

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the Litchfield School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Google Meet for this electronic meeting.¹ All members of the Litchfield School Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-866-899-4679, password 249-391-757, or by clicking on the following website address: [Litchfield Community TV](#).

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting telephonically. Instructions have also been provided on the website of the Litchfield School Board at: [School Board Agendas](#).

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please email Christina Harrison at charrison@litchfieldsd.org or Michele E. Flynn at meflynn@litchfieldsd.org.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

¹ Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

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 May 6, 2020

Location: Town Hall & Remote Locations

In attendance:

B Bourque, Chair (Litchfield Town Hall)
 C Harrison, Vice Chair (Remote from Home)
 E MacDonald, Board Member (Remote from Home)
 R Meyers, Board Member (Remote from Home)
 T Hershberger, Board Member (Remote from Home)
 Dr. Michael Jette, Superintendent (Litchfield Town Hall)
 Cory Izicki, Business Administrator (Remote from Home)
 Mary Widman, Director of Curriculum, Instruction and Assessment (Remote from Home)
 William Lonergan, Principal, CHS (Remote from Home) (public session only)
 Chloe Steineger, Student Representative (Remote from Home) (public session only)
 Trevor Scopelites, Student Representative (Remote from Home) (public session only)
 Michele E. Flynn, Administrative Assistant (Remote from Home)

In an effort to help slow down or stop the spread of the Novel Coronavirus (COVID-19), the School Board has implemented social distancing. We are following Governor Sununu's [Emergency Order #12](#) related to public meetings. Therefore, the town hall will be closed to the public and only 3 people will be in the physical presence. The meeting will be broadcast live on Litchfield TV, and a phone number will be provided for the public to call and listen to the meeting. Public comments, including concerns about accessing the meeting, must be sent via email to Christina Harrison, School Board Vice-Chair, at charrison@litchfieldsd.org, and Michele E. Flynn, Administrative Assistant, at meflynn@litchfieldsd.org.

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.

PUBLIC CALL IN NUMBER: 1-877-521-2073

ACCESS CODE: 596-521-261

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

4:00 p.m.

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

The Board entered into non-public session at 4:12 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. Roll call attendance was taken: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Non-public session ended at 5:10 p.m..

II. PUBLIC SESSION

A. Call to Order - Board Chair's Statement

Mr. Bourque called the meeting to order at 5:18 p.m. and read a statement regarding meeting protocols.

B. Pledge of Allegiance

C. Review & Revision of Agenda

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D. Summary of Non-Public Actions from April 15 & 29, 2020:

● **April 15, 2020:**

Mrs. Harrison made a motion to approve the non-public minutes of April 1, 2020. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

Mrs. Harrison made a motion to accept the nomination of Allison Dean as DW Speech/Language Pathologist at a salary of \$46,537 for the 2020-2021 year. Mr. Meyers seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

Mrs. MacDonald made a motion to accept the nomination of Jennifer Hayes as GMS Guidance Counselor at a salary of \$48,130 for the 2020-2021 year. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

Mr. Bourque made a motion to accept the resignation of Shane Keyes, CHS Life Science teacher. Mr. Meyers seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

● **April 29, 2020:**

Mr. Meyers made a motion to authorize the Superintendent to negotiate a Memorandum of Agreement with the LEA to either finish the school year with 180 days for both students and teachers; or finish the year with 173 days with the school year [ending for students on June 9, 2020] and 7 professional development days for teachers, with 2 days credited for past work and 1 day designated for school closure/clean up. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Harrison, yes; Mrs. Hershberger, yes; Mr. Bourque, no.

Mrs. Harrison made a motion to accept the nomination of Kerry Momnie as a Grade 7 English Language Arts teacher, at a salary of \$67,494, for the 2020-2021 year. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

Mrs. Harrison made a motion to accept the nomination of Kristen DuPont as a CHS Math teacher, at a salary of \$41,729, for the 2020-2021 year. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

Mr. Bourque made a motion to accept the resignation of Paula Cullen Kent, GMS teacher. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison reported that a letter was received from Rebekah Spotts regarding her suggestion to allow course credit for students who participated in VLACS to count toward their GPAs this year.

G. Comments:

● **Superintendent**

○ **Exchange Students**

▪ **JECB, Admission & Tuition & Non-Resident Students**

Dr. Jette discussed exchange student procedures with the School Board. He commented that it is unlikely that someone from Europe will send a child to school in the year to come. He indicated that he reached out to Mrs. Callinan, Director of High School Guidance, who coordinates this program. He noted she has had no contact from any agencies or families about exchange students wishing to attend high school in Litchfield. He recommended the Board suspend the policy and not have any exchange students tuition into the district in light of the current epidemic.

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Mr. Lonergan commented given the unknowns, he agrees that next year would not be the year to accept foreign exchange students.

Dr. Jette noted that the School Board never formally adopted an exchange student policy, but Policy JECB mentions tuition of exchange students.

Mr. Meyers made a motion to suspend the acceptance of foreign exchange students in the Litchfield School District for the 2020-2021 year. 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.

- **School Board**

Mr. Meyers commented after reading through emails received today, he would like to remind people it is the School Board's recommendation that students end the year earlier, but there is a state law we have to follow, albeit hours or days. He noted it is not as simple as saying we will waive it because it is tied into accreditation and grants.

Dr. Jette concurred, commenting normally we are not allowed to complete more than five days remotely, but under the Governor's Emergency Orders we are being allowed to remote more than 60 days. He indicated there are many things we have to keep in mind, such as contracts and grants.

Mr. Meyers commented that he wanted to explain it so people would understand the Board cannot just change the requirements.

Mr. Bourque agreed, commenting that it was the Commissioner of Education that made the decision. He thanked residents for their feedback and indicated that the community feel free to ask questions or provide comments.

