

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

School Board Edition

Meeting Agenda for February 17, 2021

Location: Litchfield Town Hall

In Attendance:

- B Bourque, Chair
- C Harrison, Vice Chair
- E MacDonald, Board Member
- R Meyers, Board Member
- T Hershberger, Board Member
- Dr. Michael Jette, Superintendent
- Cory Izbicki, Business Administrator
- Mary Widman, Director of Curriculum, Instruction & Assessment
- Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

5:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 5:10 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from February 3, 2021:

Mrs. Harrison made a motion to approve the non-public minutes of January 20, 2021. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

E. Presentations and Recognitions

● **CHS Prom Proposal**

Kimberly Barnett, CHS Junior Class Advisor, and Catherine Carignan, CHS student, presented a proposal for approval to hold a Junior/Senior prom for CHS. Mrs. Barnett indicated that the Junior Class Prom Committee is requesting permission to hold a Junior/Senior prom in 2021.

Ms. Carignan presented rationale and plans for the prom to the Board.

- There was no junior prom in 2020 due to COVID
- School reopened with the option for in person learning and remote learning
- This year has been mentally draining on students
- Sports has been restarted.

Ms. Carignan indicated that the Prom Committee chose May 14 as the date for the prom. Location options include the CHS practice field, parking lot or basketball court. COVID precautions will be taken (temperature taking at the door, symptom forms, hand sanitizers, masks). It is requested that students from other schools be allowed to attend. Plans for food include: appetizer options, prepackaged, servers assisting, pre-wrapped utensils. Catering options include working with District Food Service, local community businesses, or a professional familiar with COVID protocols. A dance floor would be needed if held on the practice field. A tent would be provided with tables, chairs and heaters (if needed) and a police officer for safety. The Committee is requesting to hold a Prom March in the parking lot for parents and community members for pictures to be taken. Work continues to get sponsors and fundraising.

Mr. Bourque asked to hear from Mr. Lonergan regarding the plans for the prom.

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Mr. Lonergan commented he has been in communication with local principals who are interested in having proms outdoors. He noted there are ways to manage it. He indicated that he is concerned about individuals from other schools attending. He added that teacher supervision would be needed as dancing proximity is a concern.

Mr. Bourque asked for the size of the tent that is planned to be used. Mrs. Barnett indicated we are looking at tent sizes 35' x 50' to 46' x 90'.

Mrs. Hershberger asked how many people are estimated to attend. Mrs. Barnett commented that past proms for the junior class have had 250 in attendance.

Mr. Bourque was concerned about the number of attendees will be housed in the tent. Mrs. Barnett indicated the largest tent can accommodate 500 people, so we can fit 250 in it.

Mr. Lonergan commented at Pinkerton their prom is held on campus every year and photographs are done in a separate classroom. He indicated that CHS can manage the same way.

Mr. Bourque commented that it is wonderful to be able to do this for the students. He was concerned about allowing students from other schools to attend, especially if they are from out of state.

Dr. Jette indicated if the travel quarantine is still in place that will help with a decision as we will have to follow that expectation.

Mrs. MacDonald made a motion to allow the Junior Class Prom Committee to proceed with plans for a prom on May 14. Mrs. Hershberger seconded. The motion carried 5-0-0.

F. Community Forum *Public Attendance: by Google Meet only*

There was no public input.

Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.

G. Correspondence

Mrs. Harrison reported that correspondence was received from the LEA regarding clarification on amount of COVID relief funds were received by the District. They requested allocation for community, student and teacher wellness. They requested to move School Board meetings to CHS gym to allow more attendance.

H. Comments:

● **Superintendent's Comments**

○ **Kindergarten & Grade 1 Registrations (Jan 2020)**

Dr. Jette reported that at this time last year Kindergarten registrations = 56; Grade 1 registrations = 77. Current Enrollment registrations: Kindergarten = 59 and Grade 1 = 69.

○ **Remote Parent Meetings**

Dr. Jette reported that a second round of remote parent meetings were held. He indicated he attended two of them and Ms. Widman attended one. He noted principals asked if there were more issues that needed to be addressed. Parents were positive and offered some suggestions.

Ms. Widman indicated there was positive feedback from parents at GMS.

Dr. Jette reported the feedback from the first session was well received and we have shown a lot of growth. He noted if we do another round of meetings, it will be scheduled closer to the end of the quarter.

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o Voter Guide

Dr. Jette provided the final draft of the 2021 Voter Guide for Board members to review. He noted it will be going to the printer and mailed by March 5.

o School Calendar 2021-2022

Dr. Jette presented the 2021-2022 school calendar to the Board. He indicated school will start on August 30, 2021 and the anticipated last day will be June 15, 2022 (with no snow days).

Mr. Bourque made a motion to approve the 2021-2022 School District Calendar. Mrs. Harrison seconded. The motion carried 5-0-0.

o Enrollment Projections & GMS Facility Studies Report

Dr. Jette provided a copy of the final enrollment projections/GMS facility report to the Board. He commented it was presented to the Facilities Improvement Committee in two parts. He noted that maps of the floor plans with ramps and areas referred to in the report were included in the report.

• School Board Comments

Mrs. MacDonald mentioned that she was invited to a PAC Hockey game and it was exciting.

Mr. Bourque asked if there is a date for graduation for the 2021-2022 school year calendar. Dr. Jette indicated it is too early to tell as future negotiation with the LEA is needed.

II. GENERAL BUSINESS

A. Public Minutes:

• February 3, 2021

Mrs. Harrison made a motion to approve the public minutes of February 3, 2021. Mrs. MacDonald seconded. The motion carried 4-0-0.

III. REPORTS

A. Curriculum Report

Ms. Widman reported:

- Professional Learning Committee met last week to discuss tech tools comfort survey and how to start bringing in more training opportunities
- Grading/Reporting/Competency Education:
 - building tasked with creating elevator speech on what is competency based grading
 - larger philosophical conversation with building and district leadership
 - working on plan to look at competency based education/grading systematically
- PERC will begin the process of reviewing instructional programming and assessing benchmarking / RTI systems
- Spring testing dates are being solidified
- Possible changes to AP coming from College Board
- Working on common competency assessments at CHS.

• Assessment Data & Next Steps

Ms. Widman reported that the district has been tasked the NH DOE to assess students in grades 4 - 8 in their previous grade levels. She noted that no spring assessments were given in 2020. She indicated that the results from the Fall 2020 testing was used to look at possible areas for remediation.

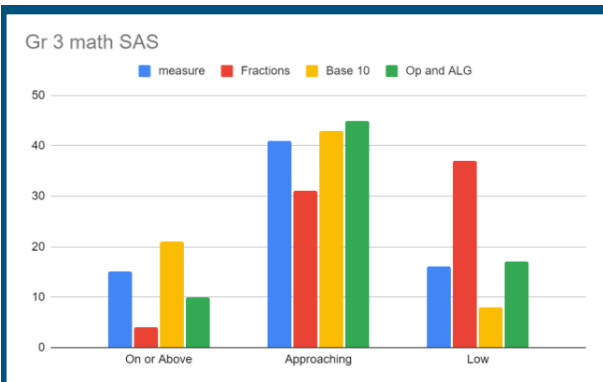
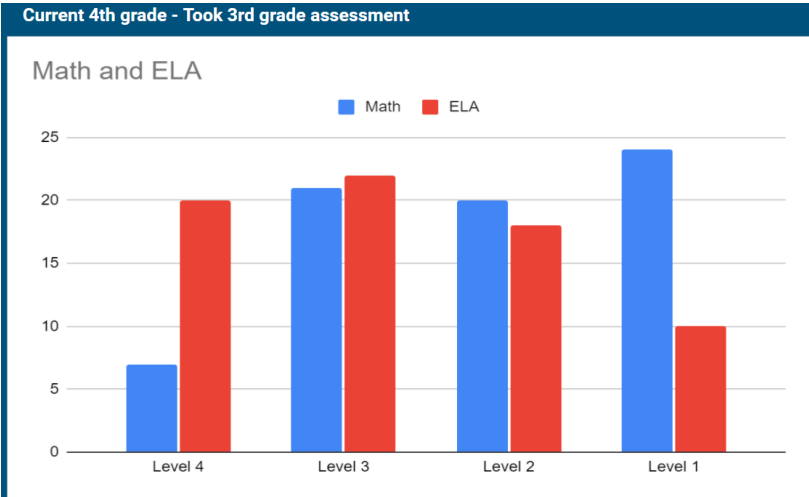
What was our process?

Tested in October.

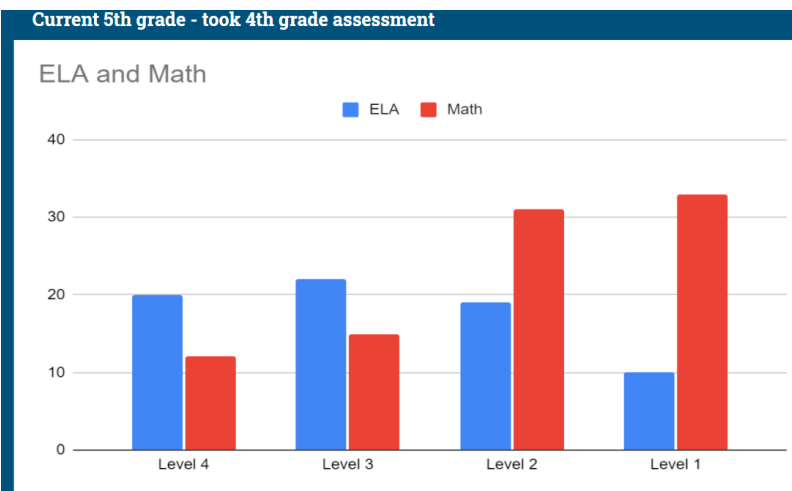
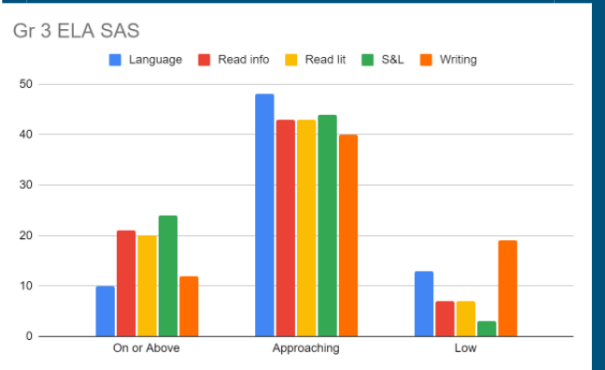
Some mixed messages from state which caused confusion in some of the tests taken.

