitalized and related depreciation is not reported in the fund financial statements.

***1-F Deferred Outflows/Inflows of Resources***

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenses/expenditure) until then.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

***1-G Compensated Absences***

The School District's policy allows certain employees to earn varying amounts of vacation and sick pay based on the employee's length of employment. Upon retirement or termination of employment, employees are paid in full for any accrued leave earned as set forth by personnel policy.

An expense and a liability for vacation, sick pay, and salary-related payments are accrued as the leave is earned in the government-wide financial statements. The compensated absences liability is liquidated using funds to which the liability accrued as the accumulated leave is used.

***1-H Long-term Obligations***

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities Statement of Net Position.

***1-I Claims and Judgments***

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. Claims and judgments are recorded in the government-wide financial statements as expense when the related liabilities are incurred. There were no significant claims or judgments at year-end.

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

***1-J Net Position/Fund Balances***

Net position in government-wide financial statements is classified as follows:

**Net Investment in Capital Assets** – This classification includes the School District’s capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

**Restricted Net Position** – This classification includes assets that have third-party (statutory, bond covenant, or granting agency) limitation on their use. The School District typically uses restricted assets first, as appropriate opportunities arise, but reserves the right to selectively defer the use until a future project.

**Unrestricted Net Position** – This classification typically includes unrestricted liquid net position.

In the governmental fund financial statements, fund balance is composed of five classifications designed to disclose the hierarchy of constraint placed on how fund balance can be spent.

The governmental fund types classify fund balances as follows:

**Nonspendable** – This classification includes amounts that cannot be spent because they are either (a) not in spendable form; or (b) are legally or contractually required to be maintained intact.

**Restricted** – This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

**Committed** – This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the legislative body (School District Meeting). These amounts cannot be used for any other purpose unless the legislative body removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

**Assigned** – This classification includes amounts that are constrained by the School District’s intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the School Board or through the Board delegating this responsibility to the Superintendent or Business Administrator through the budgetary process.

**Unassigned** – This classification is the portion of fund balance that has not been restricted, committed, or assigned for a specific purpose.

***1-K Interfund Transfers***

Interfund transfers represent flows of assets without equivalent flows of assets in return and without a requirement for repayment. In governmental funds, transfers are reported as other financing uses in the funds making the transfers and other financing sources in the funds receiving the transfers. In the government-wide financial statements, all interfund transfers between individual governmental funds have been eliminated.

***1-L Defined Benefit Pension Plan***

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, and as amended GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date- an amendment of GASB Statement No. 68* requires participating employers to recognize their proportionate share of collective net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense, and schedules have been prepared to provide employers with their calculated proportionate share of these amounts. The collective amounts have been allocated based on employer contributions during the respective fiscal years. Contributions from employers are recognized when legally due, based on statutory requirements.

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

The schedules prepared by New Hampshire Retirement System, and audited by the plan's independent auditors, require management to make a number of estimates and assumptions relating to the reported amounts. Due to the inherent nature and uncertainty of these estimates, actual results could differ, and the differences may be material.

**NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**2-A Budgetary Information**

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements which govern the School District's operations. At its annual meeting, the School District adopts a budget for the current year for the general and grants funds as well as the nonmajor food service fund. Except as reconciled below, the budget was adopted on a basis consistent with United States generally accepted accounting principles.

Management may transfer appropriations between operating categories as deemed necessary, but expenditures may not legally exceed budgeted appropriations in total. All annual appropriations lapse at year-end unless encumbered.

Encumbrance accounting, under which purchase orders, contracts, and continuing appropriations (certain projects and specific items not fully expended at year-end) are recognized, is employed in the governmental funds. Encumbrances are not the equivalent of expenditures, and are therefore, reported as part of the assigned fund balance at year-end, and are carried forward to supplement appropriations of the subsequent year.

State statutes require balanced budgets, but provide for the use of beginning unassigned fund balance to achieve that end. In the fiscal year 2015, \$788,619 of the beginning general fund unassigned fund balance was applied for this purpose.

**2-B Budgetary Reconciliation to GAAP Basis**

The School District employs certain accounting principles for budgetary reporting purposes that differ from a GAAP basis. The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budgetary Basis presents the actual results to provide a comparison with the budget. The major difference between the budgetary basis and GAAP basis is as follows:

Encumbrances outstanding at year-end do not represent GAAP expenditures or liabilities, but represent budgetary accounting controls. Governmental fund budgets are maintained on the modified accrual basis of accounting except that budgetary basis expenditures include purchase orders and commitments (encumbrances) for goods or services not received at year-end. Encumbrances are recorded to reserve a portion of fund balance in the governmental fund types for commitments for which no liability exists.