- **Student Representatives**

Ms. Steiniger commented being a senior is a big thing. She was in favor of waiting until it is safe to hold a traditional graduation.

Mr. Bourque indicated there is a committee currently working through ideas and asked if there are students on that committee.

Mr. Lonergan reported the committee met a few hours ago, as well as last week. He indicated the most recent idea is to drive up in front of the field, have students walk up, get their diploma and take pictures. He noted the concern is whether or not the Police Department and Fire Department will approve of the idea and if we will be able to carry it out practicing strict social distancing procedures.

Mrs. Hershberger asked about the best way for people to contribute their ideas. She acknowledged that there was a survey and wondered if there was good participation.

Mr. Lonergan indicated there was excellent participation in the survey with parents and students, but we have to find the safest way to do this and give the students a ceremony.

Mr. Bourque asked if there is a deadline for a decision. Mr. Lonergan indicated the decision has to be made soon because we need time to distribute seniors' caps and gowns.

Mr. Meyers believes a decision can wait until the 15th of May. Mr. Lonergan commented we were waiting to hear the most recent update on the pandemic situation, but we can hold it until May 15.

Mrs. MacDonald feels that parents should be on the committee as well.

Mrs. Hershberger mentioned that the Town will be doing mobile testing in Litchfield on May 14, which could be a game changer.

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Mrs. MacDonald indicated it is up to the Governor to decide as there is much to consider.

Mr. Meyers recommended waiting until May 15 for guidance from the Governor.

Mr. Bourque suggested having a graduation parade.

Dr. Jette indicated that was discussed and there is liability if one of the teens is distracted while driving.

Mr. Bourque asked if any consideration was given to holding a dual graduation next year. Mr. Lonergan indicated there is another school doing that, but our students want their recognitions this year.

H. Community Forum

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Mrs. Harrison reported that the following community members have provided input via email:

Cheryl Lavoie, Heidi Ames, Kellie Perry, Renee Stoncius and Melissa Rakiey have provided input regarding their support to have students end earlier in June, or possibly at the end of May. Their comments included sentiments regarding students getting tired and stressed through the remote learning process and that students are spending more hours on school work than anticipated.

Jim Norton, Jordan Kanaly, Lorelei Brown, Kerrie Picone, Lyndsey Brown, Katelyn Rakiey and Melissa Rakiey have provided input regarding graduation for seniors and letting seniors out earlier for reasons that include missing their senior week activities, among other important events and having enough hours to graduate. Comments regarding the type of ceremony to hold were included from some community members as well.

Mr. Bourque commented about the calculation of the number of hours each school has in order to finish the year and/or graduate. He indicated all three schools have enough hours to go from a "days" calculation to an "hours" calculation.

Mrs. Harrison noted many of the Facebook comments are similar, wondering why we are able to switch to hours at this point if we were not able to do that in the past.

Mr. Bourque indicated that we have not changed the calculation method in the past due to contractual obligations.

Mr. Scopelites indicated that the Senior Class Officers are on the committee. He suggested holding a graduation ceremony with a "drive in movie" set up, which can be done by setting up a radio signal so everyone can hear in their cars.

Dr. Jette indicated some high schools are doing something similar. He suggested that a ceremony can be held on the high school field because social distancing with family units is not as important. He explained a family of 4 does not have to be separated by 6 feet from each other, but can be separated at one group.

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Mrs. Harrison commented that Kerri Picone asked, via email, what happened to the calculations for the middle school. She noted that Mrs. Picone commented that she has always heard the middle school does not have enough days.

Dr. Jette explained that the calculations came down to enrichment classes and what the students are working on. He indicated that the classes have to meet the instructional time definition. He noted that it was determined the enrichment classes count toward instructional time and when you apply that time to the school requirement, the middle school has enough hours to translate into days in the formula to meet the requirement.

Mrs. Harrison noted that Jordan Kanaly, a CHS senior, commented that graduation is more than family being able to see the graduates and walk away. He indicated we want to see each other as a class. He asked the Board to consider the drive up option.

Mrs. Harrison noted that Lorelei Brown, a CHS senior, expressed similar sentiments regarding wanting to be with her school family when she graduates. She commented that the seniors she has spoken to do not have a problem waiting until the summer for a ceremony. Ms. Brown was concerned the graduation committee is not large enough.

Dr. Jette indicated it is the responsibility of the school to have a graduation ceremony and we cannot possibly accommodate everyone with the ceremony. He noted it is our job to design an appropriate ceremony and families can decide how they will celebrate for their child afterward.

Mr. Bourque assured the public that there is nothing the Board wishes more than for the seniors to have a traditional graduation, but we have to consider the safety of everyone and hope we can find a solution.

III. GENERAL BUSINESS

5:15 p.m.

A. Public Minutes:

- April 15, 2020
- April 29, 2020

Mr. Meyers made a motion to approve the public minutes of April 15 and 29, 2020. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IV. REPORTS

A. Principals' Reports

Principals reports were provided to the School Board.

- **End of Year Ceremonies**

Dr. Jette commented in each principal's report there are links or mentions of what is being considered or planned for end of year ceremonies in each building. He indicated we would like to honor all the rites of passage we have.

Mrs. MacDonald commented we are waiting until we get more direction from the Governor to decide what to do for graduation and there is a small committee offering ideas.

Dr. Jette clarified there has been a graduation committee at CHS since they opened; however, they are now involving students and we will involve some parents to figure out a solution for how we hold a graduation ceremony for seniors. He indicated we are considering what other schools are doing as well as the idea from the committee and students and we will come up with a solution for a ceremony that considers the safety of everyone.

Mrs. MacDonald believes the students deserve the Pomp & Circumstance and pictures, even if it occurs next year.