Remote students tested using remote guidelines.

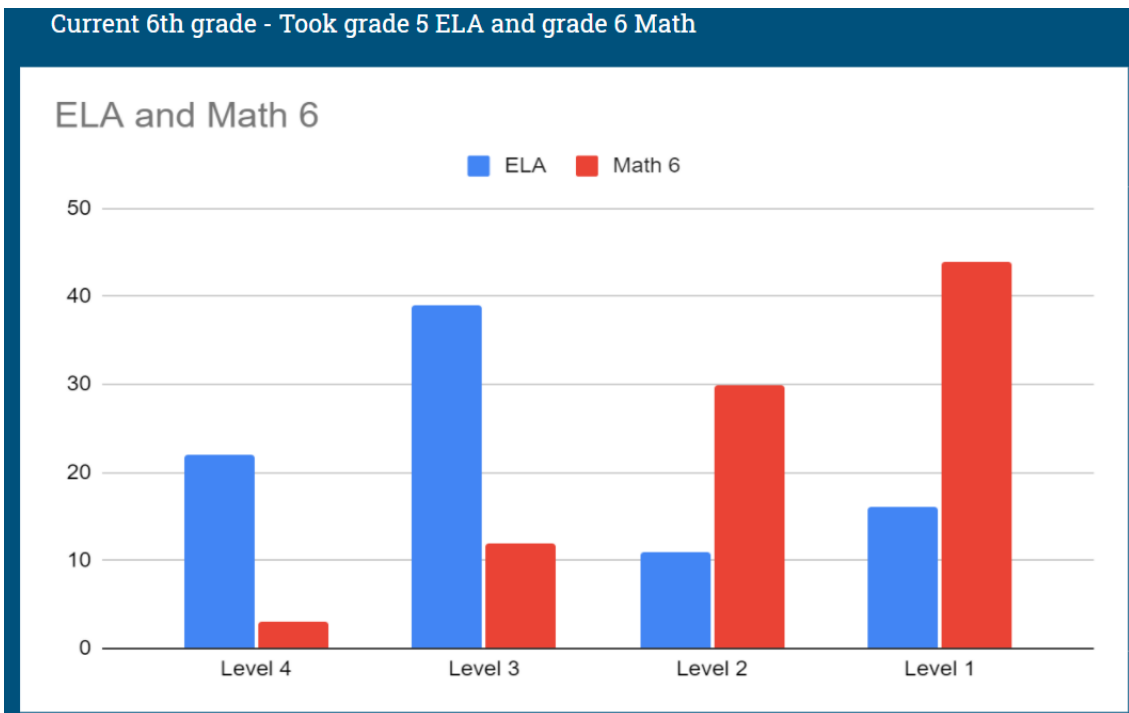
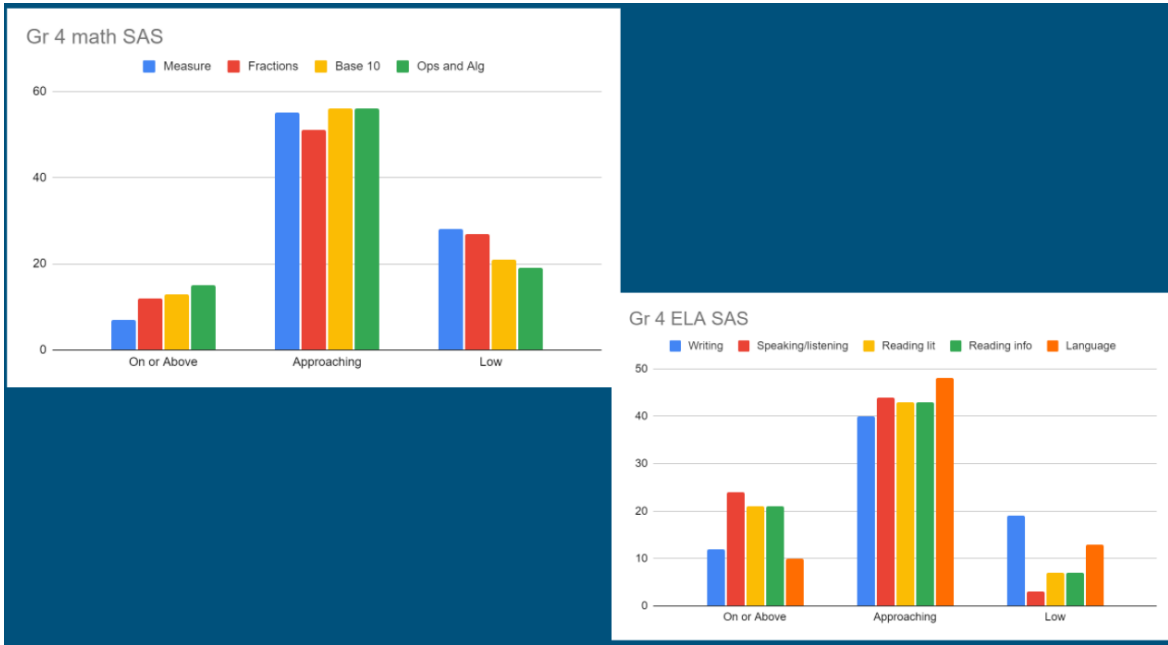
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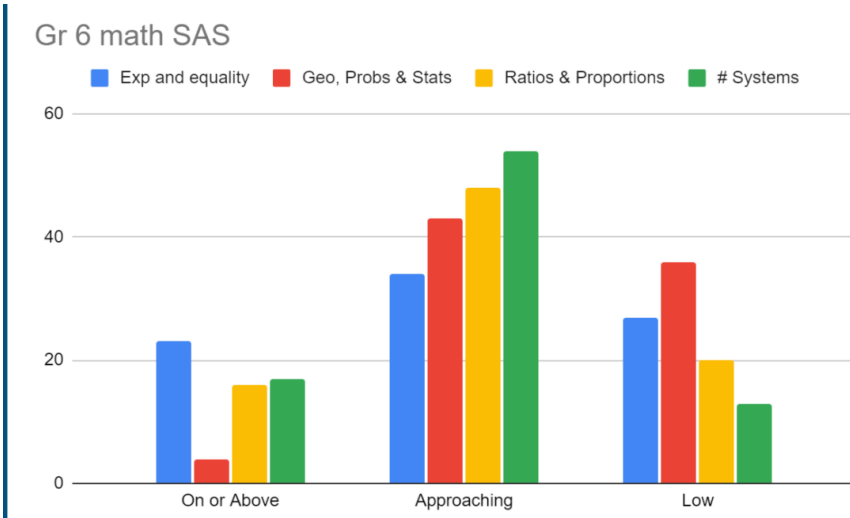
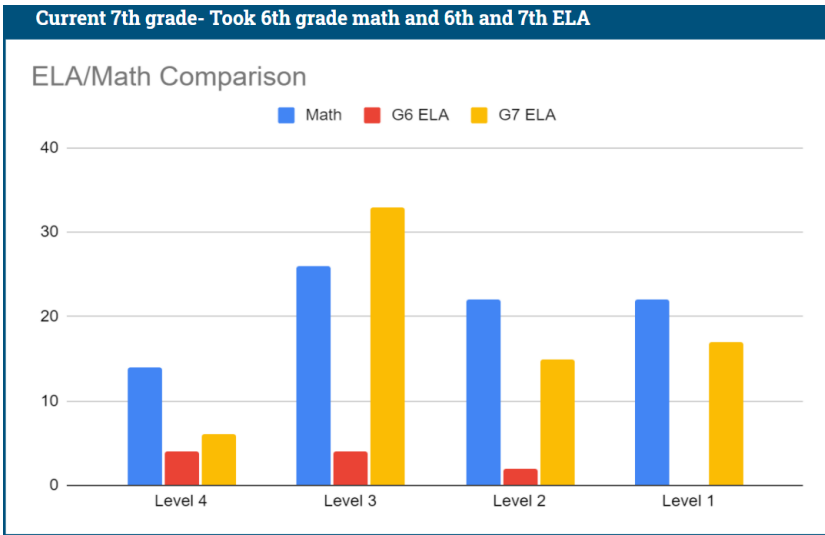
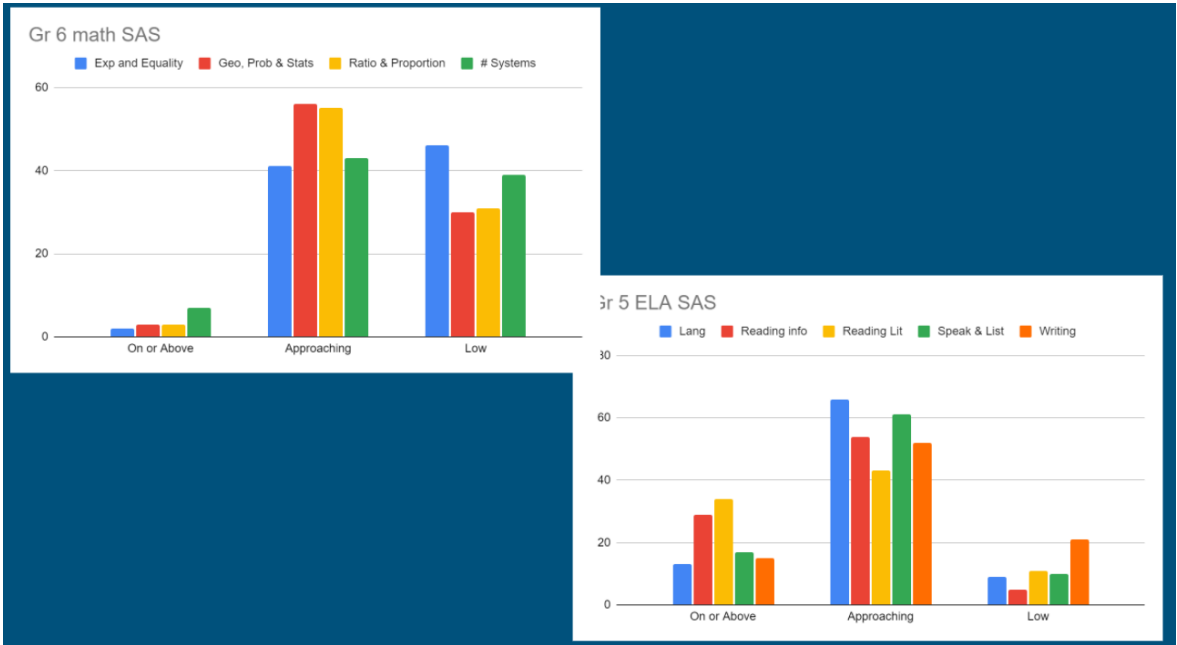
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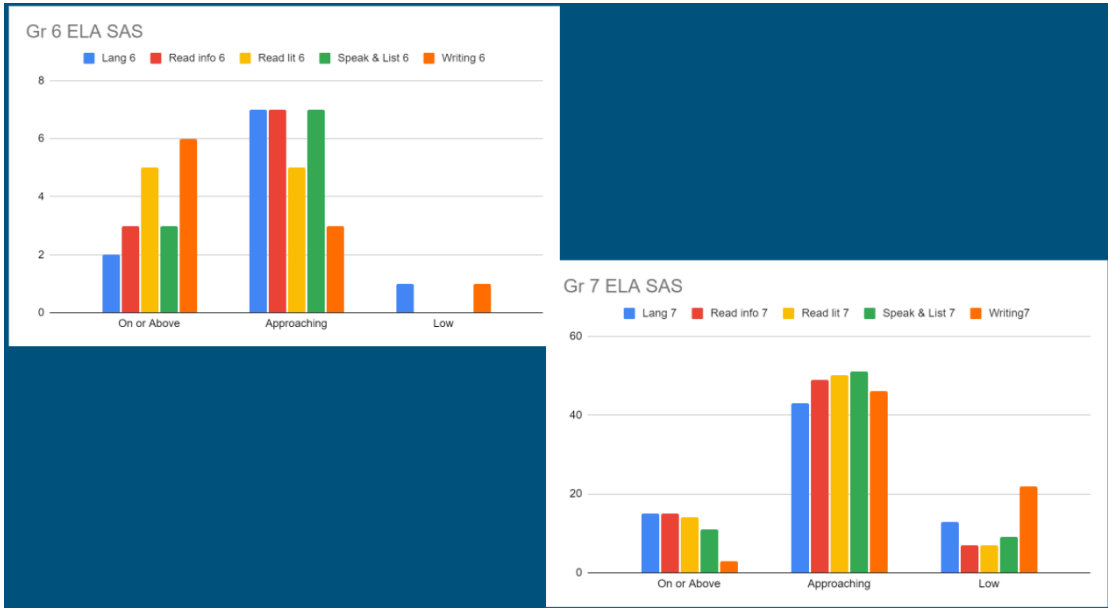