The following reconciles the general fund budgetary basis to the GAAP basis:

Revenues:	
Per Exhibit D-1 (budgetary basis)	\$ 19,178,326
Adjustments:	
Basis difference:	
GASB Statement No. 54:	
Miscellaneous revenue of blended funds	
362	
Per Exhibit C-3 (GAAP basis)	<u>\$ 19,178,688</u>
Expenditures and other financing uses:	
Per Exhibit D-1 (budgetary basis)	\$ 19,512,162
Adjustments:	
Basis difference:	
Encumbrances, beginning	
76,290	
Encumbrances, ending	
(46,419)	
GASB Statement No. 54:	
Net effect of transfers between blended funds	
<u>(50,000)</u>	
Per Exhibit C-3 (GAAP basis)	<u>\$ 19,492,033</u>

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

**2-C Change in Accounting Principle**

Effective July 1, 2014, the School District implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*. The requirements of this Statement change the way the School District calculates and reports the costs and obligations associated with pensions. As a result of implementing GASB Statement No. 68 the School District has restated the beginning net position in the government-wide Statement of Net Position, effectively decreasing net position as of July 1, 2014 by \$12,885,818 (see Note 11). The reduction accounts for the associated net pension liability, deferred inflows of resources, and deferred outflows of resources related to pensions.

Also, the School District adopted GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment to GASB Statement No. 68*. This Statement addresses an issue in GASB Statement No. 68 concerning transition provisions related to certain pension contributions made to defined benefit pension plans prior to implementation of that Statement by employers and nonemployer contributing entities.

**DETAILED NOTES ON ALL FUNDS**

**NOTE 3 – CASH AND CASH EQUIVALENTS**

The School District's deposits are entirely covered by federal depository insurance (FDIC) or by collateral held by the School District's agent in the School District's name. The FDIC currently insures the first \$250,000 of the School District's deposits at each financial institution, per case custodian. Deposit balances over \$250,000 are insured by the collateral. As of year-end, the carrying amount of the School District's deposits was \$1,546,289 and the bank balances totaled \$2,312,671.

Cash and cash equivalents reconciliation:

Cash per Statement of Net Position (Exhibit A)	\$ 1,373,003
Cash per Statement of Net Position-Fiduciary Funds (Exhibit E)	<u>173,286</u>
Total cash and cash equivalents	<u><u>\$ 1,546,289</u></u>

**NOTE 4 – RECEIVABLES**

Receivables at June 30, 2015, consisted of accounts and intergovernmental amounts arising from grants, school lunch program, restricted grants, and trust funds in the custody of the Town of Litchfield. Receivables are recorded on the School District's financial statements to the extent that the amounts are determined to be material and substantiated not only by supporting documentation, but also by a reasonable, systematic method of determining their existence, completeness, valuation, and collectability.

**NOTE 5 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2015 consisted of the following:

	<u>Balance, beginning</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance, ending</u>
At cost:				
Not being depreciated:				
Land	\$ 460,792	\$ -	\$ -	\$ 460,792
Being depreciated:				
Buildings and building improvements	19,227,819	12,918	(12,825)	19,227,912
Equipment	347,293	49,869	-	397,162
Total capital assets being depreciated	<u>19,575,112</u>	<u>62,787</u>	<u>(12,825)</u>	<u>19,625,074</u>
Total capital assets	<u><u>20,035,904</u></u>	<u><u>62,787</u></u>	<u><u>(12,825)</u></u>	<u><u>20,085,866</u></u>

*(Continued)*

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

Capital assets continued:

	Balance, beginning	Additions	Retirements	Balance, ending
Less accumulated depreciation:				
Buildings and building improvements	(8,660,770)	(466,586)	12,825	(9,114,531)
Equipment	(172,514)	(34,477)	-	(206,991)
Total accumulated depreciation	(8,833,284)	(501,063)	12,825	(9,321,522)
Net book value, capital assets being depreciated	10,741,828	(438,276)	-	10,303,552
Net book value, all capital assets	<u>\$ 11,202,620</u>	<u>\$ (438,276)</u>	<u>\$ -</u>	<u>\$ 10,764,344</u>

Depreciation expense was charged to functions of the School District based on their usage of the related assets. The amounts allocated to each function are as follows:

Support services:	
Instructional staff	\$ 415,262
Operation and maintenance of plant	42,927
Other	28,017
Noninstructional services	14,857
Total depreciation expense	<u>\$ 501,063</u>

**NOTE 6 – DEFERRED INFLOWS OF RESOURCES**

Deferred inflows of resources reported in the governmental funds for unavailable revenues are as follows:

	Grants
Fiscal year 2015 School District assessment received in advance	
Federal grant revenue collected in advance of eligible expenditures being made	\$ 73,915
Local grant revenue collected in advance of eligible expenditures being made	6,507
Total deferred inflows of resources	<u>\$ 80,422</u>

See Note 12 for discussion of deferred outflows of resources and deferred inflows of resources related to pensions.

**NOTE 7 – LONG-TERM LIABILITIES**

Changes in the School District's long-term liabilities consisted of the following for the year ended June 30, 2015:

	Balance, July 1, 2014	Additions	Reductions	Balance, June 30, 2015	Due Within One Year
General obligation bond payable	\$ 485,000	\$ -	\$ (485,000)	\$ -	\$ -
Capital lease	7,595	-	(7,595)	-	-
Compensated absences	713,916	19,460	-	733,376	-
Net other postemployment benefits	624,966	100,026	-	724,992	-
Total long-term liabilities	<u>\$ 1,831,477</u>	<u>\$ 119,486</u>	<u>\$ (492,595)</u>	<u>\$ 1,458,368</u>	<u>\$ -</u>



**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

**NOTE 8 – ENCUMBRANCES**

Encumbrances outstanding at June 30, 2015 are as follows:

Current:	
Support services:	
Student	\$ 445
Instructional staff	3,502
Executive administration	276
School administration	1,104
Operation and maintenance of plant	29,840
Other	11,252
Total encumbrances	<u>\$ 46,419</u>

**NOTE 9 – GOVERNMENTAL ACTIVITIES NET POSITION**

The governmental activities net position at June 30, 2015 consisted of the following:

Net investment in capital assets:	
Net property, buildings, and equipment	\$ 10,764,344
Restricted for:	
Food service	112,920
Unrestricted	(13,329,192)
Total net position	<u>\$ (2,451,928)</u>

**NOTE 10 – GOVERNMENTAL FUND BALANCES**

Governmental fund balances at June 30, 2015 consist of the following:

	General Fund	Other Governmental Fund (Food Service)	Total Governmental Funds
<b>Restricted:</b>			
Food service	\$ -	\$ 112,920	\$ 112,920
<b>Committed:</b>			
Expendable trust	154,859	-	154,859
<b>Assigned:</b>			
Encumbrances	46,419	-	46,419
<b>Unassigned</b>	518,594	-	518,594
Total governmental fund balances	<u>\$ 719,872</u>	<u>\$ 112,920</u>	<u>\$ 832,792</u>

**NOTE 11 – PRIOR PERIOD ADJUSTMENT**

Net position at July 1, 2014 was restated to record the following:

	Government-wide Statements
To record beginning net pension liability and deferred inflows and outflows of resources for implementation of GASB No. 68	\$ (12,885,818)
Net position, as previously reported	10,464,590
Net position, as restated	<u>\$ (2,421,228)</u>

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**AS OF AND FOR THE FISCAL YEAR ENDED**  
**JUNE 30, 2015**

**NOTE 12 – DEFINED BENEFIT PENSION PLAN**

**Plan Description:** The New Hampshire Retirement System (NHRS or the System) is a public employee retirement system that administers one cost-sharing multiple-employer defined benefit pension plan (Pension Plan), a component unit of the State of New Hampshire, as defined in Governmental Accounting Standards Board (GASB) Statement No. 67, Financial Reporting for Pension Plans – an amendment of GASB Statement No. 25. The Pension Plan was established in 1967 by RSA 100-A:2 and is qualified as a tax exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The Pension Plan is a contributory, defined benefit plan providing service, disability, death and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters and permanent police officers within the State are eligible and required to participate in the Pension Plan. The System issues a publically available financial report that may be obtained by writing the New Hampshire Retirement System, 54 Regional Drive, Concord, NH 03301.

**Benefits Provided:** The Pension Plan is divided into two membership groups. State and local employees and teachers belong to Group I. Police and firefighters belong to Group II. All assets are held in a single trust and available to pay retirement benefits to all members.

Group I members at age 60 or 65 (for members who commence service after July 1, 2011) qualify for a normal service retirement allowance based on years of creditable service and average final salary for the highest of either three or five years, depending on when their service commenced. The yearly pension amount is 1/60 or 1.667% of average final compensation (AFC) multiplied by years of creditable service.

Group II members who are age 60, or members who are at least age 45 with at least 20 years of creditable service, can receive a retirement allowance at a rate of 2.5% of AFC for each year of creditable service, not to exceed 40 years. Members commencing service on or after July 1, 2011 or members who have nonvested status as of January 1, 2012 can receive a retirement allowance at age 52.5 with 25 years of service or age 60. The benefit shall be equal to 2% of AFC times creditable service up to 42.5 years. However, a member who commenced service on or after July 1, 2011 shall not receive a retirement allowance until attaining the age of 52.5, but may receive a reduced allowance after age 50 if the member has at least 25 years of creditable service where the allowance shall be reduced, for each month by which the member attains 52.5 years of age by ¼ of 1% or age 60.

Members of both groups may qualify for vested deferred allowances, disability allowances and death benefit allowances, subject to meeting various eligibility requirements. Benefits are based on AFC or earnable compensation and/or service.

**Contributions:** The System is financed by contributions from both the employees and the School District. Member contribution rates are established and may be amended by the State legislature while employer contribution rates are set by the System trustees based on an actuarial valuation. All employees are required to contribute 7% of earnable compensation. For fiscal year 2015, the School District contributed 14.16% for teachers and 10.77% for other employees. The contribution requirements for the fiscal years 2013, 2014, and 2015 were \$979,329, \$1,175,929, and \$1,188,781, respectively, which were paid in full in each year.

**Pension Liabilities, Pension Expense, and Deferred Outflows or Resources and Deferred Inflows of Resources Related to Pensions:** At June 30, 2015 the School District reported a liability of \$11,782,044 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2014, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The School District's proportion of the net pension liability was based on a projection of the School District's long-term share of contributions to the pension plan relative to the projected contributions of all participating towns and school districts, actuarially determined. At June 30, 2014, the School District's proportion was 0.31388770% which was a decrease of 0.00918011% from its proportion measured as of June 30, 2013.