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Dr. Jette noted we have to recognize between now and next June that things will happen and not everyone will be available next year.

Mr. Lonergan commented we know of two students that will not be available for the end of June or in July and some students will go away to college early. Dr. Jette commented this is all up to the State and safety requirements, and this is what the administration has to consider.

Mr. Lonergan commented that there have been questions about the senior prom. He indicated that postponing it was considered. He noted it is difficult because some students have their prom attire already. He commented that we discussed organizing a Homecoming prom for seniors to come to in the fall.

Mr. Bourque asked who runs the prom. Mr. Lonergan indicated it is run by the junior class advisor and officers who work with the administration.

Mr. Bourque noted several parents have expressed thoughts and ideas about the prom.

- **Grading**

Dr. Jette asked Mr. Lonergan to provide information about VLACS and CTE credit.

Mr. Lonergan indicated that the information about GPAs and credits earned at CHS is mentioned in the student handbook. He indicated that the student handbook can be revised to add CTE courses, VLACS and college course credits. He mentioned that there was a discussion regarding not having final exams, but instead doing the summative competencies. He noted that it would not calculate into a final exam grade for the seniors because they do not take final exams, but it would not be difficult to do it. He indicated it is the right thing to do for our students and managing end of year school work.

Mrs. Harrison commented that aligns well with competency based education and the direction in which we want to go. She mentioned it is difficult to determine the validity of a final exam. She asked about group work as some students have collaborative projects and expressed caution assigning group projects as summatives.

Mr. Lonergan agreed. He indicated students will be judged on their work.

Ms. Steiniger commented that she liked that idea because it is hard to focus on a final exam after doing two months of remote learning.

Mrs. MacDonald asked if seniors would be required to take summative assessments. Mr. Lonergan indicated that seniors would not need to meet that requirement and will be treated as we have done in the past.

Dr. Jette asked if Mr. Lonergan is asking the Board to amend the student handbook to include VLACS, CTE or accredited institution credit for this year or the following year.

Mr. Lonergan indicated that he is looking for the handbook to be revised for next year.

Mr. Bourque indicated that it will be on the agenda for the next meeting after Mr. Lonergan discusses it with the Administrative Team.

Dr. Jette commented that the procedures and rules we have been using for years came to a halt on March 13 with remote learning. He indicated that the concept of “no harm grading” has been discussed. He noted some students have thrived in the online environment and other students, who are normally good students in school, have found this cumbersome and difficult. Dr. Jette commented we are working through how we do grading and honor what our students know and have done, and shifting away from final exams is part of that concept. He indicated that a discussion has begun with IT staff on what we can extract from the system. He noted putting a grade point on the end of Term 3 is the easiest way as it would provide a guidepost from which to move forward.

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Mrs. Harrison commented that she senses resistance from the teachers with this concept.

Mr. Meyers commented it is no different for the families of the students as they will adjust.

Mrs. Harrison indicated she would like to get the information out to families and everyone involved.

Mr. Lonergan agreed, but was concerned about the students who are now not participating and are struggling. He commented it is difficult to get them involved. He noted that he anticipates there will be pushback.

B. End of Year Encumbrances/Purchases

● Business Administrators Update May 2020

Mr. Izbicki provided an update on district financials and facilities needs. He asked the Board to begin the discussion of year end purchases and/or encumbrances with year end funds. He reported that administrators and directors reviewed their FY20 budgets for one time purchases/projects and were asked to think about items that are needed due to deferred maintenance or purchases due to budget constraints from year to year.

CHS:

- FACS: unanticipated increased enrollment in this program has resulted in the need for new textbooks.
- Athletics: replica jerseys for graduating spring athletes as a gift in recognition of their time at CHS and the loss of their final season;
- Bring all uniforms up to date for consistency across all teams:
 - Golf: hats and polos (inconsistent colors)
 - Cheer and Track: consistent uniforms
 - Coaches: consistent polos/jackets
- Replace outdoor bleachers that are outdated and unsafe (failed inspection last year)
 - Proposal for mobile bleachers that can be moved between fields - more information to follow;
- Backstop for Lacrosse nets on stadium field (safety).

GMS:

- Furniture and supplies for fifth 3rd grade classroom.

Capital Planning:

- Energy and Architecture Consultant
 - Pending contracts for services to be provided by DDH and Windy Hill Associates.

FY21 Facilities Budget and Items for Consideration:

- Custodial:
 - Replacement of CHS Auto Scrubber identified in FY21 budget
 - Replacement of LMS Carpet Machine
- Building:
 - DW Door Barricade devices approved in warrant article (pending information from State Fire Marshal's office)
 - GMS windows and asbestos removal for discussion
 - LMS rekeying/re-coring locks approved in warrant article
 - Patching of loading dock stairs at CHS - due to disintegration a new stairwell constructed with pressure treated lumber and aluminum railings has been completed this year
 - CHS north end walkway repair
- Grounds:
 - Replacement of CHS dugout roofing on baseball/softball fields
- Non-Instructional Equipment:
 - Replacement of GMS swing set recommended by Primex due to damage and age of swing set.

Mr. Meyers asked if the portables vendor was contacted regarding new portables at LMS.

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Mr. Izbicki indicated that new portable classrooms would increase the lease to \$60,000 per year. Dr. Jette indicated our goal is not to have portables at LMS.

Mrs. Hershberger asked if hand washing stations by the Cafeteria at GMS have been considered.

Mr. Izbicki indicated that has not been discussed, but he will look into it.

Mr. Bourque asked Board members to think about items budgeted in FY21 that can be spent ahead or things we can use for safety or infrastructure for year end funds.

Mr. Bourque asked about bleachers with more rows at CHS. Mr. Izbicki will ask Mr. Knight about larger bleachers and what is required to install them.