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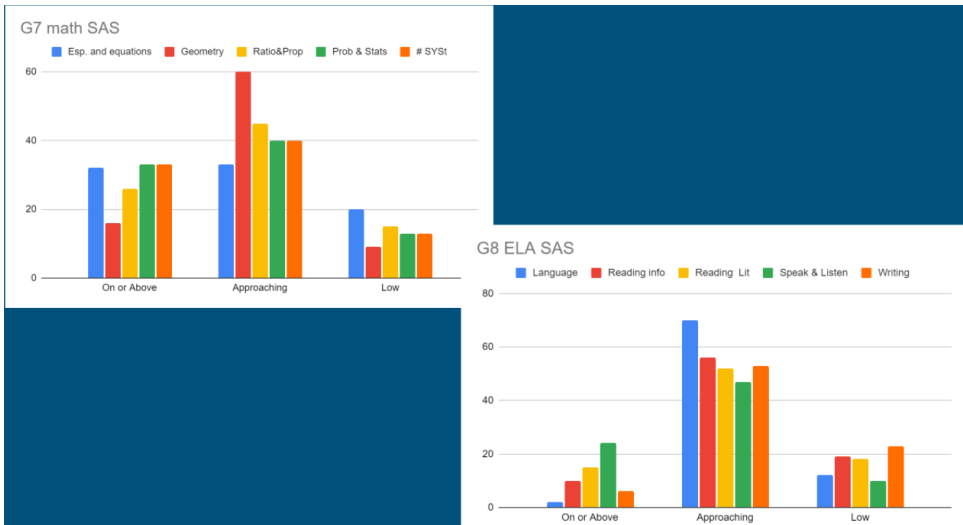
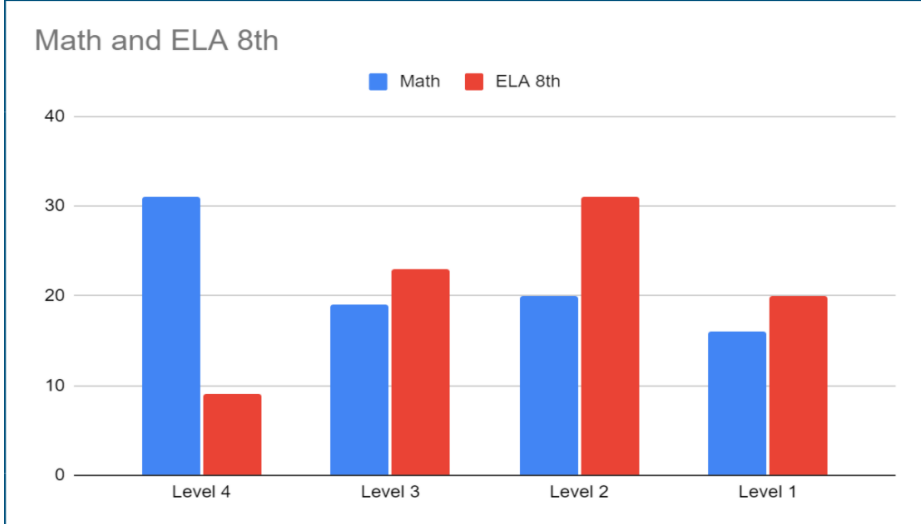
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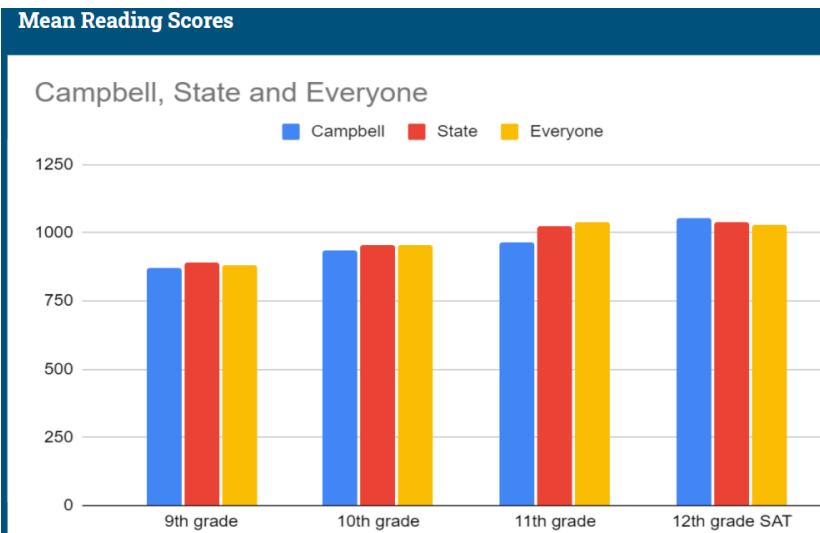
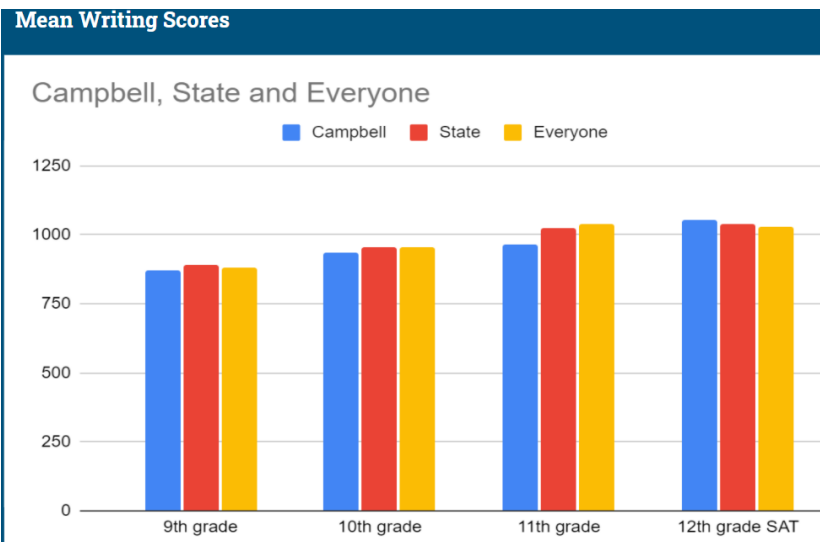
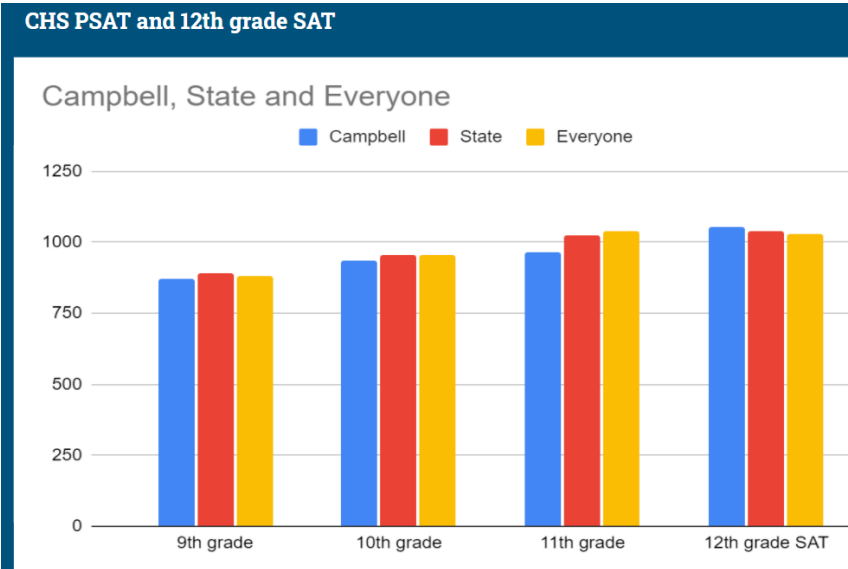
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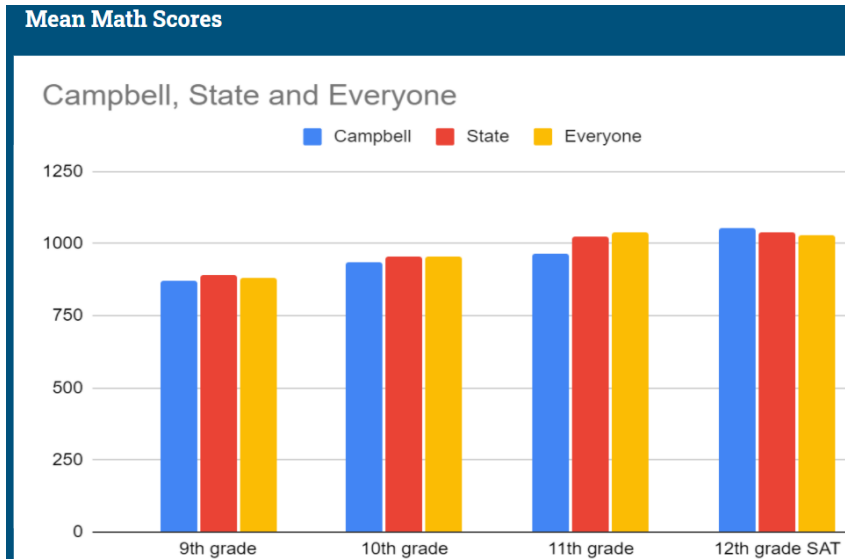
Current 8th grade- took 7th grade Math and 8th grade ELA



