

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
Meeting Agenda for April 7, 2021
Location: Litchfield Town Hall

C. Harrison, Chair
B. Bourque, Vice Chair
School Board Edition

In Attendance:

- C Harrison, Chair
- B Bourque , Vice Chair
- E MacDonald, Board Member
- Heide Ames, Board Member
- T Hershberger, Board Member
- Dr. Michael Jette, Superintendent
- Cory Izbicki, Business Administrator
- William Lonergan, Principal, CHS
- Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

5:00 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 5:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

CHS Scheduling will be moved prior to Community Forum on the agenda.

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

Mrs. Harrison made a motion to approve the March 17, 2021 non-public minutes. Mr. Bourque seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, abstain.

E. Presentations and Recognitions

● **CHS Hall of Fame Proposal**

Mr. Perez, CHS Assistant Principal, presented a proposal to establish a CHS Hall of Fame. The mission of the CHS Hall of Fame is to recognize and honor alumni, faculty/staff and school contributors who have demonstrated excellence and displayed the core values of the school. Nominations will be open year round and a committee with a diverse membership will discuss and appoint an inductee from the nominations to the Hall of Fame. Membership in the Hall of Fame will be for life and names will be placed on a plaque in CHS main lobby.

Mrs. Harrison made a motion to approve the proposal to establish and implement the CHS Hall of Fame. Mrs. MacDonald seconded. The motion carried 5-0-0.

● **2021-2022 Scheduling**

Principal Lonergan spoke to the Board regarding the high school schedule. He reminded the Board that during the pandemic they instituted a 4 x 4 block schedule to help students focus on subject areas, which worked well. He provided data collected through parent, staff and student surveys. The data shows more students in the lower high school grades prefer the A/B schedule, while seniors preferred the 4 x 4 schedule. Students in lower high school grades were concerned that with the 4 x 4 schedule there was no study hall or break and that schedule did not allow the use of AP classes over the course of the school year. Principal Lonergan commented that all students need to have a directed study hall built into their schedules. He indicated with the 4 x 4 schedule students are not able to attain more than the 24 credits needed for graduation.

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Mrs. MacDonald commented she is not in support of the 4 x 4 schedule and students having half a year of a subject. Principal Loneragan indicated 95% of the teachers at CHS expressed support for the A/B schedule, while parents support the 4 x 4 schedule.

Mrs. Hershberger asked if the 4 x 4 schedule allows students to take more or less classes.

Dr. Jette indicated that students can take more classes with the 4 x 4 schedule because in that model teachers are teaching 6 classes per year and in the A/B model they teach 5 classes per year.

Principal Loneragan mentioned that the A/B schedule is an alternating day schedule so students have time in between to get work done for classes.

Dr. Jette indicated we implemented the 4 x 4 schedule this year in response to keeping numbers down for exposure to COVID. He noted it was not meant to implement a true 4 x 4 schedule.

Principal Loneragan expressed hope that the upcoming year results in higher attendance due to vaccinations and herd immunity. He indicated if we are going to move to a 4 x 4 schedule we will have to provide the teachers more time to break it down and implement it with a higher percentage of students. He recommended moving back to the A/B schedule for 2021-2022. He commented that it is intended to build a larger study block on Wednesdays for remedial students, for which Mrs. Callinan is researching the methods of other districts.

Mr. Bourque asked about the advantage for a student to do a 4 x 4 schedule.

Dr. Jette commented with an alternating day schedule students are juggling more during the week. He indicated the advantage with a 4 x 4 schedule is having a fresh start at mid-year and focusing on four classes that are more static than alternating. It is easier to balance staffing as well. Dr. Jette noted he will support the high school decision to go back to the A/B schedule because what we implemented was put in place for the pandemic and if we want to consider a true 4 x 4 schedule we can discuss it over the year to see if a fully and appropriately implemented 4 x 4 schedule can be done. He commented the closer the high school comes to embedded competencies will prove helpful to a modified schedule.

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

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.

There was no public input.

G. Correspondence

Mr. Bourque reported that correspondence was received from Jim Norton, Teresa Beaudet, Meg Cuvellier, and Matt Grieco regarding their support for CHS to move back to the pre-pandemic A/B block schedule.