Mrs. Hershberger mentioned she spoke to Mr. Knight today about bleachers and he said the Boosters were looking into it. She noted that Mr. Knight indicated there were two options for larger bleachers: five rows and ten rows, which are required to have a back and hand rails.

C. Paraprofessionals Usage Report

Dr. Jette provided a report regarding the use of paraprofessionals to the School Board that has been broken out into grade levels and the number of paraprofessionals assigned to each grade. He noted the information includes program paraprofessionals, 1:1 paraprofessionals and shared paraprofessionals.

Mrs. MacDonald was concerned about the number of 1:1 paraprofessionals in grade 6.

Dr. Jette suggested having that discussion with Mrs. Bandurski at the next Board meeting. He commented each set of grades has a certain number of paraprofessionals assigned.

V. NEW BUSINESS

A. FY22 Budget Schedule

- **Budget Committee Schedule Options**

Dr. Jette and the School Board discussed scheduling options for FY22 Budget preparation and review meetings.

VI. OLD BUSINESS

A. Coronavirus Review and Update

- **Grading**

Mrs. Hershberger asked about grading methodology at GMS and LMS with regard to remote learning.

Dr. Jette indicated that LMS is interested in remaining with letter grades. He noted that “no harm grading” was discussed and that conversation will continue.

Mrs. Hershberger commented that Mr. Thompson submitted a separate report on GMS grading.

Dr. Jette explained GMS has two systems: primary system in grades 1 and 2; letter grades in grades 3 and 4. He indicated they are considering whether they have the ability to switch over to more of a narrative grade and how that would work.

- **Fall School Reopening Plans**

Dr. Jette shared a draft of the school reopening plan from Goffstown. He reported that nurses heard about European models through calls with those countries, which the Administrative Team is discussing. He indicated the key is safety factors: identifying who is exposed and who is at risk, making smart and efficient decisions about people in the same space. He noted we have think outside the box. He commented we may have to default back to split sessions for schools.

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Mrs. MacDonald commented that she was told the Governor wants a plan in place by August 1. Dr. Jette indicated he did not hear that, but has been getting those pieces together.

Mrs. Hershberger asked if the Goffstown plan has been approved.

Dr. Jette indicated he was not sure if the school board voted on it. He commented these are talking points that the Superintendent has shared. He mentioned that our district is in the process of implementing tighter procedures of staff coming into the school.

- **Food Services**

Mr. Izbicki shared the updated meals count with the Board. He mentioned there has been an increase in the number of free and reduced applications. He reported that meals served after March 17 will be reimbursed at the free rate. He noted that meal pickups are consistent at 90 - 100.

Dr. Jette reported there was a communication from a family asking about food sanitation. He indicated that all food service staff members are trained in sanitation and are taking extraordinary measures to safely distribute food. He noted we will have a clear communication about the reminder for the work around for the Memorial Day interruption.

- **Daily Procedure**

Dr. Jette reported that protocols have been implemented for all staff coming into the buildings during the remote period to complete a form, have their temperature taken and to wear masks. He indicated this is important because it is inevitable that at some point a staff member will come down with the Coronavirus.

Mrs. Hershberger commented that temperatures should be either taken in private or the staff member should be told of their temperature in private because of the HIPPA requirements. She asked to hear from the nurses about how this would be executed.

Dr. Jette commented Hudson has a similar procedure. He indicated we are fortunate at this time because only one building is open.

Mrs. MacDonald commented a vaccine is not likely to be available in the fall. Mrs. Harrison commented we do not know yet what will be implemented a week from now.

Dr. Jette indicated that Mrs. MacDonald made a good point about a vaccine. He noted we need to have something in place to be able to reopen schools.

- **CARES Act Funding**

Dr. Jette reported that he has been told CARES Act funding is 85% of Title funding. He indicated that information received suggests there is \$76,000 available for Litchfield, but there are no rules in place on how to spend those funds. He noted the deadline to use the funds if March to September 2022. Dr. Jette commented the district has received questions about how this money will be allocated, but we have not allocated the funds because there is no governance on how to spend it and we have not yet received the funds.

Mrs. MacDonald commented on end of year classroom cleanouts. She believes the custodians should not be responsible for that.

Mrs. Hershberger acknowledged Teacher Appreciation Week and thanked teachers for making remote learning happen.

VII. MANIFEST

The manifest was circulated and signed by the Board.

VIII. PUBLIC INPUT

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A. Community Forum

Mrs. Harrison reported that Ryan Keller, CHS Special Education teacher, asked about the liability checklist form for people coming into the school.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 7:26 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.

X. **RETURN TO PUBLIC SESSION**

Due to the emergency rules in place, The board will not conduct additional meeting items following the non-public session. Once the vote to come out of non-public session is approved, the board will immediately adjourn the meeting.

Upon a motion made by Mrs. Harrison, the Board returned to public session at 8:24 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

XI. **ADJOURN**

Mrs. Harrison made a motion to adjourn the meeting at 8:24 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570 & Fax: (603) 578-1267

Equal Opportunity Employer

Michael Jette, Ph.D.

- *Superintendent of Schools*

Cory Izbicki

- *Business Services*

Mary Widman

- *Curriculum, Instruction & Assessment*

Hollie Falzone

- *Human Resources*

May 20, 2020

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

From: Cory Izbicki, Business Administrator

Subject: Operations and Budget Update

The purpose of this monthly report is to update the School Board regarding day to day and ongoing operations that would be of particular note.

FY20 Items for Consideration:

At the request of the Board I have provided a listing of projects and purchases for consideration. The listing is broken into categories:

- Year end expenditures - Items compiled through review of the FY20 and FY21 Budgets, and inquiries of the Administrative Team.
- Warrants Approved for FY21.
- Projects identified in the FY21 budget that upon review and consideration with Dave Ross, Facilities Director, and the Superintendent, have been deemed unnecessary at this time.

