

**2020 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 8, 2020, at 10:00 o'clock in the forenoon for explanation, discussion, and debate of warrant articles number 1 through number 7. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

SECOND SESSION OF ANNUAL MEETING (VOTING)

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 10, 2020, 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 District Clerk	3-Year Term
School District Moderator	3-Year Term
School District Treasurer	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 **\$23,514,330**? Should this article be defeated, the default budget shall be **\$23,660,450**, 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: \$0.26 (Operating Budget)

Estimated Tax Impact: \$0.44 (Default Budget)

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

*Recommended by the Budget Committee
Vote 7-2-0*

Article Explanation: This article represents the proposed operating, food services and grant funds budgets as recommended by the Budget Committee and the default budget recommended by the School Board and reviewed by the Budget Committee. The Operating budget contains operating costs for the school district, food services and grant funds: 2020-2021 proposed operating budget: \$22,324,241; food services budget: \$615,089; grants budget: \$575,000. Please note that though the food service and grants fund budgets are included in the gross appropriation, the food service and grants are funded through federal, state and other local sources, not taxation. The increase of the FY21 budget over the FY20 budget is 1.29% and is due to: the 2nd year of full day kindergarten costs, 2nd year of LEA Collective Bargaining Agreement costs, 2nd year of transportation contract increases, increased cost of supplies and contracted service providers, and increased enrollment at GMS.

The default budget contains the amount of the same appropriations as contained in the approved operating budget for the previous year, reduced and increased by debt service, contracts and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. (One-time expenditures are defined as appropriations not likely to recur in the succeeding budget).

Should this article be approved by the voters, the operating budget will be \$23,514,330, subject to amendments made at Deliberative Session. Should this article fail and if the School Board (governing body) does not choose to call a special meeting to consider a revised budget, the default budget will be deemed to have been adopted and the school district will operate under a default budget of \$23,660,450.

This article is asking voters if they support or do not support the operating budget. Detailed information on the proposed operating budget and default budget can be found at <http://www.litchfieldsd.org/DistrictInformation.aspx>

ARTICLE 2

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

Year	Estimated Increase
2020-2021	\$67,521
2021-2022	\$44,377

and further to raise and appropriate the sum of **\$67,521** for fiscal year **2021**, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

Estimated Tax Impact: \$0.08

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

*Recommended by the Budget Committee
Vote 8-0-1*

Article Explanation: The proposed 2 year contract for the Litchfield Support Staff Association has been ratified by both the Litchfield School Board and the Litchfield Support Staff Association. The Budget Committee supports this article.

Support staff are paid according to a salary schedule approved in the contract that contains wage steps based on years of experience. Each year with a contract, support staff move up one step on the "experience" scale.

*Year 1: Cost \$67,521
Year 1: Savings (\$1,440)*

*Staff will move one step (3%) on the schedule
Staff will keep the Green HMO Plan for year 1
The district cost share of insurance will be reduced from 80.5% to 80%*

*Year 2: Cost \$44,377
Year 2: Savings (\$27,190)*

*Staff will move one step (3%) on the schedule
All eligible employees will move to the Yellow Plans with deductibles:
Yellow with Choice: District pays 88%
Yellow w/o Choice: District pays 90%*

It should be noted that in approving this article, voters are approving the contract and cost items included in the contract. Failure of this article means support staff will have no contract and the district will have to go back into negotiations.

ARTICLE 3

Shall the Litchfield School District vote to establish a Class Size Reduction Expendable Trust Fund under the provisions of RSA 198:20-c, V for the purpose of funding staffing due to unexpected increases in enrollment and to raise and appropriate and place into the fund **\$99,000**, which has been appropriated in the FY20 Operating Budget, but has not been expended? This sum to come from the June 30 unassigned fund balance available for transfer on July 1 with no amount to be raised from taxation. Further, to name the School Board as agents to expend from the fund.

Estimated Tax Impact: \$0

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

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

Article Explanation: This article is asking to place funds that were budgeted for additional kindergarten staffing in 2019-2020 and not spent into an expendable trust fund in the event additional staffing is needed for a grade level that exceeds class size parameters. In August 2018, an additional Grade 1 teacher was added due to an influx of unexpected student enrollment, which exceeded the class size policy parameters and triggered an additional Grade 1 class. This could occur at any grade level.

Full Day Kindergarten was approved by the voters in 2018. The first year full day kindergarten class started with 80 students enrolled and increased to 87. Due to instructional concerns and after much research, the School Board revised the Class Size policy to reduce the number of students for kindergarten classes from 20 to 18 per class. Grades 1-12 remain unchanged: Grades 1-3, 20 per class; Grades 4-5, 23 per class; Grades 6-12, 25 per class. Kindergarten registrations are currently up to 57.