Mrs. Harrison mentioned she received two letters and forwarded them to the Board.

Mr. Bourque commented that correspondence that is reported during a Board meeting has to be sent to the entire Board and not just one member of the Board.

H. Comments:

● **Superintendent:**

○ **School Board Retreat**

Dr. Jette reported a School Board training and goal planning retreat will be held on April 14. Subsequent retreats will include negotiations planning with legal counsel in May, and finance and budget planning with legal counsel in September. Dr. Jette asked Board members to forward to him any questions they may have for the retreat on April 14.

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o Facility Use & Volunteers

Dr. Jette commented there has been an uptick in requests to use school facilities and volunteers wanting to come back into the buildings. He recommended that facility use requests be considered on a case by case basis and to require volunteers to be vaccinated against COVID-19. He indicated individuals or organizations requesting to use district facilities must have a proper and appropriate plan with regard to the protocols for COVID-19.

Mr. Bourque made a motion to allow the Superintendent to consider public use of facilities and to allow volunteers in the schools based on the recommendations of the Superintendent. Mrs. Hershberger seconded. The motion carried 5-0-0.

o Enrollment - Mar 2021

Dr. Jette reported that enrollment in the district has remained relatively stable at 1,215 students. He indicated there are currently 73 registrations for kindergarten and 77 registrations for grade 1.

• School Board

There were no member comments.

II. GENERAL BUSINESS

A. Public Minutes:

• March 17, 2021 (Revised)

Mrs Harrison made a motion to approve the revised public minutes of March 17, 2021. Mr. Bourque seconded. The motion carried 4-0-1, with Mrs. MacDonald abstaining.

III. REPORTS

A. CHS Principal's Report

(Scheduling - moved ahead in the agenda)

• CTE Programs

Rich Paiva from Director of CTE (Career & Technical Education) at The Palmer Center at Alvirne High School and Eric Frauwirth with NH DOE presented information on the Palmer Center's CTE Program.

Mr. Paiva explained that Career & Technical Education is cutting edge, rigorous and relevant education that prepares students for high wage, high demand careers and offers real world experience. Students who take courses earn credits for college. There are 15 programs at the Palmer Center: Accounting, Air Force (ROTC), Building Trades, Digital Media, Careers in Education, Computer Science, Culinary Arts, Drafting & Design, Health Science Technology, Heavy Duty Mechanics, Marketing, Natural Resources (Forestry), Pre-Engineering, Veterinary Science, and Welding Technology.

Mr. Paiva spoke about the renovations to the Palmer Center that provide a more welcoming and enriching experience for the students. He provided an overview of the programs offered, noting every program is heavily competency driven. He indicated that the Center has articulation agreements with some colleges as well. Student organizations such as DECA, HOSA, FFA, Skills USA, and Ed Rising are associated with the Center, as well as partnerships with industry that offers internships and apprenticeships. He noted the Ambassador Program is new this year and offers training in public speaking, professional communication and business etiquette, working with local community groups and assisting with coordination/facilitation of CTE events.

Mr. Paiva included resource lists in the presentation and noted that key points for CHS students are the close proximity of Alvirne to Campbell, an accommodating schedule and certifications in programs offered.

Mr. Frauwirth added the Palmer Center is the only school in the State that offers the Heavy Equipment program. He indicated he is working with CTE high schools to further student training and expand operations for the construction trades. He noted that there is an opportunity to bring an RV to high schools to showcase the programs at CTE centers. He mentioned that the State reimburses school districts 75% of the cost of the tuition paid for students that choose to take advantage of CTE programs.

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B. Business Administrator’s Update

- **2020 Audit**

Mr. Izbicki reported that he shared the audit report electronically with the Board. He asked if Board members had any questions about the report and indicated they can always forward their questions through the Chair.

C. Committee Reports

- **Budget Committee**

Mrs. Harrison reported that the Budget Committee met on March 25, during which Mrs. Fordey resigned her position and the Committee agreed to appoint a replacement on April 22. She indicated the Chair state the bylaws govern that Mr. Taylor be appointed as the candidate that received the next highest votes on the ballot. She reported that Mr. Cutter was elected as Chair and Mr. Son as Vice Chair.