FY20 Year to Date Financials

Year to date financials for the general fund have been provided as of May 15, 2020. The expenditures do not include the manifests and associated adjustment to the outstanding contracts and encumbrances. The process of purchase order management continues as we receive monthly invoices associated with utilities and services. The fund balance numbers projected are estimates and will come more into focus over the next couple of weeks.

I have deferred financials for food services, as there seems to be a delay at the State level in terms of turn around for federal reimbursement. As soon as the numbers are received for April, I will report out to the board. Since meals are being served to all families for free, we are not receiving local revenue for the service, however, the federal government is reimbursing all meals served at the higher free meal reimbursement rate. Participation remains good for the service. Lauren has sent out notification to families of the intent to serve M/W/F for the week ahead of Memorial Day. She will continue to accept responses up until Thursday to be prepared for Friday service.

Please let me know if you have any questions in regard to the information contained in this report.

Respectfully Submitted,

Cory Izbicki
Business Administrator

YTD Expenditure Status

| Category | PRIOR YEAR ENC | Appropriations | Purchase Orders / Obligations | YTD | Purchase Orders plus YTD Expenditures | Available |
|--------------------------------|----------------|----------------|-------------------------------|---------------|---------------------------------------|--------------|
| INSTRUCTION Total | - | 12,907,601.20 | 2,878,487.09 | 9,587,348.71 | 12,465,835.80 | 441,765.40 |
| STUDENT SUPPORT Total | - | 1,847,466.48 | 407,277.90 | 1,360,052.36 | 1,767,330.26 | 80,136.22 |
| INSTRUCTIONAL STAFF Total | - | 760,798.92 | 117,413.75 | 536,019.47 | 653,433.22 | 107,365.70 |
| GENERAL ADMINISTRATION Total | - | 122,482.00 | 10,750.55 | 121,783.09 | 132,533.64 | (10,051.64) |
| EXECUTIVE ADMINISTRATION Total | - | 556,811.91 | 65,744.00 | 488,340.38 | 554,084.38 | 2,727.53 |
| SCHOOL ADMINISTRATION Total | - | 1,297,493.98 | 168,968.84 | 1,131,954.49 | 1,300,923.33 | (3,429.35) |
| BUSINESS Total | - | 326,162.20 | 36,273.91 | 307,935.54 | 344,209.45 | (18,047.25) |
| BUILDINGS & GROUNDS Total | 180,215.00 | 2,061,289.06 | 269,076.59 | 1,761,958.04 | 2,031,034.63 | 210,469.43 |
| TRANSPORTATION Total | - | 1,104,313.35 | 134,489.22 | 857,917.18 | 992,406.40 | 111,906.95 |
| OTHER Total | 14,432.00 | 921,287.21 | 70,063.84 | 706,293.96 | 776,357.80 | 159,361.41 |
| FACILITIES ACQUISITION Total | - | 36,252.00 | - | 36,252.00 | 36,252.00 | - |
| TRANSFERS Total | - | 100,000.00 | - | 100,000.00 | 100,000.00 | - |
| Grand Total | 194,647.00 | 22,041,958.31 | 4,158,545.69 | 16,995,855.22 | 21,154,400.91 | 1,082,204.40 |

| | |
|---------------------|---------------------|
| Payroll Encumbrance | 3,758,560.29 |
| Non Payroll | <u>399,985.40</u> |
| | <u>4,158,545.69</u> |

| General Fund Balance Sheet - March 23, 2020 (Accrual Basis) | |
|---|-------------------|
| Assets: | |
| Cash | 3,782,244 |
| Receivables: | |
| Accounts | - |
| Intergovernmental | 4,250,260 |
| Interfund receivables | - |
| Prepaid Item | 1,925 |
| Total Assets | 8,034,429 |
| Liabilities: | |
| Accounts Payable | - |
| Open Purchase Orders and Contracts | 7,085,859 |
| Accrued Salaries and Benefits | 362,307 |
| Deferred Revenue | 16,626 |
| Interfund payable | 301,025 |
| Total Liabilities | 7,765,817 |
| Fund Balances: | |
| Restricted - For Prepaid Item | 1,925 |
| Restricted - Capital Project | - |
| Committed Fund Balance - Warrant Articles | 219,000 |
| Assigned Fund Balance - Encumbrances | - |
| Unassigned Fund Balance | 47,687 |
| Total Fund Balance | 268,612 |
| Total Liabilities and Fund Balance | 8,034,429 |
| Revenues, Expenditures and Change in Fund Balance - March 23, 2020 | |
| Revenues: | |
| School District Assessment | 13,687,119 |
| Other Local | 48,385 |
| State | 7,252,662 |
| Federal | 15,010 |
| Transfer from other funds | |
| Total Revenues | 21,003,176 |
| Expenditures: | |
| Current: | |
| Instruction | 12,461,591 |
| Support Services: | |
| Student | 1,753,396 |
| Instructional staff | 632,741 |
| General Admin | 123,826 |
| Executive Admin | 553,513 |
| School Admin | 1,291,400 |
| Business | 342,030 |
| Operations and Maintenance | 1,986,480 |
| Student Transportation | 1,138,233 |
| Other | 761,244 |
| Debt Service: | |
| Principal | - |
| Interest | - |
| Facilities acquisition and construction | 36,252 |
| Noninstructional services | - |
| Transfer to other funds | 100,000 |
| Total Expenditures | 21,180,706 |
| Excess of Revenues | (177,530) |
| Fund Balance, beginning (7/1/2019) | 446,143 |
| Fund Balance, ending (3/23/2020) | 268,612.26 |

