

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**

**Draft Minutes for March 4, 2020**

**Location: Town Hall**

**In Attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert G. Meyers, III, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of Curriculum, Instruction & Assessment  
William Lonergan, Principal, CHS  
Michele E. Flynn, Administrative Assistant

**I. PUBLIC SESSION**

**6:00 p.m.**

**A. Call to Order**

Mr. Bourque called the meeting to order at 6:15 p.m.

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

Revisions to the agenda:

- E3 Awards Postponed - Nominees unable to attend
- Add Enrollment Report under Superintendent's Comments
- Add Job Descriptions under Superintendent's Comments

**D. Summary of Non-Public Actions from February 19, 2020:**

*Mrs. Harrison made a motion to approve the non-public minutes of February 5, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignations of: Mary Cummings, LMS Guidance Counselor, Jaqueline Beaudet, CHS Special Education Teacher, Ryan Keller, CHS Special Education Teacher, and Kara Robinson, CHS English Teacher. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mrs. Hershberger made a motion to accept the nomination of Donna Boucher as CHS School Nurse at a pro-rated salary of \$48,774 for the 2019-2020 school year. Mr. Meyers seconded. The motion carried 5-0-0.*

*Mr. Meyers made a motion to approve the increase of hours to full time for the ELL teaching position through June 30, 2020. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to authorize the Superintendent to negotiate a contract with Dan Mitchell as Principal at GMS as nominated by the Superintendent. Mrs. Harrison seconded. The motion carried 5-0-0.*

**E. Presentations and Recognitions**

- **Athletic Fundraiser Proposals**
  - **Baseball Hit-a-Thon**
  - **Athletic Banner Silent Auction**

Mr. Lonergan presented two fundraising proposals submitted by the CHS Athletic Director. In the Baseball Hit-a-Thon, for every five feet a player hits a ball they earn \$1 from someone who agreed to donate. In the Athletic Banner Silent Auction, championship banners will be auctioned off to fund new athletic banners.

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Mrs. Harrison asked if the Hit-a-Thon fundraiser could be standardized for multiple sports.

Mr. Lonergan indicated these fundraisers are to replace the donation card fundraisers and mentioned that there are two additional fundraisers that were not submitted to the Board this evening.

Mr. Bourque asked for more information on the fundraisers, which will be addressed at the March 18 meeting.

- **CHS Student Council Activities Supporting the CHS Community**

Mr. McDonough and the CHS Student Council presented information to the School Board regarding the activities through which they support the CHS community.

Council officers indicated that students that participate in the council are offered leadership, opportunities, and are a voice for the student body to the administration. Being a student councillor introduces you to new friends, keeps school interesting and helps with life skills while spreading positivity and school spirit. Upcoming activities include volunteering at the Food Bank, the Senior Citizen Prom, Springfest, Easter Fundraiser/Activity, and Adopt a Staff Member. Council officers explained that each grade elects three council representatives; each class elects their officers; and there is an Honor Council.

#### **F. Correspondence**

There was no correspondence.

#### **G. Comments:**

- **Superintendent:**

- **2021-2022 School Calendar Draft**

Dr. Jette indicated the LEA has not provided a date to meet to discuss the 2020-2021 calendar and sidebar agreement.

Mrs. Harrison commented that she did not realize it is the whole membership that votes when she requested changing the start date.

- **Dress Code Policy Update**

Dr. Jette indicated there is no update for the dress code policy, but he will be notifying the committee to set up a meeting.

- **Enrollment Report - Feb 2020**

Dr. Jette indicated that enrollment is 1,315, which is down by two students in Pre-K/Lost 2 PK students. As of March 3, 2020, there are 57 students registered for kindergarten.

- **Job Descriptions**

Dr. Jette indicated that job descriptions for Custodian, Lead Custodian, and Grounds/Maintenance were revised to align with reporting assignments to the Facility Director and Custodial Supervisor.

***Mr. Meyers made a motion to approve the revised job descriptions for Custodian, Custodian Lead, Grounds & Maintenance. Mrs. Hershberger seconded. The motion carried 5-0-0.***

- **GMS Principal Update**

Dr. Jette reported that Mr. Mitchell accepted the GMS Principal position.

- **Coronavirus**

Dr. Jette reported that many districts have put out press releases regarding COVID-19. He indicated that Litchfield began communicating through newsletters in February. He commented we are getting more information daily, but do not want to heighten any anxiety. He noted that precautions being taken are basic flu practices. Dr. Jette indicated that he will communicate with community and staff regarding the monitoring of COVID-19.

Ms. Widman commented over the last week at least two of the building Emergency Management teams have

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met to review plans.

Dr. Jette indicated the District Emergency Management Team will be meeting on Friday. He reported that during February vacation buildings were aired out, cleaned and disinfected. He commented there have been no student

trips to the high caution areas; we are not hearing from parents or the community; we are not aware of staff or students that have traveled outside the US.

● **School Board**

Mrs. MacDonald commented that some parents complained to her that the soap dispenser in the bathroom in the main hallway at CHS was not working. She asked if custodians have checked the soap dispensers to ensure they are working.