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For the year ended June 30, 2015, the School District recognized pension expense of \$728,383. At June 30, 2015 the School District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in proportion	\$ -	\$ 324,635
Net difference between projected and actual investment earnings on pension plan investments	-	1,507,522
Contributions subsequent to the measurement date	1,023,505	-
Total	\$ 1,023,505	\$ 1,832,157

The \$1,023,505 reported as deferred outflows of resources related to pensions results from the School District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2015. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal Year Ending June 30,	
2016	\$ (447,338)
2017	(447,338)
2018	(447,338)
2019	(42,807)
Totals	\$ (1,384,821)

**Actuarial Assumptions:** The collective total pension liability was determined by a roll forward of the actuarial valuation as of June 30, 2013, using the following actuarial assumptions which, accordingly apply to both 2014 and 2013 measurements:

Inflation:	3.0%
Salary increases:	3.75- 5.8% average, including inflation
Investment rate of return:	7.75% net of pension plan investment expense, including inflation

Mortality rates were based on the RP-2000 mortality table, projected to 2020 with Scale AA. The table includes a margin of 15% for men and 17% for women for mortality improvements.

The actuarial assumptions used in the June 30, 2013 valuation were based on the results of the most recent actuarial experience study, which was for the period July 1, 2005 – June 30, 2010.

**Long-term Rates of Return:** The long-term expected rate of return on pension plan investment was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rate of return net of investment expenses by the target asset allocation percentage and by adding expected inflation.

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Following is a table presenting target allocations and long-term rates of return for 2014 and 2013:

Asset Class	Target Allocation	Weighted average long-term expected real rate of return	
		2014	2013
Large Cap Equities	22.50%	3.25%	3.75%
Small/Mid Cap Equities	7.50%	3.25%	4.00%
Total domestic equity	30.00%		
Int'l Equities (unhedged)	13.00%	4.25%	4.75%
Emerging Int'l Equities	7.00%	6.50%	6.75%
Total international equity	20.00%		
Core Bonds	18.00%	(0.47)%	(0.96)%
High-Yield Bonds	1.50%	1.50%	2.00%
Global Bonds (unhedged)	5.00%	(1.75)%	(2.25)%
Emerging Market Debt (external)	0.50%	2.00%	1.00%
Total fixed income	25.00%		
Private equity	5.00%	5.75%	6.00%
Private debt	5.00%	5.00%	5.50%
Real estate	10.00%	3.25%	3.00%
Opportunistic	5.00%	2.50%	2.63%
Total alternative investments	25.00%		
Total	100.00%		

**Discount Rate:** The discount rate used to measure the collective total pension liability was 7.75%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. For purposes of the projection, member contributions and employer service cost contributions are projected based on the expected payroll of current members only. Employer contributions are determined based on the Pension Plan's actuarial funding policy as required by RSA 100-A:16. Based on those assumptions, the Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on Pension Plan investment was applied to all periods of projected benefit payments to determine the collective total pension liability.

**Sensitivity of the School District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate:** The following table presents the School District's proportionate share of the net pension liability calculated using the discount rate of 7.75% as well as what the School District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.75%) or 1-percentage point higher (8.75%) than the current rate:

Actuarial Valuation Date	1% Decrease 6.75%	Current Single Rate Assumption 7.75%	1% Increase 8.75%
June 30, 2014	\$ 15,518,868	\$ 11,782,044	\$ 8,629,473
June 30, 2013	\$ 17,825,402	\$ 13,904,142	\$ 10,607,954

**Pension Plan Fiduciary Net Position:** Detailed information about the pension plan's fiduciary net position is available in the separated issued New Hampshire Retirement System Cost-Sharing Multiple Employer Defined Benefit Pension Plan financial report.

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**NOTE 13 – OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

**Plan Description and Annual OPEB Cost** – The School District provides postemployment benefit options for health care to eligible retirees, terminated employees, and their dependents in accordance with the provision of various employment contracts. The benefit levels, employee contributions, and employer contributions are governed by the School District’s contractual agreements.

The Governmental Accounting Standards Board (GASB) issued Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. GASB Statement No. 45 requires that the long-term cost of retirement health care and obligations for other postemployment benefits (OPEB) be determined on an actuarial basis and reported similar to pension plans. GASB Statement No. 45 does not mandate the pre-funding of postemployment benefit liabilities. However, any pre-funding of these benefits will help minimize or eliminate the postemployment benefit obligation that will be required to be reported on the financial statements.

The School District has only partially funded (on a pay-as-you-go basis) the annual required contribution (ARC), an actuarially determined rate in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed 30 years. The following table presents the OPEB cost for the year, the amount contributed and changes in the OPEB plan for fiscal year 2015:

Annual required contribution/OPEB cost	\$ 154,203
Interest on net OPEB obligation	28,123
Adjustment to annual required contribution	<u>(26,638)</u>
Annual OPEB cost (expense)	155,688
Contributions made	<u>(55,662)</u>
Increase in net OPEB obligation	100,026
Net OPEB obligation - beginning of year	624,966
Net OPEB obligation - end of year	<u>\$ 724,992</u>

The School District’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal year 2015 and the three preceding years were as follows:

Fiscal Year Ended	Annual OPEB Contribution Cost	Actual Contributions (pay-as-you-go)	Percentage Contributed	Net OPEB Obligation
June 30, 2012	\$ 180,285	\$ 60,124	35.35%	\$ 420,590
June 30, 2013	\$ 168,982	\$ 59,274	35.08%	\$ 530,298
June 30, 2014	\$ 158,017	\$ 64,609	40.89%	\$ 624,966
June 30, 2015	\$ 154,203	\$ 55,662	36.10%	\$ 724,992