| General Fund Balance Sheet - May 15, 2020 (Modified Accrual) | | | |
|---|--------|--|-------------------|
| Assets: | | | |
| Cash | | | 4,811,235 |
| Receivables: | | | |
| Accounts | | | - |
| Intergovernmental | | | 770,383 |
| Interfund receivables | | | 25,214 |
| Prepaid Item | | | 1,925 |
| Total Assets | | | 5,608,757 |
| Liabilities: | | | |
| Accounts Payable | | | 95,581 |
| Open Purchase Orders and Contracts | | | 3,958,553 |
| Accrued Salaries and Benefits | | | 234,832 |
| Deferred Revenue | | | 10,991 |
| Interfund payable | | | - |
| Total Liabilities | | | 4,299,957 |
| Fund Balances: | | | |
| Restricted - For Prepaid Item | | | - |
| Committed Fund Balance | | | - |
| Warrant Article 3 - Class Size Reduction ETF | 99,000 | | |
| Warrant Article 4 - Special Education CRF | 50,000 | | |
| Warrant Article 5 - Capital Improvement ETF | 70,000 | | |
| Total Committed Fund Balance | | | 219,000 |
| Assigned Fund Balance - Encumbrances | | | 300,300 |
| Amount to return to stabilize tax rate | | | 789,500 |
| Unassigned Fund Balance | | | - |
| Total Fund Balance | | | 1,308,800 |
| Total Liabilities and Fund Balance | | | 5,608,757 |
| Revenues, Expenditures and Change in Fund Balance - May 15, 2020 | | | |
| Revenues: | | | |
| School District Assessment | | | 14,034,770 |
| Other Local | | | 51,345 |
| State | | | 7,715,941 |
| Federal | | | 15,010 |
| Transfer from other funds | | | |
| Total Revenues | | | 21,817,066 |
| Expenditures: | | | |
| Current: | | | |
| Instruction | | | 9,587,349 |
| Support Services: | | | |
| Student | | | 1,360,052 |
| Instructional staff | | | 536,019 |
| General Admin | | | 121,783 |
| Executive Admin | | | 488,340 |
| School Admin | | | 1,131,954 |
| Business | | | 307,936 |
| Operations and Maintenance | | | 1,761,958 |
| Student Transportation | | | 857,917 |
| Other | | | 706,294 |
| Open Employee contracts through 6/30/2020 | | | 3,758,560 |
| Open Non Payroll related PO's @50% | | | 199,993 |
| Facilities acquisition and construction | | | 36,252 |
| Noninstructional services | | | - |
| Transfer to other funds | | | 100,000 |
| Total Expenditures | | | 20,954,408 |
| Excess of Revenues | | | 862,658 |
| Fund Balance, beginning (7/1/2019) | | | 446,143 |
| Fund Balance, ending (3/23/2020) | | | 1,308,800 |

Accrual Basis

| Category | PRIOR YEAR ENC | Appropriations | Purchase Orders / Obligations | YTD | Purchase Orders plus YTD Expenditures | Available |
|--------------------|-------------------|----------------------|-------------------------------|----------------------|---------------------------------------|---------------------|
| Grand Total | 194,647.00 | 22,041,958.31 | 4,158,545.69 | 16,995,855.22 | 21,154,400.91 | 1,082,204.40 |
| | | | | | | |
| | | Payroll Encumbrance | 3,758,560.29 | | | |
| | | Non Payroll | 399,985.40 | | | |
| | | | 4,158,545.69 | | | |