Enrollment projections are done annually, but do not include families that move into the town after the projections are completed. Enrollment in kindergarten and grade 1 are monitored closely over the summer months. This article has no tax impact as the money has already been raised and appropriated.

ARTICLE 4

Shall the Litchfield School District vote to raise and appropriate up to **\$50,000** to be added to the Special Education Capital Reserve Fund established in 2004 and authorize the use of that amount from the June 30 unassigned fund balance available for transfer on July 1 of this year, with no amount to be raised from taxation?

Estimated Tax Impact: \$0

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

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

Article Explanation: Costs related to special education are often unanticipated. Each year the district budgets for special education students that are currently in the program at that time; however, a student placement can occur at any time during the year and most likely from a family that moves into the community whose child is an identified student who has received services from the district they are moving from. This year (2019-2020) the district received such a placement, which will result in the withdrawal of funds from the Special Education Capital Reserve Fund.

This article is requesting replenishment of those funds from the unassigned fund balance at the end of the school year, which has no tax impact.

ARTICLE 5

Shall the Litchfield School District vote to establish a Capital Improvement Expendable Trust Fund under the provisions of RSA 198:20-c,V for the purpose of funding the study, planning and cost of new construction or renovation of existing facilities in the Litchfield School District as recommended by the Capital Planning Committee, and to raise and appropriate the sum of **\$70,000** to be placed into the fund? This sum to come from the June 30 unassigned fund balance available for transfer on July 1 with no amount to be raised from taxation. Further, to name the School Board as agents to expend from the fund.

Estimated Tax Impact: \$0

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

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

Article Explanation: The district is requesting to create an expendable trust fund to deposit funds from the year end unassigned balance to study, plan and determine the cost of new construction or renovation of existing school buildings in the district. The District Capital Planning Committee recommended the sum of \$70,000 be placed into this fund in order to pay for consultants that will investigate and cost the options that are best for Litchfield. A comprehensive Building Assessment was completed at the end of 2016 by H.L. Turner Group that includes all three school buildings (structural, site, electrical, plumbing, mechanical) with recommendations that have been reviewed by the Capital Planning Committee.

The New Hampshire Department of Education, Bureau of Safety and Facility Management, has reinstated Building Aid for school districts. A meeting with Amy Clark, Civil Engineer from that office, has provided the Capital Planning Committee and the District with valuable funding information for the 2023-2024 biennium. This article has no tax impact.

ARTICLE 6

Shall the Litchfield School District vote to raise and appropriate the sum of **\$35,000** to purchase and install door barricade security devices for all hallway classroom/office doors at Griffin Memorial School, Litchfield Middle School and Campbell High School? These door security devices are necessary to prevent an intruder from gaining access to the doorknob, lever or lock on classroom and office doors in the school buildings.

Estimated Tax Impact: \$0.04

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

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

Article Explanation: This article is requesting funds to purchase door barricade security devices, called Night Locks, to prevent intruders from gaining access to classrooms and offices in our three school buildings. These devices offer high performance entry door defense to protect our students and staff. These devices have been recommended by the District Emergency Management Team, Litchfield Police Department, Litchfield Fire Department and the New Hampshire Fire Marshal, as well as the New Hampshire Department of Homeland Security, who performed a District Building Security Assessment of our school buildings in 2017. These devices are designed for inward opening doors and doors that open out and to be accessible by emergency responders.

ARTICLE 7

Shall the Litchfield School District vote to raise and appropriate the sum of **\$25,000** to re-core (cylinders and keys) all door locks at Litchfield Middle School? This is based on security and safety recommendations from the building security assessment performed by the New Hampshire Department of Homeland Security.

Estimated Tax Impact: \$0.03

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

*Recommended by the Budget Committee
Vote 8-1-0*

Article Explanation: This article is requesting funds to re-core the cylinders of all door locks at Litchfield Middle School and to centralize keys to a Grand Master Key System. This was based on a physical, on-site safety assessment performed at Litchfield Middle School by the District Emergency Management Team, the Litchfield Police and Fire Departments in November 2019 and the 2017 New Hampshire Department of Homeland Security Assessment.

GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 22nd DAY OF JANUARY 2020.

Brian Bourque, Chair

Christina Harrison, Vice Chair

Elizabeth MacDonald

Robert G. Meyers, III

Tara Hershberger

Litchfield School Board