As of July 1, 2014, the date of the most recent actuarial valuation, the actuarial accrued liability (AAL) for benefits was \$1,412,508, with no actuarial value of assets, resulting in an unfunded actuarial accrued liability (UAAL) of \$1,412,508. The covered payroll (annual payroll of active employees covered by the plan) was \$10,287,128 during fiscal year 2015, and the ratio of the UAAL to the covered payroll was 13.73%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Actuarially determined amounts are subject to continual revisions as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Funding Progress for Other Postemployment Benefits Plan, presented as required supplementary information following the notes to the financial statements, is designed to present multiyear trend information about whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

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Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the employer and plan members in the future. The actuarial methods and assumptions used include techniques that are designed to reduce the effect of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2014 actuarial valuation, the actuarial cost method was used. The actuarial assumptions included a 4.0% investment rate of return per annum. The projected annual healthcare cost trend is 9% initially, reduced by decrements to an ultimate rate of 5.0% for years 2018 and later. The UAAL is being amortized as a level dollar amount over an open basis. The remaining amortization period at June 30, 2015 was 30 years.

The GASB standard on accounting for postretirement benefits other than pensions requires the following disclosures in the financial statements with regard to the retiree benefit liability:

**A brief description of the retiree medical insurance plan:**

*a. Eligibility* Employees are eligible for retiree health coverage upon meeting NHRS eligibility requirements.

**Group I:**

Hired prior to July 1, 2011 - earlier of:

- a. Age 50 with 10 years of service (early retirement)
- b. Age 60 with no service requirement
- c. Rule of 70 with at least 20 years of service

**Group II:**

Hired on/after July 1, 2011 - earlier of:

- a. Age 60 with 30 years of service
- b. Age 65 with no service requirement

*b. Spouse benefit* Retiree health coverage continues to surviving spouse upon death of the retiree provided that the spouse continues to pay the full cost of coverage.

*c. School district subsidy* None

*d. Retiree cost sharing* Retirees pay the full cost of coverage.

*e. Medical benefit* Same benefit options are available to retirees as active employees. All health plans are fully-insured with SchoolCare and partially experience rated.

The monthly premiums by plan effective on July 1, 2015 and July 1, 2014 are as shown below:

Plan	Eff. 7/1/2015		Eff. 7/1/2014	
	1 person	2 person	1 person	2 person
SchoolCare Green Open Access	\$ 708	\$ 1,416	\$ 662	\$ 1,325
SchoolCare Red Open Access	\$ 655	\$ 1,310	\$ 613	\$ 1,226

*f. Post Medicare GASB liability* There is no post Medicare GASB liability since the retirees pay the full cost of coverage.

*g. Dental benefit* There is no GASB liability for dental benefit as retirees pay the full cost of coverage.

**NOTE 14 – RISK MANAGEMENT**

The School District is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; or natural disasters. During fiscal year 2015, the School District was a member the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) Workers' Compensation and Property/Liability Programs. This entity is considered a public entity risk pool, currently operating as common risk management and insurance program for member School Districts and cities.

**LITCHFIELD SCHOOL DISTRICT**  
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The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) Workers' Compensation and Property/Liability Programs are pooled risk management programs under RSAs 5-B and 281-A. Coverage was provided from July 1 to June 30, 2015 by Primex<sup>3</sup>, which retained \$1,000,000 of each workers' compensation loss, \$500,000 of each liability loss, and \$200,000 of each property loss. The Board has decided to self-insure the aggregate exposure and has allocated funds based on actuarial analysis for that purpose. The estimated net contribution from the Litchfield School District billed and paid for the year ended June 30, 2015 was \$49,661 for workers' compensation and \$7,890 for property/liability. The workers' compensation section of the self-insurance membership agreement permits Primex<sup>3</sup> to make additional assessments to members should there be a deficiency in contributions for any member year, not to exceed the member's annual contribution. GASB Statement No. 10 requires members of a pool with a sharing risk to disclose if such an assessment is probable, and a reasonable estimate of the amount, if any. At this time, Primex<sup>3</sup> foresees no likelihood of any additional assessment for this or any prior year.

**NOTE 15 – CONTINGENT LIABILITIES**

The School District has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies or their designee. These audits could result in a request for reimbursement from the grantor agency for costs disallowed under terms of the grant. Based on prior experience, the School District believes such disallowances, if any, will be immaterial.

**NOTE 16 – USDA FOOD COMMODITIES**

The food service program received \$21,986 in nonmonetary assistance for the 2014-2015 fiscal year from the Department of Agriculture. This is reported at fair market value on the date received and has been reported as both a revenue and expenditure in the food service fund.

**NOTE 17 – SUBSEQUENT EVENTS**

Subsequent events are events or transactions that occur after the balance sheet date, but before the financial statements are issued. Recognized subsequent events are events or transactions that provided additional evidence about conditions that existed at the balance sheet date, including the estimates inherent in the process of preparing the financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the balance sheet date, but arose after the date. Management has evaluated subsequent events through February 3, 2016, the date the June 30, 2015 financial statements were available to be issued, and no events occurred that require recognition or disclosure.