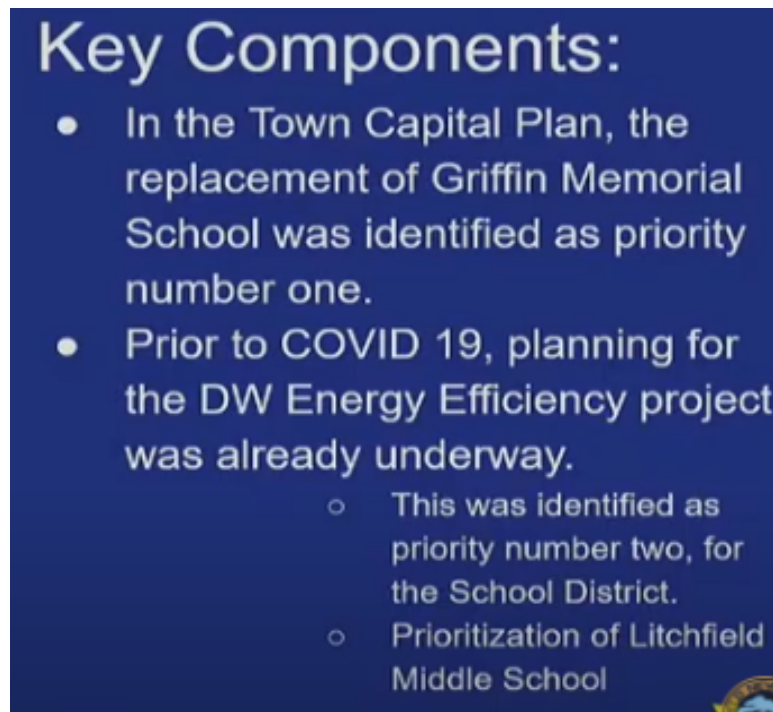
- **Emergency Management**

Mr. Bourque reported the District Emergency Management Committee met on April 2 and debriefed the reunification training from March 9 at all schools. He added that the recent power outage was discussed, as well as response and preparedness for similar situations.

- **Town CIP Committee**

Mr. Bourque reported that he attended the Town Capital Improvement Planning Committee meeting held on April 5. Committee members discussed items that did not make it to the warrant. Members were notified that the Town will be receiving significant American Rescue Act funding and they discussed using that funding toward the purchase of a fire truck. Mr. Izbicki provided a presentation outlining plans for LMS and the funding process, which includes replacing the LMS roof. The Committee requested the LMS roof be placed in the Capital Plan.

Mr. Izbicki provided to the Board the presentation he gave to the Town CIP Committee. Highlights of the presentation included:



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Major Goals:

- Owner's Project Requirements:
 - In Draft form, being prepared with the aid of David Ely (Architect) and Dick Henry (Energy Consultant).
- Request for Qualifications for Architecture Services.
 - Goal is to have an Architect on board by no later than Summer of 2021.
- Warrant Article brought to Town Vote by March 2023.

- Mechanical/Ventilation project update

Current Status:

- Due to the COVID 19 Pandemic, adequate ventilation became paramount to successfully opening for the FY21 School Year.
- DDH Energy Consultants, in coordination with Windy Hill Associates, Design Day Mechanical, Viking Controls, All Temp HVAC, and A&E Mechanical.
- Work is ongoing at all three buildings:
 - CHS: Fine tuning the controls system and repairing emergent items
 - LMS: Integrating Controls to existing equipment (LMS EE project for improvements).
 - GMS: Integrating controls, emergency repairs as needed.

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- LMS Project:

Current Status:

- North Branch Construction has been hired as Construction Manager.
- David Ely, Windy Hill Associates hired as Architect.
- Phase I (Summer 2021):
 - Main Office Renovation
 - Kitchen Renovation (may be deferred to Summer 2022)
 - Roof Replacement and potential reinforcement and additional insulation.
 - Energy Efficient Windows (existing windows are original: 34 years).
 - HVAC 1 (Front Inner Core)
 - Identified as unit most in need of replacement.