Accrual Basis

| General Fund Balance Sheet - FY18 Projections Based on 5 year average | | | | 2018 | 2017 | 2016 | 2015 | 2014 | | | |
|---|----------------------|---------------------|--|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|---------|--|
| Assets: | | | | | | | | | | | |
| Cash | | 5,945,213.74 | | 1,581,486 | 1,378,718 | 988,277 | 1,245,660 | 1,528,689 | | | |
| Intergovernmental Accounts Receivable | | 1,605,955.35 | | 21,992 | - | 155,239 | 160,300 | 154,497 | | | |
| Other Receivables | | - | | 5,055 | 1,651 | 1,200 | 2,081 | 17,694 | | | |
| Prepaid Items | | 1,925.00 | | | | | | | | | |
| Interfund Balance | | - | | 132,540 | 4,614 | 52,698 | | 19,253 | | | |
| Total Assets | | 7,553,094.09 | | 1,741,073 | 1,384,983 | 1,197,414 | 1,408,041 | 1,720,133 | | | |
| Liabilities: | | | | | | | | | | (0) | |
| Accounts Payable | | 93,631.13 | | 40,341 | 43,888 | 25,682 | 79,676 | 47,567 | | | |
| Open Purchase Orders and Contracts | | 6,303,381.93 | | - | - | - | - | - | | | |
| Accrued Salaries and Benefits | | 198,081.74 | | 723,247 | 698,975 | 667,079 | 608,493 | 597,027 | | | |
| Interfund Payable | | 321,750.52 | | | | | | | | | |
| Deferred Revenue | | 10,264.69 | | 2,063 | | | | | | | |
| Total Liabilities | | 6,927,110.01 | | 765,651 | 742,863 | 692,761 | 688,169 | 644,594 | | | |
| Fund Balances: | | | | | | | | | | | |
| Restricted - For Prepaid Item | | 1,925.00 | | 152,670 | 75,000 | 255,239 | 154,859 | 154,497 | | | |
| Committed Fund Balance | | 100,000.00 | | 196,402 | 82,789 | 10,685 | 46,419 | 76,290 | | | |
| Assigned Fund Balance - Encumbrances | | 351,720.00 | | | | | | | | | |
| Unassigned Fund Balance: | | | | | | | | | | | |
| Special Services (1201,1260,2140,2150,2160,2332,2722) | 97,350.00 | | | | | | | | | | |
| General Education | 57,877.72 | | | | | | | | | | |
| Kindergarten Project Return | 5,338.39 | | | | | | | | | | |
| Total Unassigned Fund Balance | | 160,566.11 | | 626,350 | 484,331 | 238,729 | 518,594 | 802,430 | | | |
| Total Fund Balance | | 625,984.08 | | 975,422 | 642,120 | 504,653 | 719,872 | 1,033,217 | | | |
| Total Liabilities and Fund Balance | | 7,553,094.09 | | 1,741,073 | 1,384,983 | 1,197,414 | 1,408,041 | 1,677,811 | | | |
| | | (0.00) | | | | | | | | | |
| Revenues, Expenditures and Change in Fund Balance | | | | | | | | | | | |
| Revenues: | | | | | | | | | | | |
| School District Assessment | 13,687,119.00 | | | 13,003,269 | 12,328,478 | 11,499,194 | 11,052,650 | 11,033,655 | | | |
| Other Local | 82,000.00 | | | 81,386 | 97,938 | 120,314 | 98,934 | 319,406 | 278,258 | 92,753 | |
| State | 7,238,792.00 | | | 7,468,269 | 7,595,587 | 7,805,029 | 7,912,916 | 8,262,405 | | | |
| Federal | 100,000.00 | | | 143,006 | 127,850 | 104,045 | 114,188 | 161,879 | 650,968 | 130,194 | |
| Total Revenues | 21,107,911.00 | | | 20,695,930 | 20,149,853 | 19,528,582 | 19,178,688 | 19,777,345 | | | |
| Expenditures: | | | | | | | | | | | |
| Current: | | | | | | | | | | | |
| Instruction | 12,394,185.80 | | | 11,953,660 | 11,382,847 | 11,116,419 | 10,819,563 | 10,850,527 | | | |
| Support Services: | | | | | | | | | | | |
| Student | 1,788,830.96 | | | 1,756,908 | 1,656,312 | 1,659,285 | 1,534,751 | 1,535,626 | | | |
| Instructional staff | 665,139.82 | | | 670,584 | 772,382 | 841,648 | 732,652 | 609,065 | | | |
| General Admin | 118,371.02 | | | 108,503 | 143,083 | 128,131 | 114,356 | 114,574 | | | |
| Executive Admin | 541,938.41 | | | 464,313 | 477,051 | 448,763 | 611,435 | 468,438 | | | |
| School Admin | 1,286,202.28 | | | 1,295,888 | 1,221,522 | 1,272,576 | 1,181,644 | 1,195,927 | | | |
| Business | 338,858.34 | | | 313,438 | 327,606 | 323,392 | 315,124 | 281,965 | | | |
| Operations and Maintenance | 2,045,229.56 | | | 1,961,762 | 1,958,420 | 1,997,654 | 2,060,549 | 2,024,413 | | | |
| Student Transportation | 1,104,252.65 | | | 993,224 | 989,142 | 961,459 | 964,561 | 774,529 | | | |
| Other | 738,385.28 | | | 689,089 | 792,530 | 870,431 | 609,714 | 546,150 | | | |
| Debt Service: | | | | | | | | | | | |
| Principal | - | | | - | - | - | 485,000 | 800,000 | | | |
| Interest | - | | | - | - | - | 25,462 | 67,463 | | | |
| Facilities acquisition and construction | 53,889.80 | | | 80,259 | 36,252 | 124,043 | 37,222 | 98,151 | | | |
| Fund Transfer | 382,065.00 | | | 75,000 | 100,000 | | | | | | |
| Projected expenditures through 6/30/19 (unallocated) | - | | | | | | | | | | |
| Total Expenditures | 21,457,348.92 | | | 20,362,628 | 19,857,148 | 19,743,801 | 19,492,033 | 19,366,828 | | | |
| Excess of Revenues | (349,437.92) | | | 333,302 | 292,706 | (215,219) | (313,345) | 410,517 | | | |
| Fund Balance, beginning (7/1/2017) | 975,422.00 | | | 642,120 | 349,414 | 719,872 | 1,033,217 | 622,700 | | | |
| Fund Balance, current | 625,984.08 | | | 975,422 | 642,120 | 504,653 | 719,872 | 1,033,217 | | | |
| General Fund Budget | | | | 21,172,755 | 20,402,922 | 20,099,166 | 19,906,828 | 19,817,144 | | | |
| Expenditures | | | | (20,362,628) | (19,857,148) | (19,743,801) | (19,492,033) | (19,366,828) | | | |
| | | | | 11,773 | 810,127 | 545,774 | 355,365 | 414,795 | 450,316 | | |
| | | | | 0.05% | 3.83% | 2.67% | 1.77% | 2.08% | 2.27% | | |
| | | | | | | | | 2.53% | | | |
| | | | | 20,925,953 | | | | | | | |
| | | | | 21,457,349 | | | | | | | |
| | | | | (531,396) | | | | | | | |
| | | | | 4,867,489 | | | | | | | |
| | | | | (4,770,139) | | | | | | | |
| | | | | 97,350 | | | | | | | |