Dr. Jette indicated that custodians should be checking all soap dispensers and hand sanitizers to make sure they are working and refilled regularly.

Mr. Izbicki indicated that he has spoken to both Mr. Ross and Mr. Underwood to ensure cafeteria tables are wiped at each lunch. He noted soap dispensers and hand sanitizers are checked regularly.

Mrs. Harrison reminded the public that town voting is scheduled for March 10 at CHS.

Dr. Jette indicated the district partnered with the town to share the cost of printing and mailing a voter guide.

Mr. Bourque commented there is more information in the voter guide than in the newspaper. He noted it is self-explanatory.

Mr. Bourque congratulated both the CHS Boys and Girls Basketball teams for their achievements.

**H. Community Forum**

*Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.*

There was no public input.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

- **February 19, 2020**

**Mr. Meyers made a motion to approve the public minutes of February 19, 2020. Mrs. Harrison seconded. The motion carried 5-0-0.**

**III. REPORTS**

**A. Climate and Culture Report**

Ms. Widman presented data regarding the climate and culture in the district to the School Board. She indicated it is part of the Title IV grant process to conduct a comprehensive needs assessment that includes students, parents and staff. Questions were categorized into four categories: District, Building, Climate, Instruction and Support. This report presentation was specifically focused on building climate and culture as reported by staff and students.

Participation in the survey:

- GMS: Staff 45 Students 153 (gr 3 & 4) Parents 122

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- LMS: Staff 24 Students 367 Parents 113
- CHS: Staff 35 Students 206 Parents 97

Survey Results:

Climate is positive and student centered:

- GMS: Staff 67.4% agree Students 95% agree
- LMS: Staff 92% agree Students 61% agree
- CHS: Staff 79% agree Students 46% agree

Main office is warm and welcoming:

- GMS: Staff 77% agree Students 90% agree
- LMS: Staff 100% agree Students 68% agree
- CHS: Staff 100% agree Students 85% agree

The school building is welcoming and safe:

- GMS: Staff 56% agree Students 97% agree
- LMS: Staff 100% agree Students 67% agree
- CHS: Staff 88% agree Students 70% agree

Trevor Scopalites and Chloe Steiniger agreed it is challenging to get high school students to take the surveys. They suggested taking the survey back to the Student Council to get all students to take the survey.

Ms. Widman indicated the data is being reviewed at each building by the Data Teams and is discussed at Admin Team meetings as well. She reported that buildings are looking at ways to address any gaps in perception as well as any areas that received lower scores. She noted as a district we are beginning to look at areas of major discrepancy and drill down as to why that is and how we can fix it.

**B. Competency Based Grading and Reporting**

Ms. Widman presented information regarding competency based grading and reporting to the School Board.

**Traditional System**

Based on seat time  
 Remembering content  
 Teacher centered  
 Instruction/work is common  
 Grading on a 100 pt scale  
 Grades divided by type of assignment  
 Behaviors/non-academic skills included  
 Assignments receive concrete score  
 All assignments included in average  
 All grades averaged together for overall score  
 Extra credit, participation, late work penalties impact subject/course average.

**Competency Based System**

Based on demonstration of proficiency  
 Application of knowledge and skills  
 Student centered  
 Instruction is personalized  
 Grading on a 4 pt scale  
 Each competency scored separately  
 Behaviors/non-academic skills not included  
 Assignments receive a score based on proficiency  
 Only assignments that assess competency included  
 Level of competency based on trends and progress  
 Extra credit, participation, other behavioral scores are part of Work Study Practices - do not impact competency scores.

Traditional grading does not tell us what topics or skills a student mastered.

A competency based grade report should give insight into the student’s level of proficiency in that competency at that particular moment in time.

At this time:

GMS is:

- using out of date benchmarks
- multiple grading systems

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- 3 different sets of grading descriptors
- Work Study Practices graded using building rubric with district descriptors

LMS:

- uses a traditional grading system
- has some consistency within grades/teams
- 0-59 F; 60-100 passing
- no competency or benchmark reporting
- Work Study Practices graded using building rubric with district descriptors

CHS:

- uses a traditional grading system, but reports out on competencies
- some consistency within departments
- 0-64 F; 65-100 passing
- grade include content driven midterm and final exam
- Work Study Practices graded using building rubric with district descriptors.

Ms. Widman's vision of reporting progression in the district:

Spring 2020-Fall 2020

- Set up Powerschool with common grade scales and all current competencies
- Educate all stakeholders on competency grading/reporting
- Develop way to give more value to Work Study Practices
- Develop clear competency recovery program/protocol.

2020-2021 School Year

- Assign each competency an equal weight towards overall grade to create a hybrid model
- Begin developing performance based assessments and competency rubrics.

2021-2025

- Continue development of rubrics and assessments
- Work on interrater reliability when using rubrics
- Transition competency scores from 100 pt scale to 4 pt scale
- Decide as a community to continue with hybrid model or transition to true competency model.