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Next steps

Data is in the hands of the building.

It is being reviewed in building leadership and in team meetings.

We continue discussions and follow up in district administration meetings.

Dr. Jette pointed out that it is important to emphasize that each one of those charts show steady growth and the comparison is not testing against all students in that grade level. He indicated it is a positive trend and how we compare at the end is what is important.

B. Business Administrator’s Report

Mr. Izbicki reported that the 2020 audit is pending the receipt of the legal representation letters. He commented that there is a list of findings in the report and other matters that need to be addressed. He noted that he will provide the letter of governance to the Board when it is received, along with the response.

Mr. Izbicki reported the district received a check from Primex in the amount of \$55,000 for the repair of the GMS electrical switch. There are some roof drain problems at GMS that caused a ceiling to collapse in the Learning Center and resulted in a loss of approximately \$5,000 in books, for which we submit a claim.

Mr. Izbicki provided year to date financials and an updated listing of year end projects with items for consideration. Food Service has implemented a competition between the schools called Breakfast Wars and whichever school serves the most breakfast will receive the Golden Fruit award. He noted the district is averaging approximately 600 breakfasts per week. He indicated that he is monitoring federal reimbursements that were lost and will provide that information to the Board as it becomes available.

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- **LMS Construction Manager**

Mr. Izbicki reported that an RFQ (Request for Qualifications) has been advertised for a Construction Manager as Constructor for the project at LMS. He noted the RFQ is driven by the LMS Owners' Project Requirements. He indicated that Dave Ely (Windy Hill Associates) and Dick Henry (DDR Mechanicals) are working on an OPR for GMS and an RFP for architectural services.

Mr. Bourque asked if we are considering not waiting until year end to start some of the projects.

Mr. Izbicki indicated the district has source funding available and CARES Act funds will become available as well. He mentioned other funding sources will be investigated for the projects.

Dr. Jette indicated that a construction manager has the skills and knowledge to cost out projects and manage them.

Mrs. MacDonald asked if there is a spreadsheet to track the spending of the COVID funds and if so, she would like to see it monthly.

Mr. Izbicki indicated there is a spreadsheet tracking the funds and he will make it available to the Board.

Dr. Jette commented there are three sources of funding:

- CARES Act \$56,000 - used for initial HVAC work
- ESSR 1 \$252,000 - with \$50,000 remaining
- ESSR 2 \$330,000 - not received at this time.

He noted there are many available options.

Dr. Jette indicated that the high school is in the process of doing credit recovery for students who struggled last spring. He noted we can use that grant money for that purpose instead of charging parents for it. He pointed out our largest priority was the ventilation system, which is part of the reason we are able to stay open and have students in school.

Mrs. Hershberger asked if there is value in putting checkboxes for Litchfield business owners with businesses in Litchfield on the form when preparing an RFQ or RFP.

Mr. Izbicki noted these projects are awarded based on the best received value for the district and not necessarily on lowest price. He indicated it is an open bidding process based on specific qualifications. He mentioned the district uses many local vendors for work in the school buildings. He commented the guiding scope of the next two projects require specialized qualifications.

C. Committee Reports

Mrs. Hershberger reported the Grading Committee met and discussed what relearning looks like at all schools.

IV. NEW BUSINESS

A. NHSBA Legislative Update

Dr. Jette reported that a second hearing was held on HB 20, which was retained. He indicated that one of the people in the committee said they do not care about the numbers in opposition of the bill because the only thing that matters is what the 20 people on the committee think. Dr. Jette commented that it is necessary to continue to be vocal on this issue.

B. Policies - Review:

- **Re-Approval:**

The following policies were reviewed by the Board for re-approval with no changes.

- **BAAA, Board Policies - Administrative Procedures**
- **BBA, School Board Powers & Duties**
- **BBAA, Board Member Authority**
- **BBBC, Board Member or District Officer Resignation**
- **BBBG, Campaigning**

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- **BG, Policy Development**
- **BGA, Policy Development System**
- **BGB, Policy Adoption**
- **BGC, Policy Review & Evaluation**
- **BGE, Policy Dissemination**

Mrs. Harrison made a motion to approve policies BAAA, BBA, BBAA, BBBC, BBBG, BG, BGA, BGB, BGC, BGE. Mrs. Bourque seconded. The motion carried 5-0-0.

C. Deliberative Session

Dr. Jette began a discussion with the Board regarding the format for future events. He commented having both Deliberative Sessions on one day was a positive experience and asked for feedback from the Board.

Mrs. Harrison commented she was pleased with the format, but it seemed attendance was lower in the afternoon session.

Mr. Bourque indicated that the town and school district can alternate the schedule each year. He commented it was advantageous to have both sessions in one day.

Board members were in support of holding Deliberative Session for the Town and the School District on one day.

Dr. Jette indicated he will provide the feedback to the Town and check with the Moderator as well.

D. Agreement with D. Ely

Dr. Jette indicated that he did not have the opportunity to provide the agreement to the Board at this time. He explained this is an agreement to provide consulting services for the middle school project. He noted he will provide the agreement to the Board for review. He recommended the Board approve the agreement at a future meeting after their review.

V. OLD BUSINESS

A. Policies: 2nd Reading:

The following policies were updated to include changes/revisions according to changes in the laws. Board members had time to review the policies prior to approval.

- **BA, Board Operational Goals**

Mr. Bourque made a motion to approve Policy BA, Board Operational Goals. Mrs. Hershberger seconded. The motion carried 5-0-0.

- **RESCIND: POLICY BAA, Evaluation of the Board (replaced by BA)**

Mr. Bourque made a motion to rescind Policy BAA, Evaluation of the Board. Mrs. Harrison seconded. The motion carried 5-0-0.

- **BB, School Board Legal Status**

Mr. Bourque made a motion to approve Policy BB, School Board Legal Status. Mrs. Harrison seconded. The motion carried 5-0-0.

- **BEC, Non-Public Sessions**

Mr. Bourque made a motion to approve Policy BEC, Non-Public Sessions. Mrs. Harrison seconded. The motion carried 5-0-0.