| General Fund Balance Sheet - May 15, 2020 (Modified Accrual) | | | | | |
|---|--|--|--------|--|-------------------|
| Assets: | | | | | |
| Cash | | | | | 4,811,235 |
| Receivables: | | | | | |
| Accounts | | | | | - |
| Intergovernmental | | | | | 770,383 |
| Interfund receivables | | | | | 25,214 |
| Prepaid Item | | | | | 1,925 |
| Total Assets | | | | | 5,608,757 |
| Liabilities: | | | | | |
| Accounts Payable | | | | | 95,581 |
| Open Purchase Orders and Contracts | | | | | 3,958,553 |
| Accrued Salaries and Benefits | | | | | 234,832 |
| Deferred Revenue | | | | | 10,991 |
| Interfund payable | | | | | - |
| Total Liabilities | | | | | 4,299,957 |
| Fund Balances: | | | | | |
| Restricted - For Prepaid Item | | | | | - |
| Committed Fund Balance | | | | | - |
| Warrant Article 3 - Class Size Reduction ETF | | | 99,000 | | |
| Warrant Article 4 - Special Education CRF | | | 50,000 | | |
| Warrant Article 5 - Capital Improvement ETF | | | 70,000 | | |
| Total Committed Fund Balance | | | | | 219,000 |
| Assigned Fund Balance - Encumbrances | | | | | 300,300 |
| Amount to return to stabilize tax rate | | | | | 789,500 |
| Unassigned Fund Balance | | | | | - |
| Total Fund Balance | | | | | 1,308,800 |
| Total Liabilities and Fund Balance | | | | | 5,608,757 |
| Revenues, Expenditures and Change in Fund Balance - May 15, 2020 | | | | | |
| Revenues: | | | | | |
| School District Assessment | | | | | 14,034,770 |
| Other Local | | | | | 51,345 |
| State | | | | | 7,715,941 |
| Federal | | | | | 15,010 |
| Transfer from other funds | | | | | |
| Total Revenues | | | | | 21,817,066 |
| Expenditures: | | | | | |
| Current: | | | | | |
| Instruction | | | | | 9,587,349 |
| Support Services: | | | | | |
| Student | | | | | 1,360,052 |
| Instructional staff | | | | | 536,019 |
| General Admin | | | | | 121,783 |
| Executive Admin | | | | | 488,340 |
| School Admin | | | | | 1,131,954 |
| Business | | | | | 307,936 |
| Operations and Maintenance | | | | | 1,761,958 |
| Student Transportation | | | | | 857,917 |
| Other | | | | | 706,294 |
| Open Employee contracts through 6/30/2020 | | | | | 3,758,560 |
| Open Non Payroll related PO's @50% | | | | | 199,993 |
| Facilities acquisition and construction | | | | | 36,252 |
| Noninstructional services | | | | | - |
| Transfer to other funds | | | | | 100,000 |
| Total Expenditures | | | | | 20,954,408 |
| Excess of Revenues | | | | | 862,658 |
| Fund Balance, beginning (7/1/2019) | | | | | 446,143 |
| Fund Balance, ending (3/23/2020) | | | | | 1,308,800 |

| Year End Spending: | | | | |
|---|----------|--|------------------|-------------------|
| Department | Location | Project / Purchase | Estimated Amount | Account |
| | | | | Notes: |
| Facilities | CHS | Autoscrubber | 7,000 | 10-31-2610-00-734 |
| Facilities | LMS | Autoscrubber | 7,000 | 10-21-2610-00-734 |
| Facilities | LMS | Carpet Machine | 2,850 | 10-21-2610-00-734 |
| Facilities | CHS | Exterior Door Locks | 4,150 | |
| Facilities | LMS | Exterior Door Locks | 3,564 | |
| Facilities | GMS | Exterior Door Locks | 4,040 | |
| Facilities / Food Service | LMS | Walk in Shelving Replacement | 4,000 | |
| Facilities / Food Service | CHS | Cafeteria Painting | 3,225 | |
| Grounds | CHS | North End Walkway | 18,000 | 10-31-2630-00-430 |
| Grounds | CHS | Dugout Roofs (4) | 24,775 | 10-31-2630-00-430 |
| Grounds | GMS | GMS Swingset | 7,500 | 10-11-2640-00-734 |
| Curriculum | CHS | Textbooks - FACS | 2,414 | |
| Curriculum | CHS | Textbooks - AP Chem | 2,600 | |
| Curriculum | DW | Software Renewal - Performance Plus | 3,271 | |
| Curriculum | DW | Software Renewal - Discovery Ed | 6,050 | |
| Curriculum | DW | Software Renewal - Ed Puzzle | 5,000 | |
| Athletics | CHS | Replica Jerseys - Graduating Spring Athletes | 1,000 | |
| Athletics | CHS | Golf Team - Polos and Hats | 1,000 | |
| Athletics | CHS | Spirit and Track Uniforms | 7,500 | |
| Athletics | CHS | Coaches Gear | 1,000 | |
| Athletics | CHS | Mobile Bleachers | 12,000 | |
| Athletics | CHS | Lacrosse Backstop Netting | 3,500 | |
| | | | 131,439 | |
| | | | | |
| Warrant Articles (Available for transfer from unassigned fund balance on July 1, 2020*): | | | | |
| Department | Location | Project / Purchase | Estimated Amount | Account |
| | | | | Notes: |
| Facilities | LMS | Warrant Article 7 - Rekey/Recore LMS | 25,000 | |
| Facilities | DW | Warrant Article 6 - Barricade System | 35,000 | |
| Facilities | DW | Warrant Article 5 - CI Expendable Trust* | 70,000 | |
| | | | 130,000 | |
| | | | | |
| FY21 Projects: | | | | |
| Department | Location | Project / Purchase | Estimated Amount | Account |
| | | | | Notes: |
| Facilities | GMS | Door Unit #3 | 12,000 | |
| Facilities | GMS | Door Unit #4 | 12,000 | |
| Facilities | GMS | Storage Bunker - GMS Alley | 6,000 | |
| Facilities | GMS | Asbestos Abatement and Tiling | 27,410 | |
| Facilities | GMS | 1st Grade wing windows | 22,839 | |
| | | | 80,249 | |