Mrs. MacDonald asked why grades are not consistent.

Mr. Scopalites indicated that there are teachers who put the same grades in all four competencies and in other classes there are actual competencies, but if the system is not consistent it will not work.

Ms. Widman indicated that the transition will begin next year, but will take five years to fully implement as this is completely new for two of our buildings.

Mrs. MacDonald was concerned about grade recovery for students that work hard, but still fail.

Ms. Widman believes recovery needs to be ongoing and not just one test or assessment.

Mrs. MacDonald asked how the grade actually is recovered.

Ms. Widman indicated that the student has to recover to Proficient and many districts are moving to this.

Ms. Steiniger asked how midterms and finals would weigh into this system.

Ms. Widman indicated that they should go into the competencies, but there are certain topics we have not yet broached. She commented although this is her vision it has been with much discussion and feedback.

Mr. Bourque reminded the Board that at the next meeting on March 18 the Board will be selecting a new Chair

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and Vice Chair as well as committee assignments.

**C. Principals' Reports**

Written reports from the Principals were submitted to the School Board.

**D. Dining Report January 2020**

Dr. Jette provided the January 2020 dining report to the School Board. He asked the student representatives if the students like the new options.

Ms. Steiniger indicated many students like the new sushi option and many like the omelets.

Mr. Scopelites commented that he likes the sandwich station.

Mr. Izbicki noted that with appropriate portion sizes being serviced, there is an adjustment on the revenue side. He indicated he will bring updated data to the next meeting.

**IV. OLD BUSINESS**

**A. Policies - 2nd Reading/Final Approval:**

● **Acceptable Use Policy**

Policy IIAE has been approved for a 1st reading by the School Board and is ready for final approval.

***Mr. Meyers made a motion to approve Policy IIAE. Mrs. Harrison seconded. The motion carried 5-0-0.***

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. 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. Meyers, the Board entered into non-public session at 8:40 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. 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.***

**VIII. RETURN TO PUBLIC SESSION**

***Upon a motion made by Mr. Bourque, the Board returned to public session at 9:39 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. Bourque made a motion to adjourn the meeting at 9:40 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.***

Respectfully submitted,

Michele E. Flynn

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Administrative Assistant to the School Board

# LITCHFIELD SCHOOL DISTRICT

POLICY NUMBER: **BCA**  
*Revised*

ADOPTED: **June 16, 2010**

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## CODE OF ETHICS

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

### *Ethics*

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

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

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

Approval: 2<sup>nd</sup> Reading, June 16, 2010

Reviewed: 1<sup>st</sup> Reading, May 12, 2010

Revised: May 5, 2010

Revised: April 7, 2010

Adopted: April 21, 2004

Approved: April 21, 2004

Adopted: August 23, 2000



# LITCHFIELD SCHOOL DISTRICT

## GUIDELINES: SCHOOL BOARD MEMBER USE OF SOCIAL MEDIA

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

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

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

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

## LITCHFIELD SCHOOL DISTRICT

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: 2<sup>nd</sup> Reading, October 4, 2017

Reviewed: 1<sup>st</sup> Reading, September 20, 2017

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

# LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BCAA

APPROVAL: **June 16, 2010**

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## SCHOOL BOARD CONDUCT

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

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

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

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

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

**LITCHFIELD SCHOOL DISTRICT**

POLICY CODE: BCAA

APPROVAL: **June 16, 2010**

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

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*(Dennis Miller)*

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*(Mary Prindle)*

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*(Jason Guerrette)*

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*(John York)*

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*(Patricia D'Alleva)*

**LITCHFIELD SCHOOL DISTRICT MEETING  
ELECTION RESULTS  
MARCH 10, 2020  
The State of New Hampshire**

Election of Officers

**School Board:** Tara Hershberger, 1,154 votes, elected, three-year term

**Moderator:** Frank Byron, 1,212 votes, elected, three-year term

**District Treasurer:** Lynn Baddeley, 1,141 votes, elected, three-year term

**District Clerk:** Theresa Briand, 1,178 votes, elected, three-year term

Warrant Articles

**ARTICLE 1**

Shall the Litchfield School District vote to raise and appropriate as an **operating budget**, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling **\$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)*

<i>Not Recommended by the School Board</i>	<i>Recommended by the Budget Committee</i>		
<i>Vote 0-5-0</i>	<i>Vote 7-2-0</i>	<b>Passed</b>	<b>Yes: 874</b>
			<b>No: 525</b>

**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*

<i>Recommended by the School Board</i>	<i>Recommended by the Budget Committee</i>		
<i>Vote 5-0-0</i>	<i>Vote 8-0-1</i>	<b>Passed</b>	<b>Yes: 909</b>
			<b>No: 503</b>



**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*

**Passed Yes: 932  
No: 483**

**A true report of the 2020 Litchfield School District election results, prepared by:**

**Michele E. Flynn  
Administrative Assistant to the School Board  
March 11, 2020**

**A true report of the 2020 Litchfield School District election results, attest:**

**Lynn Baddeley  
School District Clerk  
March 12, 2020**