***REQUIRED SUPPLEMENTARY INFORMATION***



**EXHIBIT F**  
**LITCHFIELD SCHOOL DISTRICT**  
*Schedule of Funding Progress for Other Postemployment Benefit Plan*  
**For the Fiscal Year Ended June 30, 2015**

Fiscal Year End	Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ([b-a]/c)
June 30, 2012	July 1, 2011	\$ -	\$ 1,383,635	\$ 1,383,635	0.00%	\$ 8,501,171	16.28%
June 30, 2013	July 1, 2012	\$ -	\$ 1,419,265	\$ 1,419,264	0.00%	\$ 7,836,670	18.11%
June 30, 2014	July 1, 2013	\$ -	\$ 1,355,366	\$ 1,355,366	0.00%	\$ 8,071,770	16.79%
June 30, 2015	July 1, 2014	\$ -	\$ 1,412,508	\$ 1,412,508	0.00%	\$ 10,287,128	13.73%

The notes to the required supplementary information is an integral part of this schedule.

**EXHIBIT G**  
**LITCHFIELD SCHOOL DISTRICT**  
*Schedule of the School District's Proportionate Share of Net Pension Liability*  
*New Hampshire Retirement System Cost Sharing Multiple Employer Defined Benefit Plan*  
*For The Fiscal Year Ended June 30, 2015*

Fiscal Year End	Valuation Date	Districts Proportion of Net Pension Liability	Proportionate Share of Net Pension Liability	Covered Payroll	District Proportionate Share of Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
June 30, 2015	July 1, 2014	0.31388770%	\$ 11,782,044	\$ 8,661,687	136.02%	59.81%
June 30, 2014	July 1, 2013	0.32306781%	\$ 13,904,142	\$ 8,971,205	154.99%	66.32%

The notes to the required supplementary information is an integral part of this schedule.

**EXHIBIT H**  
**LITCHFIELD SCHOOL DISTRICT**  
*Schedule of School District Contributions*  
*New Hampshire Retirement System Cost Sharing Multiple Employer Defined Benefit Plan*  
*For The Fiscal Year Ended June 30, 2015*

Fiscal Year End	Valuation Date	Contractually Required Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2015	July 1, 2014	\$ 1,018,324	\$ 1,018,324	\$ -	\$ 8,661,687	11.76%
June 30, 2014	July 1, 2013	\$ 803,320	\$ 803,320	\$ -	\$ 8,971,205	8.95%

The notes to the required supplementary information is an integral part of this schedule.

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**  
**FOR THE FISCAL YEAR ENDED**  
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***Schedule of Funding Progress for Other Postemployment Benefits (OPEB)***

As required by GASB Statement No. 45, as amended in December 2009 by GASB Statement No. 57, Exhibit F represents the actuarial determined costs associated with the School District's other postemployment benefits at June 30, 2015, and the three preceding years.

There are no changes to the plan provisions and actuarial methods and assumptions since the last GASB valuation, which was for the fiscal year ending June 30, 2013. For the current year GASB valuation, we have updated the per capita costs, mortality table, and health care trend rates. We expect to update health care trend rates and per capita costs again in the next full GASB valuation, which will be for the fiscal year ending June 30, 2017.

<b>Measurement Date</b>	June 30, 2015 with results actuarially rolled-back to July 1, 2014 on a "no gain/no loss" basis
<b>Discount Rate</b>	4.5%
<b>Payroll Growth</b>	3.0% (used for amortization purposes only)
<b>Inflation Rate</b>	3.0% per year
<b>Cost Method</b>	Projected Unit Credit with linear proration to decrement
<b>Amortization</b>	Level % of pay over thirty years based on an open group
<b>Census Data</b>	Census information was provided by the School District as of July 2015. We have reviewed it for reasonableness and no material modifications were made.
<b>Health Care Coverage Election Rate</b>	100% of active employees with current coverage are assumed to continue coverage at retirement. 0% of active employees without current coverage are assumed to elect coverage at retirement.
<b>Spousal Coverage</b>	60% of employees are assumed to be married at retirement. Husbands are assumed to be three years older than wives.
<b>Employer Funding Policy</b>	Pay-as-you-go cash basis
<b>Mortality</b>	SOAR PH-2014 Total Dataset Headcount Weighted Mortality with scale MP-2014 (prior valuation used RP-2000 Combined Mortality Table fully generational using Scale AA)

***Schedule of the School District's Proportionate Share of Net Pension Liability & Schedule of School District Contributions***

As required by GASB Statement No. 68, and as amended by GASB Statement No. 71, Exhibits G and H represent the actuarial determined costs associated with the School District's pension plan at June 30, 2015.

**Methods and Assumptions Used to Determine Contribution Rates for Fiscal Year 2014:**

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage-of-Payroll, Closed
Remaining Amortization Period	25 years beginning July 1, 2014
Asset Valuation Method	5-year smooth market for funding purposes
Price Inflation	3.0% per year
Wage Inflation	3.75% per year
Salary Increases	5.8% Average, including inflation
Municipal Bond Rate	4.29% per year

**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**  
**FOR THE FISCAL YEAR ENDED**  
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Investment Rate of Return	7.75% per year
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2011 valuation pursuant to an experience study of the period 2005-2010.
Mortality	RP-2000 mortality table, projected to 2020 with Scale AA. The table includes a margin of 15% for men and 17% for women for mortality improvements.
<b>Other Information:</b>	
Notes	Contribution rates for Fiscal Year 2014 were determined based on the benefit changes adopted under House Bill No. 2 as amended by 011-2513-CofC.