- **BEDB, Agenda Preparation & Dissemination**

Mr. Bourque made a motion to approve Policy BEDB, Agenda Preparation & Dissemination. Mrs. Hershberger seconded. The motion carried 5-0-0.

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- **BHE, School Board Use of Email & Other Electronic Communications**

Mr. Bourque made a motion to approve Policy BHE, School Board Use of Email & Other Electronic Communications. Mrs. Hershberger seconded. The motion carried 5-0-0.

B. Coronavirus Review and Update

- **Remote Learning Update**

Dr. Jette reported that the district had a remote learning day this week due to icing that made travel dangerous. He indicated that he is monitoring the weather for Friday. He commented that people have been asking about a traditional snow day. He noted if we can make that happen, we will try; however, that will keep students in school a day longer at the end of the year. He indicated that administrators are doing their best to get this right.

- **Current Situation Update**

- **Spring Sports**

Dr. Jette reported that spring sports will be proceeding as it is easier switching to outdoor sports. He noted the plan will be similar to the one used for fall sports.

- **Current COVID Metric**

Dr. Jette presented guidance from the NH Division of Public Health / Bureau of Infectious Disease Control regarding guidance for transitioning between school instructional models based on the level of community transmission and impact on the schools. The guidance document explains that using the determined community transmission and school impact levels, schools can use a table provided to identify the recommended method of instruction.

		Level of Community Transmission		
		Minimal	Moderate	Substantial
Level of School Impact	Low	In-Person	In-Person	In-Person
	Medium	In-Person	Hybrid	Hybrid [†]
	High	Hybrid*	Remote	Remote

** Depending on the level of COVID-19 transmission within the school facility and outbreak status, public health may recommend temporary closure of school and remote learning for a short period of time to control transmission before re-opening in a hybrid instructional model.*

† For limited COVID-19 transmission within the school facility (e.g., contained cluster in a classroom), the school can choose to move selected classrooms or sections of the school to temporary remote learning while maintaining other normal school operations.

Dr. Jette indicated that the Administrative Team feels that the district is in sync with this metric. He noted the chart includes a hybrid model, which the district does not have. He explained the Board has to make a decision whether we stay in-person or shift to remote instruction. He indicated that the CDC guidelines that have recently been published highlighted what we are doing well in Litchfield and why our schools are able to stay open.

Mrs. MacDonald asked about the level of community spread in Litchfield.

Dr. Jette indicated the State percentage of community spread is 4.3% and Litchfield is at 4.6%. He noted we are at minimal spread and minimal impact.

- **COVID Numbers**

Dr. Jette reported current COVID numbers in the schools:

- GMS: 1 positive staff case / 0 student cases
- LMS: 1 positive staff case / 1 positive student case
- CHS: no staff or student cases
- Minimal impact on staffing.

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Dr. Jette reported that New Hampshire is behind a bit in vaccine distribution. He noted that vaccines are not being administered in New Hampshire as rapidly as in other states.

- **Travel Quarantine**

Dr. Jette reported on staff and students traveling over the February break. He indicated that according to the guidelines, if a person had COVID-19 and recovered and has had no symptoms for 90 days, the person does not have to quarantine if traveling. He commented the UK variant is high in Florida. Dr. Jette expressed concern regarding if the 90 day period would keep someone safe from exposure to the variant. He commented that there is guidance and we will continue to monitor it. He indicated one of the school nurses observed that being vaccinated does not deter the virus or one of the variants from being transported if exposed. He noted this information will be included in the school newsletters.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. Community Forum

There was no public input.

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

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

Upon a motion made by Mr. Bourque, the Board entered into non-public session at 7:20 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 8:30 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IX. ADJOURN

Mr. Meyers made a motion to adjourn the meeting at 8:30 p.m. Mrs. Hershberger seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

Litchfield Voter Guide



**Guide to the Second Session of the
2021 TOWN MEETING**

&

2021 LITCHFIELD SCHOOL DISTRICT MEETING

CAMPBELL HIGH SCHOOL

MARCH 9, 2021

Polls open at 7:00 AM and close at 7:00 PM

The following information is being provided as a public service to enable citizens to better understand the matters on which they will be voting.

Additional information regarding the 2021 Proposed Town Budget and Warrant Articles may be obtained by calling the Town Administrator's office at 603-424-4046, or by visiting the Town's website at <https://litchfieldnh.gov/>.

Additional information regarding the FY22 Proposed School District Budget and Warrant Articles may be obtained by calling the SAU office at 603-578-3570, or by visiting the District's website at <https://www.litchfieldsd.org/DistrictInformation.aspx>.

ARTICLE 1 - ELECTION OF OFFICERS			
Board of Selectmen (1) Three Year Term	Board of Selectmen (1) Two Year Term	Budget Committee (2) Three Year Term	Budget Committee (1) Two Year Term
Steven Webber	Kim M. Queenan	Derek Barka	Kate Stevens
	Elizabeth F. Vaughan	Nicole Fordey	Scott Taylor
Write-in	Write-in	Write-in	Write-in
Cemetery Trustee (1) Three Year Term	Library Trustee (1) Three Year Term	Town Moderator (1) Three Year Term	Trustees of Trust Fund (1) Three Year Term
Steven P. Calawa	Margaret Peg Graveline	Steve Perry	John Poulos, Jr.
Amber Flindt	Laura Gandia		
	Gail Musco		
Write-in	Write-in	Write-in	Write-in

ARTICLE 2 - ZONING AMENDMENT NO. 1

Recommended by the Planning Board

Are you in favor of the adoption of Zoning Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows? Amend Section 575, Conservation Open Space Development, to clarify intended uses and ownership of open space within Conservation Open Space Developments.

Article Explanation: Intent of this amendment is to clarify the way open space is owned, used and managed within open space development areas. Reference to words that have the same meaning will be eliminated. No changes are proposed for permitted uses, density and dimensional requirements. Changes are intended to preserve open spaces, recreation areas, agricultural lands and forestry.

ARTICLE 3 - PLANNING BOARD CONDITIONAL USE

Recommended by the Planning Board

Are you in favor of adoption of Zoning Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows? Amend Section 507, Accessory Dwelling Units, to permit detached accessory dwelling units as a conditional use subject to Planning Board approval.

Article Explanation: Amendment will permit attached or detached accessory dwelling units to increase flexibility and greater variety of housing choices in the Town of Litchfield. Proposed uses shall be subject to conditional approval by the Planning Board to protect the single family character in residential neighborhoods.

ARTICLE 4 - 2021 OPERATING BUDGET

Recommended by Board of Selectmen 4-0-0
Recommended by Budget Committee 7-1-0

To see if the Town will 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 in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling **\$7,203,793**. Should this article be defeated, the default budget shall be **\$7,356,332** which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body 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 2021 tax rate impact: **\$0.09**.

Article Explanation: The operating budget recommended by the Budget Committee and Board of Selectmen is \$7,203,793, an increase of \$138,866 over the 2020 budget. Collectively, the Board of Selectmen and Budget Committee made over \$200k of reductions to meet the tax cap and estimated revenue shortfalls. The proposed budget is \$33k under the tax cap. Should the proposed budget fail, the default budget is \$7,356,332; \$152,539 higher than the 2021 proposed budget. If approved, the recommended operating budget represents a tax rate increase of \$0.09 per thousand dollars of assessed value or estimated increase for a house valued at \$350,000 is \$31.50. The greatest increase in the 2021 budget is attributable to the first year payment of the communication tower project approved in 2020.

ARTICLE 5 - POLICE CONTRACT

Recommended by Board of Selectmen 4-0-0
Recommended by Budget Committee 8-1-0

Shall the Town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State, County and Municipal Employees which provides for the following increases in wages and benefits at the current staffing level and further to raise and appropriate the sum of **\$11,803** for the current fiscal year, 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 2021 tax rate impact: **\$0.01**.

Year 1 (2021)	Year 2 (2022)	Year 3 (2023)
\$11,803	\$59,799	\$56,163

Article Explanation: Due to COVID 19 and tax cap concerns, the Town and Union agreed to restrict negotiations to contract duration and wage adjustments only. This allowed both parties to streamline the negotiation process and address financial tax impact concerns. The proposed contract is a three (3) year agreement scheduled to expire on June 30, 2024. To assist with tax cap concerns in year 1, wage adjustments were deferred until October 1, 2021 at 3%. In the following years, wage adjustments are scheduled for July 1, 2022 at 3% and July 1, 2023 at 2.5%.

ARTICLE 6 - HUMAN SERVICES AND HEALTH AGENCIES

Recommended by Board of Selectmen 4-0-0
Recommended by Budget Committee 8-1-0

Shall the Town vote to raise and appropriate the sum of **\$21,255** to support Human Services and Health Agencies providing services to the Town of Litchfield. Estimated 2021 tax rate impact: **\$0.02**.

Article Explanation: Funding for this article supports Human Services and Health Agencies providing services to Litchfield residents. Various agencies request funding each year to help offset the cost of providing these types of services. The Welfare Director, Health Officer and a Resident, appointed by the Selectmen, review and recommend amounts, based on community needs and demands.

ARTICLE 7 - ROAD IMPROVEMENTS

Recommended by Board of Selectmen 4-0-0
Recommended by Budget Committee 8-1-0

Shall the Town vote to raise and appropriate **\$100,000** for the purpose of road improvement projects. This sum to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2021 tax rate impact: **\$0.00**.

Article Explanation: Funding will support implementation of the Town's 6 year paving program approved in the recent Capital Improvement Plan. These funds will be in addition to NH State Highway Block Grant Funds (\$190k). The Town maintains approximately 63 miles of roads. In 2021, the Town is planning to pave approximately 2.6 miles. Proposed projects include, but are not limited to, Birch Street - reclaim and pave, Aaron Way - 1.5 inch overlay, Cranberry Lane - 1.5 inch overlay, Page Road - 1.5 inch overlay, Laurel Street - 1.5 inch overlay, Pheasant Street - 1.5 inch overlay and Sparrow Court - 1.5 inch overlay.