***COMBINING AND INDIVIDUAL FUND SCHEDULES***

**SCHEDULE 1**  
**LITCHFIELD SCHOOL DISTRICT**  
**Major General Fund**  
*Schedule of Estimated and Actual Revenues (Non-GAAP Budgetary Basis)*  
*For the Fiscal Year Ended June 30, 2015*

	Estimated	Actual	Variance Positive (Negative)
School district assessment:			
Current appropriation	\$ 11,052,650	\$ 11,052,650	\$ -
Other local sources:			
Tuition	93,063	46,043	(47,020)
Transportation	10,212	9,269	(943)
Investment income	200	425	225
Rentals	-	215	215
Miscellaneous	17,581	42,620	25,039
Total from other local sources	<u>121,056</u>	<u>98,572</u>	<u>(22,484)</u>
State sources:			
Adequacy aid (grant)	5,669,288	5,669,288	-
Adequacy aid (tax)	1,869,085	1,869,085	-
School building aid	260,787	260,787	-
Catastrophic aid	98,775	108,889	10,114
Vocational aid	-	2,617	2,617
Other state aid	-	2,250	2,250
Total from state sources	<u>7,897,935</u>	<u>7,912,916</u>	<u>14,981</u>
Federal sources:			
Medicaid	<u>96,568</u>	<u>114,188</u>	<u>17,620</u>
Total revenues	19,168,209	<u>\$ 19,178,326</u>	<u>\$ 10,117</u>
Fund balance used to reduce school district assessment	788,619		
Total revenues and use of fund balance	<u>\$ 19,956,828</u>		

**SCHEDULE 2**  
**LITCHFIELD SCHOOL DISTRICT**  
**Major General Fund**  
*Schedule of Appropriations, Expenditures, and Encumbrances (Non-GAAP Budgetary Basis)*  
**For the Fiscal Year Ended June 30, 2015**

	Encumbered from Prior Year	Appropriations	Expenditures	Encumbered to Subsequent Year	Variance Positive (Negative)
<b>Current:</b>					
<b>Instruction:</b>					
Regular programs	\$ 792	\$ 7,873,787	\$ 7,643,465	\$ -	\$ 231,114
Special programs	-	2,968,376	2,643,609	-	324,767
Vocational programs	-	31,409	26,266	-	5,143
Adult and community programs	-	3	2,513	-	(2,510)
Non-public programs	-	39,233	29,824	-	9,409
Other	-	474,670	473,886	-	784
Total instruction	<u>792</u>	<u>11,387,478</u>	<u>10,819,563</u>	<u>-</u>	<u>568,707</u>
<b>Support services:</b>					
Student	3,343	1,569,221	1,534,751	445	37,368
Instructional staff	11,466	687,979	732,652	3,502	(36,709)
General administration	-	101,319	114,356	-	(13,037)
Executive administration	-	488,997	611,435	276	(122,714)
School administration	-	1,188,077	1,181,644	1,104	5,329
Business	-	299,619	315,124	-	(15,505)
Operation and maintenance of plant	60,016	2,070,140	2,060,549	29,840	39,767
Student transportation	-	967,919	964,561	-	3,358
Other	673	588,391	609,714	11,252	(31,902)
Total support services	<u>75,498</u>	<u>7,961,662</u>	<u>8,124,786</u>	<u>46,419</u>	<u>(134,045)</u>
<b>Debt service:</b>					
Principal of long-term debt	-	485,000	485,000	-	-
Interest on long-term debt	-	25,463	25,462	-	1
Total debt service	<u>-</u>	<u>510,463</u>	<u>510,462</u>	<u>-</u>	<u>1</u>
Facilities acquisition and construction	-	47,225	37,222	-	10,003
<b>Other financing uses:</b>					
Transfers out	-	50,000	50,000	-	-
<b>Total appropriations, expenditures, and encumbrances</b>	<u>\$ 76,290</u>	<u>\$ 19,956,828</u>	<u>\$ 19,542,033</u>	<u>\$ 46,419</u>	<u>\$ 444,666</u>



**SCHEDULE 3**  
**LITCHFIELD SCHOOL DISTRICT**  
**Major General Fund**  
**Schedule of Changes in Unassigned Fund Balance (Non-GAAP Budgetary Basis)**  
**For the Fiscal Year Ended June 30, 2015**

Unassigned fund balance, beginning		\$ 802,430
Changes:		
Fund balance used to reduce school district assessment		(788,619)
2014-2015 Budget summary:		
Revenue surplus (Schedule 1)	\$ 10,117	
Unexpended balance of appropriations (Schedule 2)	<u>444,666</u>	
2014-2015 Budget surplus		454,783
Decrease in committed fund balance		<u>50,000</u>
Unassigned fund balance, ending		<u><u>\$ 518,594</u></u>

**SCHEDULE 4**  
**LITCHFIELD SCHOOL DISTRICT**  
*Student Activities Funds*  
**Combining Schedule of Changes in Student Activities Funds**  
**For the Fiscal Year Ended June 30, 2015**

	<u>Balance, beginning</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance, ending</u>
Schools:				
Campbell High	\$ 116,979	\$ 302,911	\$ 297,696	\$ 122,194
Litchfield Middle	39,830	200,288	204,594	35,524
Griffin Memorial	13,053	28,461	25,946	15,568
Totals	<u>\$ 169,862</u>	<u>\$ 531,660</u>	<u>\$ 528,236</u>	<u>\$ 173,286</u>

***SINGLE AUDIT ACT SCHEDULES  
AND INDEPENDENT AUDITOR'S REPORTS***



## PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

### **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Members of the School Board  
Litchfield School District  
Litchfield, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Litchfield School District, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Litchfield School District's basic financial statements, and have issued our report thereon dated February 3, 2016.

#### ***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Litchfield School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Litchfield School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Litchfield School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Litchfield School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Sheryl A. Platt, CPA*

PLODZIK & SANDERSON  
Professional Association

February 3, 2016



## **PLODZIK & SANDERSON**

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### ***INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133***

To the Members of the School Board  
Litchfield School District  
Litchfield, New Hampshire

#### ***Report on Compliance for Each Major Federal Program***

We have audited the Litchfield School District's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Litchfield School District's major federal program for the year ended June 30, 2015. The Litchfield School District's major federal program is identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

#### ***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for the Litchfield School District's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Litchfield School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the Litchfield School District's compliance.

#### ***Opinion on Each Major Federal Program***

In our opinion, the Litchfield School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2015.

#### ***Report on Internal Control over Compliance***

Management of the Litchfield School District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Litchfield School District's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.

**Litchfield School District**

**Independent Auditor's Report on Compliance for Each Major Program and Report on Internal Control  
Over Compliance Required by OMB Circular A-133**

Accordingly, we do not express an opinion on the effectiveness of the Litchfield School District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

*Sheryl A. Platt, CPA*

PLODZIK & SANDERSON  
Professional Association

February 3, 2016



**SCHEDULE II**  
**LITCHFIELD SCHOOL DISTRICT**  
*Schedule of Expenditures of Federal Awards*  
*For the Year Ended June 30, 2015*

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
<b>U.S. DEPARTMENT OF AGRICULTURE</b>			
Passed Through the State of New Hampshire Department of Education			
CHILD NUTRITION CLUSTER			
School Breakfast Program	10.553	N/A	\$ 3,220
National School Lunch Program <i>(note 3)</i>	10.555	N/A	96,174
Special Milk Program for Children	10.556	N/A	985
<i>CLUSTER TOTAL</i>			<u>100,379</u>
<b>U.S. DEPARTMENT OF EDUCATION</b>			
Passed Through the State of New Hampshire Department of Education			
Title I Grants to Local Educational Agencies:			
Title I - Part A	84.010	40079	19,123
Title I - Part A	84.010	50079	64,568
<i>PROGRAM TOTAL</i>			<u>83,691</u>
SPECIAL EDUCATION CLUSTER			
Special Education - Grants to States	84.027	52586	283,290
Special Education - Preschool Grants	84.173	52586	8,609
<i>CLUSTER TOTAL</i>			<u>291,899</u>
Improving Teacher Quality State Grants:			
Title II - Part A	84.367	34872	844
Title II - Part A	84.367	44872	26,519
Title II - Part A	84.367	54872	9,319
<i>PROGRAM TOTAL</i>			<u>36,682</u>
<b>Total Expenditures of Federal Awards</b>			<u><u>\$ 512,651</u></u>

The accompanying notes are an integral part of this schedule.



**LITCHFIELD SCHOOL DISTRICT**  
**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2015**

***Note 1. Basis of Presentation***

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal grant activity of the Litchfield School District under programs of the federal government for the year ended June 30, 2015. The information in this Schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the Schedule presents only a selected portion of the operations of the Litchfield School District, it is not intended to and does not present the financial position, changes in net assets or cash flows of Litchfield School District.

***Note 2. Summary of Significant Accounting Policies***

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.

***Note 3. Food Donation***

Nonmonetary assistance is reported in the Schedule at the fair market value of the commodities on the date received. For the fiscal year ended June 30, 2015 the value of food donations received was \$21,986.

**Office of the Superintendent of Schools**

1 Highlander Court  
Litchfield, NH 03052  
578-3570

James L. O'Neill, Superintendent  
Frank Markiewicz, Business Administrator  
Julie Heon, Director Curriculum and Instruction  
Hollie Messenger, Director Human Resources  
Devin Bandurski, Director Special Services  
Jason Pelletier, Director of Technology  
Hilda Lawrence, Director Food Service

**Griffin Memorial School**

229 Charles Bancroft Highway  
Litchfield, NH 03052  
424-5931

Scott Thompson, Principal  
Connie Faro, Assistant Principal

**Litchfield Middle School**

19 McElwain Drive  
Litchfield, NH 03052  
424-2133

Thomas Lecklider, Principal  
Martha Thayer, Assistant Principal

**Campbell High School**

1 Highlander Court  
Litchfield, NH 03052  
546-0300

Laurie Rothhaus, Principal  
Michael Perez, Assistant Principal