ARTICLE 8 - PLOW TRUCK PURCHASE

Recommended by Board of Selectmen 5-0-0
Recommended by Budget Committee 7-2-0

Shall the Town vote to raise and appropriate **\$100,000** to purchase a plow truck with equipment for the Highway Department. This sum to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2021 tax rate impact: **\$0.00**.

Article Explanation: This article proposes to replace the 2001 International plow truck with a new medium heavy duty truck. The current truck is 21 years old with approximately 143,000 miles. It was purchased from NH State Surplus Auction and is no longer reliable due to age and condition. It most likely will not pass safety inspection this fall. The new truck will cost about \$60k for the chassis and \$40k for plow and wing equipment. Due to the size of the truck, operators will not be required to have a NH CDL License and it is excellent for small streets and Cul-de-Sacs.

ARTICLE 9 - PROPERTY REVALUATION EXPENDABLE TRUST FUND

Recommended by Board of Selectmen 4-0-0
Recommended by Budget Committee 8-1-0

Shall the Town vote to establish a Property Revaluation Expendable Trust Fund per RSA 31:19-a for the purpose of funding future property revaluations and to raise and appropriate **\$25,000** to put in the fund; further to

name the Board of Selectmen as agents to expend from said fund. This sum to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2021 tax rate impact: **\$0.00**

Article Explanation: Town is required to conduct a town wide property revaluation every five (5) years. The cost is approximately \$100k. Establishing this fund and making annual appropriations over the next four (4) years will hopefully avoid a property tax increase for this purpose in 2025.

ARTICLE 10 - PENNICHUCK EAST UTILITY RATE INCREASE

Recommended by Board of Selectmen 4-0-0
Recommended by Budget Committee 8-0-0

Shall the Town vote to raise and appropriate the sum of **\$50,000** for legal counsel, consultants, witnesses, technical reviews and other expenses related to the proposed Pennichuck East Utility water rate increase case filed with the New Hampshire Public Utilities Commission. This special warrant article will be a non-lapsing appropriation per RSA 32:7,VI and will not lapse until said rate case is completed or by December 31, 2023, whichever is sooner. This sum to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2021 tax rate impact: **\$0.00**

Article Explanation: Pennichuck Water has petitioned to increase water rates by 21.5%. If this rate increase is approved by the NH Public Utilities Commission, fire hydrant annual fees could increase from \$500k to \$600k per year. Many residents that were affected by the St. Gobain water contamination issue were required to connect to Pennichuck Water and already paid a 18.97% rate increase in 2017/18. The Towns of Litchfield, Londonderry, Hooksett and Pelham have joined together to share expenses needed for legal and technical assistance to oppose the rate increase. New rates could be approved in late 2021 or 2022. If approved, the funds will come from the unassigned fund balance and will have no impact on the 2021 tax rate.

ARTICLE 11 - FIRE STATION BOND PROCEEDS

Recommended by Board of Selectmen 4-0-0
Recommended by Budget Committee 9-0-0

Shall the Town vote to raise and appropriate the sum of **\$23,582** for the purpose of paying a portion of the 2021 Fire Station Bond payment and to authorize the withdrawal of that amount from the December 31, 2020 fund balance for this purpose. This amount will represent the interest earned on bond proceeds that was transferred to the general fund on or before December 31, 2020. Estimated 2021 tax rate impact: **\$0.00**

Article Explanation: During construction of the new fire station interest was earned on the bond proceeds which are not authorized to be expended by the Board of Selectmen without voter approval. If passed, this article proposes to use all interest accrued to be applied towards a portion of the 2021 fire station bond payment. If this article fails, the interest accrued will lapse to the Towns unassigned fund balance.

ARTICLE 12 - FIRE FACILITIES FUND

Recommended by Board of Selectmen 4-0-0

Shall the Town vote to discontinue the Fire Facilities Capital Reserve Fund created in 2000. Said funds and accumulated interest to date of withdrawal shall be transferred to the Building Systems Expendable Trust Fund. Estimated balance is \$622.

Article Explanation: The Fire Facilities Capital Reserve Fund was created in March 2000 for "the purpose of constructing fire facilities and their improvements". The Board of Selectmen believe this fund is no longer needed because the new fire station construction project is completed. This article would close the fund and transfer the balance to the Building Systems Expendable Trust Fund which is used to maintain all Town buildings and facilities.

ARTICLE 13 - SOLAR EXEMPTION

Recommended by Board of Selectmen 4-1-0

Shall the Town adopt the provisions of RSA 72:61-64 inclusively, which provide for an optional property tax exemption from the property's assessed value for persons owning real property which is equipped with solar energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount of the assessed value of qualifying solar energy system equipment, up to a maximum of \$27,000. This exemption shall only be available to property owners who expend funds for the installation of such systems. Therefore, if the property is sold, the new owner shall not be eligible for the exemption. **Note: Given the current number of eligible recipients this will result in the loss of \$23,018.58 of property tax revenue with an estimated tax rate impact of \$0.02.**

Article Explanation: This article will exempt solar equipment property assessment values up to a maximum of \$27,000. The exemption would provide a financial incentive for homeowners and businesses to invest in solar energy and apply only to the original owner of the solar equipment. Every five (5) years the equipment will be reassessed by the Town's assessing company. The maximum property assessment exemption of \$27,000 is intended to provide property exemptions for small residential and business systems; not large revenue producing

commercial systems. There are currently 61 properties that may qualify for the exemption. The average Litchfield system is assessed at \$20,319. If approved, this article will result in the loss of approximately \$23,018.58 in property tax revenue with an estimated tax rate impact of \$0.02.

END OF TOWN OF LITCHFIELD WARRANT ARTICLES.



TOWN AND SCHOOL DISTRICT VOTING

CAMPBELL HIGH SCHOOL

MARCH 9, 2021

Polls open at 7:00 AM and close at 7:00 PM

The following information is being provided as a public service to enable citizens to better understand the matters on which they will be voting.

Additional information regarding the 2021 Proposed Town Budget and Warrant Articles may be obtained by calling the Town Administrator's office at 603-424-4046, or by visiting the Town's website at <https://litchfieldnh.gov/>.

Additional information regarding the FY22 Proposed School District Budget and Warrant Articles may be obtained by calling the SAU office at 603-578-3570, or by visiting the District's website at <https://www.litchfieldsd.org/DistrictInformation.aspx>.

LITCHFIELD SCHOOL DISTRICT 2021 WARRANT ARTICLES

ARTICLE A - ELECTION OF OFFICERS

School Board Member (2)	Three Year Term	
John York	Heidi A. Ames	(Write In)
Melissa Castonguay	Elizabeth MacDonald	(Write In)

ARTICLE 1 - 2020 OPERATING BUDGET

Not Recommended School Board 0-5-0
Recommended Budget Committee 8-1-0

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 **\$23,715,016**? Should this article be defeated, the default budget shall be **\$24,194,824**, 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: **\$0.60** (Operating Budget)

Estimated Tax Impact: **\$1.01** (Default Budget)

Article Explanation: The operating budget recommended by the Budget Committee and **not recommended** by the School Board is \$23,715,016, which is an increase of \$200,686 over the FY21 budget. Should the proposed budget fail, the default budget is \$24,194,824, \$479,808 higher than the FY22 proposed budget. The Operating budget contains operating costs for the school district, food services and grant funds: 2021-2022 proposed general fund: \$22,525,606, excluding food services & grants. Please note that although 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. Increases in the 2022 budget include, but are not limited to, Year 3 cost of the LEA Collective Bargaining Agreement, Year 2 cost of the LSSA Collective Bargaining Agreement, NH Retirement Contribution rate increase for employers, 3rd year of transportation contract increases.

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, the recommended operating budget will be \$23,715,016 and represents a tax rate increase of \$0.60 per thousand dollars of assessed value or estimated increase for a house valued at \$350,000 or approximately \$210. 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 \$24,194,824 and represents a tax rate increase of \$1.01 per thousand dollars of assessed value or estimated increase for a house valued at \$350,000 or approximately \$353.50.

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 - TECHNOLOGY INTEGRATOR

Recommended School Board 5-0-0
Recommended Budget Committee 6-2-0

Shall the Litchfield School District vote to raise and appropriate the sum of **\$86,200** for the purpose of funding the salary and benefit costs for a full time District-wide Technology Integrator position to support 1:1 technology education for students and staff? Estimated Tax Impact: **\$0.08**

Article Explanation: The District has identified the need for two (2) Technology Integrators. Articles 2 and 3 taken together will fund the School District's needs.

A technology integrator supports teachers by educating them in the use and integration of new technology initiatives in the classroom. A technology integrator supports students in their abilities and understanding of how to use the technology in new ways. In order to fund these positions, the school district identified other positions that were not needed due to a shift in enrollment and the realignment of staffing levels at each school building. If approved, the estimated tax rate increase will be \$0.08 per thousand dollars of assessed value.

- A tech integrator is not a teacher but does,
 - support students in their ability to develop creative solution
 - guide teachers in using the most appropriate tech tools for achieving their lesson objectives
 - helps create useful, meaningful, purposeful relationships with technology
 - helps teachers incorporate technology in lessons that may not have contained technology
 - engage with students to help them see how they can use technology in new ways
- A tech integrator is not an IT Technician, but:
 - teaches professional development sessions; helps to educate teachers on effective use of technology in the classroom
 - train staff and students on how to use and integrate new technology initiatives in the classroom
 - can help with minor tech support (calibrating projectors, connecting peripherals to classroom devices, work with techs on issues that occur in the classroom)
 - test and find adequate applications and websites for student and teacher use.

ARTICLE 3 - TECHNOLOGY INTEGRATOR

Recommended School Board 5-0-0
Not Recommended Budget Committee 4-4-0

Shall the Litchfield School District vote to raise and appropriate the sum of **\$86,200** for the purpose of funding the salary and benefit costs for a full time District-wide Technology Integrator position to support 1:1 technology education for students and staff? Estimated Tax Impact: **\$0.08**

Article Explanation: Please see explanation under Article 2.
If approved, the estimated tax rate increase will be \$0.08 per thousand dollars of assessed value.

ARTICLE 4 - CAPITAL IMPROVEMENT EXPENDABLE TRUST FUND
5-0-0

Recommended School Board
Recommended Budget Committee 7-2-0

Shall the Litchfield School District vote to raise and appropriate the sum of **\$100,000** to be added to the Capital Improvements Expendable Trust Fund established in 2020 for the purpose of funding the study, planning and cost of new construction or renovation of existing facilities in the Litchfield School District? This sum to come from the June 30 unassigned fund balance available for transfer on July 1 with no amount to be raised from new taxation. Estimated Tax Impact: **\$0.00**

Article Explanation: The District intends to use the money in this fund to complete the planning of a new building and if any funds are left over they will remain in the fund to go toward building projects. This amount is consistent with the Capital Plan adopted by the Town of Litchfield in September 2020. **Because this will be funded from remaining funds, if any, at the end of this school year, this article has no tax impact.**

Thank you for voting. We appreciate your time and support!

**PRSRT STD
ECRWSS
U.S.POSTAGE
PAID
EDDM Retail**

**LOCAL POSTAL
CUSTOMER**

To be delivered by March 5, 2021.

Griffin Memorial School PRINCIPAL'S REPORT

Submitted by Dan Mitchell

For the March 3, 2021 Board Meeting

Current Enrollment (as of 03/01/2021)

<u>Grade</u>	<u>In Person</u>	<u>Remote</u>
<u>Pre K</u>	<u>23</u>	<u>0</u>
<u>Kindergarten</u>	<u>60</u>	<u>5</u>
<u>Grade 1</u>	<u>61</u>	<u>17</u>
<u>Grade 2</u>	<u>72</u>	<u>11</u>
<u>Grade 3</u>	<u>76</u>	<u>17</u>
<u>Grade 4</u>	<u>70</u>	<u>7</u>
<u>Total</u>	<u>362</u>	<u>57</u>

Recognitions:

- As mentioned at my last presentation, Mrs. Starrett worked to procure granted kits to hold our FIRST Lego League this year. This program began in February and I have invited Mrs. Starrett and a student participant to present to the board to highlight how this program is operating this year and some accomplishments we have already seen.
- Every year, after April vacation, Enrichment does a large scale 4th grade project with the tutoring groups. Since this year is focusing on whole-group learning skills, rather than small group tutoring, the project has morphed into a 4-5 week long adventure series. To help shake off the winter doldrums, the events will take place from March to early April in the GMS gymnasium, where there is plenty of room for the students to enjoy the events while still allowing for movement while socially distancing. Both in-person and remote students will participate in 4 adventure challenges; The first being the Amazing Race, followed by Survivor, then The Great Escape and finally a surprise finale. Students will use team-work throughout the series as they use learning skills and strategies taught in Enrichment to problem solve riddles, puzzles, mysteries, and more. Skills and knowledge from the general classroom will also be pulled into the events as students will need to recall topics and content taught throughout the school year.

To make this event completely inclusive of all 4th grade students, both in and out of GMS, Sandra is using multiple materials and tools to pull it all together. Currently the Amazing Race and Survivor are in the building stage, while The Great Escape and the grand finale are in development. The in-school students will be using tangible materials as well as technology created to replicate the TV series, while remote students will be using technology on their end. All students will be working towards the goal of acquiring the most points possible for their classroom. After the finale, scores will be tallied and the top scoring 4th grade classroom will receive an extended recess with Sandra while the other classrooms will also receive a shorter-bonus recess as a reward. Recesses will be completed after the play-ground reopens for the spring.

In order for remote students to participate simultaneously during the first event in the series, the Amazing Race, their teammates will be fitted with tablets with their remote peers on Google Meet. As the in-person students rip open clue envelopes, hunt for their challenges, and complete mental and physical tasks, their remote peers will be right by their side, live, virtually participating on a locked Google form designed with the same materials and challenges. As the whole team collaborates, including remote learners, the remote students will also enter those solutions on their end to release the next clue and then task. This process will continue until students complete the challenges. With the use of multiple Google apps, such as sites, forms, docs, and slides, Meet, WeVideo, and more, along with the experience and knowledge to manipulate the tools for the desired outcome, Sandra has developed ways for the remote students to simultaneously enjoy the events with their in-school teammates. As an extra bonus Sandra has ordered team bandanas for each classroom which will be worn by all students during the events, but are theirs to keep when the events are over. Numerous hours and months of planning has already gone into this adventure series and much more is needed to develop the intricate balance between in-person and remote learners and technological integration of tools and design and development of activities.

- Read Across America week took place February 15 -19. Special thanks go to Ms. Prevel-Turmell, Mrs. Elliott, and Ms. Kazangian for spearheading the planning for this great week. Students were able to celebrate with crazy hat day, Dress like an animal day, Wacky Wednesday, GMS pride day, and a pajama day. [Slideshow](#)

Instructional Highlights:

- **Specialist Team -**

Art- Students have returned to the art room! They are very excited to be back in the art room.

The students are looking forward to using paint more often and getting the chance to experience

more 3D mediums like clay and plaster. March is Youth Art Month, we will be displaying work around the school and celebrating their talent and creativity.

Library- The kindergartners have been having Dr. Seuss and Jan Brett books read to them with corresponding activities. First grade classes have focused on fiction and nonfiction literature, songs, activities and videos about animal adaptations to correlate with their science studies. Second graders have focused on learning about important people through biographies, and stemming from one about Hans Christian Andersen, a unit including his fairy tales was taught. Third grade classes learned about Colonial America and immigration through literature. Both third and fourth grade students have been doing coding.

Music- Instruments, body percussion, chanting and discussions resound from the Music Room! We have been using our new Music Kits with non-pitched percussion instruments, playing the steady beats, rhythms, and changing tempos with our songs. With our music staff cards and chips, we are learning about high/low/upward/downward and skips, steps & repeats in melodies. We also have taken musical forms, and some famous composers. On our Snow Days, we have done songs from Black American History Month!

P.E.- During this new rotation, we have worked on hockey skills, the climbing wall, human foosball and the GMS Olympics. We have also been able to get outside and go snowshoeing and sledding! The kids have had a blast!

- **Pre K Team**

In the 3 year old program: we just finished the clothing study. We will be moving on to pets. We have worked on counting, patterning, cutting on a line, and identifying letters/naming letters in our names.

Kindergarten has been working on the PLTW science unit of structure and function. In this unit the students explore the design process and build several different things, a beanstalk, a three little pigs house and the final paintbrush that needs to be able to complete three different functions. We also celebrated the 100th day of school. After vacation we will be starting a pen pal within the kindergarten grade to help foster friendships between the different kindergarten classes.

- **Grade 1 Team**

In reading, our first graders are close to completing our third unit in Language Arts. We are reviewing all of our short vowel sounds as well as learning to blend letters together when decoding unfamiliar words. During our lessons, we continue to use the hand motions for each short vowel sound which follows the Wilson Foundations Program. Word family work continues with each new story. We are learning all about different animals and how to correctly write the

information learned about each animal. We have also been learning how to write personal narratives as well as how to write about our reading.

In math, our students continue to use the different strategies learned while solving both addition and subtraction word problems. Telling time has begun and will continue in the coming weeks! Everyone had a great time with our 100th Day of School activities! Many home projects were made and showed to the entire class throughout the day by both in-person and remote students.

In Science, we are learning about animal habitats while connecting it to our reading unit. We have also continued learning about the four seasons, also connecting this to our reading unit. During our Social Studies lessons, we have continued to learn about American symbols. During the week before and the week of President's Day, we read about different presidents. Our students have learned how to use a Venn Diagram to compare and contrast two different presidents.

Everyone enjoyed our Valentine party! The cards, valentine craft and all the snacks sent in by our parents made for a fantastic party! All students, both in-person and remote, had a wonderful time participating in our last holiday party!

- **Grade 2 Team**

Our students have been hard at work! In Math, we have learned both 'mental math' and 'paper and pencil' strategies for 2-digit addition and subtraction of 2-digit numbers. We have used these strategies to complete a problem solving unit. We are currently completing the unit 'time and money'. In Reading, we have focused on biographies and realistic fiction. We are learning many ways to improve comprehension during reading, including 'understanding characters' and 'using text and graphic features'. We continue to write narrative, informational, and persuasive paragraphs, and have been focusing on using adjectives and details when writing. In Science and Social Studies, several classes are currently learning about erosion on Earth, while others are learning about good citizenship in our country. The students had lots of fun exchanging Valentine's Day cards at our class parties, and have enjoyed participating in the school-wide activities celebrating Read Across America week. Finally, the second graders recently completed the AIMS assessment.

- **Grade 3 Team**

The third grade classes have been hard at work finishing up their multiplication and division units. The students have learned that there are multiple ways to interpret multiplication and division problems. They have learned how to draw pictures to represent the problem and how to solve the problem by using strategies such as skip counting and using a number line. The students have also studied the different properties of multiplication and patterns in multiplication. In social studies we have been learning about immigration during the early 1900's. We learned why many people came during this time period, and about how they entered through Ellis Island. A favorite reading story was entitled, "Aero and Officer Mike." The students learned about the training of police dogs and how they help officers out in the field each day. There has been much learning going on in third grade.

- **Grade 4 Team**

We have been very busy in the 4th grade. The students are learning all about plant and animal structures in science. Each student researched an animal and created a slide that was added to a class slideshow to show the adaptations of a specific animal. They did a great job with this. It was fun going through the slides as a class. We also dissected a bean seed and learned all the parts of a seed. Each student planted a radish seed in a wet paper towel and watched it transform into a plant with roots and all! They were shocked at how fast it happened! Our final project with this science unit will be dissecting a squid. Each class will do this in the weeks after February vacation. In math we finished up our multiplication unit. It was very rewarding to see them learn this new skill and challenge themselves. We also started our famous New Hampshire research project. Overall we have had a very busy second quarter filled with lots of learning and fun!

Program Update:

- Field Day prep is underway. A committee is forming to look at Field Day for this year. They will build a schedule of events based around a traditional Field Day as well as a STEAM experience. This committee will work with administration to develop a plan for the day that is fun, engaging, but also safe and in line with district and school mitigation efforts and safety protocols.
- Report Card Update- Report Cards were distributed on February 5. Teachers have kept copious notes about the process of completing this first full report card. The team leaders and administrators will work throughout the rest of this school year to further improve the report card and reporting experience for staff, students, and families. While no adjustments will be made to the report card this year, we expect refinements to be discussed and implemented for next year.
- Remote Learning Update- After February Vacation, we welcomed 11 students back to in person learning and we expect another 3 in a week. Teachers continue to provide an exceptional learning experience both for in person and remote students. Our remote parent listening sessions have proven invaluable to adjust our language and delivery to further enhance the experience for our remote students.

Upcoming Events:

- March 9, 2021 - No School- Town Voting (Staff PD Day)
- March 30, 2021- Remote Parent Forum
- April 7, 2021 - End of Quarter 2



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BCA

APPROVAL:

CODE OF ETHICS

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

Ethics

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

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

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

Approval

Reviewed: February 22, 2021

Approval: June 16, 2010



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BCA

APPROVAL:

*Litchfield School Board
School Board Code of Ethics (BCA)
Signature Page*

Chair

Vice Chair

Member

Member

Member



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BCA

APPROVAL:

ADDENDUM

GUIDELINES: SCHOOL BOARD MEMBER USE OF SOCIAL MEDIA

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

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

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

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



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BCA

APPROVAL:

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

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

References

Soule, Leslie, Kidder Attorneys at Law, Legal Review

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

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

Approval:

Reviewed: February 22, 2021

Approval: October 4, 2017

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



LITCHFIELD SCHOOL DISTRICT

POLICY CODE:

APPROVAL: BCAA

SCHOOL BOARD CONDUCT

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

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

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

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

Approval:

Reviewed: February 22, 2021

Approval: June 16, 2010



LITCHFIELD SCHOOL DISTRICT

POLICY CODE:
APPROVAL: BCAA

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

Chair

Vice Chair

Member

Member

Member



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BCB

APPROVAL:

BOARD MEMBER CONFLICT OF INTEREST

A Board member shall not have any direct personal and pecuniary interest in a contract with the District, nor shall he or she furnish directly any labor, equipment, supplies or services to the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the District, the Board member shall declare his interest and refrain from debating, discussing or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the District from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

Nepotism

The Board will not employ any teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law of the Superintendent or any member of the Board. If a conflict exists, the Board member shall declare his/her interest and refrain from debating, discussing or voting on a nomination or other issue.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adopting of this policy or a Board member's election.

Statutory-Regulatory References:

*Marsh v. Hanover, 113 NH 667 (1973) and
Atherton v. Concord, 109 NH 164 (1968)
RSA 671:18 (School District Elections: Qualifications)*

Approval:

Reviewed: February 22, 2021

Approval: June 23, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BDD

APPROVAL:

BOARD-SUPERINTENDENT RELATIONSHIP

The Board believes that policy-making is a primary function of the School Board and that the execution of those policies is the primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and assessment of district operations and goals.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, and for keeping the Board informed about school operations and issues.

Approval:

Reviewed: February 22, 2021

Approved: July 14, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BDE

APPROVAL:

ADVISORY COMMITTEES TO THE BOARD

The Board may rely on various committees to counsel it as one means of discerning the needs and desires of the School District and its residents. The central purpose of all committees is to contribute to the educational program by conducting studies, identifying problems and developing recommendations that will enhance the effectiveness of the decision-making process. The ultimate authority to make decisions will continue to reside with the powers and duties of the Board as imposed by law.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee. Upon completing its assignment, each committee either shall be given new problems or shall be dissolved promptly, but shall not be allowed to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is being asked to serve, the service the Board wishes it to render, the resources the Board intends to provide, the appropriate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes to dissolve the committee. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Board member(s) assigned to provide liaison, and to the Superintendent, the committee assistant and the remainder of the professional staff.

- The Board shall have the sole power to establish or dissolve any committee and shall reserve the right to exercise this power at any time during the life of a committee.
- The Board may seek the advice of the Superintendent regarding establishment or dissolution of any committee.
- Committees may be composed of any combination of citizens, staff, and Board members.
- Citizen representatives to approved committees shall be appointed and approved by the Board.
- Staff members appointed to committees shall be made by the Superintendent with approval of the Board.
- Members of the Board may take an active role in any committee approved by the Board.
- In the absence of a district or SAU administrator, a member of the Board shall keep the administration informed of the committee's work and may request assistance from administration for the committee.

The School Board shall see that the public is made aware of the services rendered by approved committees and shall see that the public is informed of the major conclusions and recommendations made by such committees. All public announcements concerning the committee(s) and its work shall be made in a manner of the Board's choosing.

Approval:

Reviewed: February 22, 2021

Approval: 2nd Reading, June 7, 2006



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BDG

APPROVAL:

SCHOOL ATTORNEY

The Board recognizes that the increasing complexity of School District operations frequently requires procurement of professional legal services. Consequently, it shall retain an attorney or law firm for that purpose.

A decision to seek legal advice or assistance on behalf of the School District shall normally be made by the Superintendent or by persons specifically authorized by the Superintendent. Such action shall occur where it is consistent with approved District policy or standard practice and meets an obvious need of the District. It may also take place as a consequence of formal Board direction.

Many types of instances of legal assistance to the District may be considered routine and not necessitating specific Board approval or prior vote. For example, the Superintendent may consult with the school attorney to interpret statutory requirements or regulations, prepare or review contracts and seek legal opinions regarding other District issues.

However, when the administration concludes that unusual types or amounts of professional legal services may be required, Board authorization for such service shall be promptly requested.

Approval:

Reviewed: February 22, 2021

Approval: February 9, 2005



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BEA

APPROVAL:

REGULAR BOARD MEETINGS

Unless otherwise altered by Board action, regular meetings of the Board shall be held twice a month in a handicapped accessible location.

All regular meetings shall be open to the public and press.

All changes of regular meetings from normal dates shall be advertised at least 24 hours prior to the date of the meeting.

A majority of the Board shall constitute a quorum.

The School Board recognizes that the consistent attendance of Board members at Board meetings is essential for the efficient, effective operation of the Board's duties as well as fulfilling our individual obligations as elected officials.

Any Board member that misses three consecutive meetings unexcused, or more than 30% of scheduled meetings, may be formally questioned by the Board for reasons of absences.

Statutory References:

RSA 91-A, Access to Public Records and Meetings

Approval:

Reviewed: February 22, 2021

Approval: July 28, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BEB

APPROVAL:

SPECIAL BOARD MEETINGS

Special meetings may be called at any time by the Chairperson of the Board or by the action of a majority thereof. Written notice stating the time and place of any special meeting and the purpose for which it is being called shall be given to each member of the Board at least two (2) days in advance of the meeting. Only business which is stated in the notice shall be transacted at the meeting. Exceptions to this procedure would be in cases of emergency as determined by the Chairperson and/or the Superintendent. In such case of emergency, all members will be contacted by telephone and/or e-mail.

Statutory Reference:

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

Approval:

Reviewed: February 22, 2021

Approval: July 14, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BEDA

APPROVAL:

PUBLIC NOTIFICATION OF SCHOOL BOARD MEETINGS

All School Board meetings are open to the public. The School Board will announce at least 24 hours in advance (excluding Sundays and legal Holidays) through two public postings and, when possible, by the newspapers and the local radio station, the date, time, and place of all regular and special meetings and the major topics to be discussed.

The School Board may need to hold an emergency meeting in the case where immediate un-delayed action is deemed to be imperative by the Chair or presiding Officer of the body or agency, who shall employ whatever means are available to inform the public that a meeting is to be held. The minutes of the meetings shall clearly spell out the need for the emergency meeting.

Statutory Reference:

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

Approval:

Reviewed: February 22, 2021

Approval: July 28, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BFE

APPROVAL:

ADMINISTRATION IN POLICY ABSENCE

In the absence of established School Board policy or School Board direction, the Superintendent shall assume responsibility for whatever decision or action is taken. In such instances, principals or other administrative or instructional personnel shall gain the approval of the Superintendent before taking any action.

In the situations which arise within the schools where the School Board has provided no guides for administrative action, the Superintendent shall have power to act but his/her decisions shall be subject to review and ratification by action of the School Board at its regular meeting. It shall be the duty of the Superintendent to inform the School Board promptly of such action and of the need for policy.

Approval:

Reviewed: February 22, 2021

Approval: July 28, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BGD

APPROVAL:

BOARD REVIEW OF ADMINISTRATIVE REGULATIONS

The School Board reserves the right to review and rescind procedures should they, in the School Board's judgment, be inconsistent with the policies adopted by the School Board.

Approval:
Reviewed: February 22, 2021
Approval: July 28, 2004