- Phase II (Summer 2022):
 - Kitchen Renovation (If not completed in Summer 2021)
 - Installation of Solar Array
 - Installation of Air Source Heat Pumps
- Goal of this overall project is to achieve energy independence at LMS and set the District up for another 30-40 years at LMS.
- Side Note: Pending determination of the School Facilities planning committee and the School Board, funds used for rent and utility services of the portables may become available. (Approximately \$44,000).

- Funding Strategy:

- Ventilation: SPSRF #1 (State) and CARES ESSER I (Federal) Grant Funding.
- LMS Renovations:
 - Use Existing funds available to achieve as much as possible, municipal lease purchase balance.
 - CARES ESSER II (Federal)
 - CARES ESSER III (Federal)
 - FY21 Year End Fund Balance
 - Municipal Leasing
 - Capital Reserve / Expendable Trust Funds (SB Agents to Expend)
 - Impact Fees (Town is Custodian)
- GMS: Municipal Bond Vote March 2023

District Wide Ventilation:

- SPSRF #1: \$252,300
- CARES ESSER I: \$56,500
 - Total: \$308,800

LMS Project:


- CARES ESSER II: \$332,949
- CARES ESSER III: \$776,000 (Estimate)
- FY21 Fund Balance: \$830,310
- Capital Reserve: \$288,750 + acc. Interest
- Expendable Trust: \$820,450 + acc. Interest
- Impact Fees: \$413,172 (meeting with PB)
 - Total: \$3,461,631

Dr. Jette commented that the district has access to approximately \$3.4M at this time, which will have no tax impact; however, with the rising cost of materials the project could result in a cost over \$5M, and we will seek a municipal lease for the balance of the project. He indicated the savings in energy costs will result in funds to pay for the lease.

Mrs. Harrison was concerned that the CARES ESSER Funds are being slated for LMS and not be considered for what can be done for students.

Mr. Izbicki clarified that the district will investigate student needs before using any remaining funds for the LMS project. Mr. Izbicki also shared information regarding the use of the FY21 fund balance and asked the Board for approval.

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FY21 Used of Fund Balance (Proposed)

FY21 Current Fund Balance
(Modified Accrual Basis)

\$1,430,366*

- Please note \$100,000 is obligated at July 1 to the Expendable Trust Fund per Warrant Article #4

| Projects / Purchases - Consideration for Year End Funding (2021) | |
|--|---------------------|
| DW Grounds - Replacement Field Sprayer | \$ 2,479 |
| GMS Storage Shed Purchase - Kindergarten | \$ 2,800 |
| HR Fireproof locking filing cabinets (6) | \$ 5,745 |
| CHS Grounds - Athletics Storage Loading Dock (Safety) | \$ 5,889 |
| CHS Grounds - Shed Roof Addition (Equipment Storage) | \$ 10,978 |
| GMS - Chromebooks - Incoming 1st Graders | \$ 31,600 |
| LMS - Chromebooks - Fifth Graders | \$ 30,800 |
| CHS - Chromebooks - Incoming 8th Grade | \$ 35,400 |
| LMS - Replacement Shelving for Learning Commons (Deferred) | \$ 9,160 |
| | \$ 135,436 |
| Identified subsequent to budget process: | |
| DW - Replacement of Phone System (Existing system no longer supported) | \$ 35,000 |
| CHS - Gymnasium Bleachers - Repair existing | \$ 20,000 |
| DW - Camera Upgrade | \$ 41,000 |
| LMS - Roof (includes completion of skylights / Gym Roof Ladder) | \$ 385,310 |
| LMS - Windows | \$ 330,000 |
| SAU - Fireproof locking filing cabinet | \$ 1,360 |
| LMS - Conference Room & File Room | \$ 40,000 |
| LMS - Kitchen space | \$ 75,000 |
| LMS - PCB Access for Door 2B (Gym Side Entrance) & 8th grade door 8B | \$ 8,000 |
| DW - Exterior lighting conversion - LED | \$ 20,000 |
| | \$ 1,052,096 |
| Total Additional: | |
| Grand Total: | \$ 1,952,096 |

Mr. Bourque made a motion to authorize the District to use the FY21 fund balance funds totaling \$865,310 to spend ahead for identified projects for energy efficiency, or Phase I. Mrs. Hershberger seconded. The motion carried 5-0-0.

- **School Board / Budget Committee Calendars**

Dr. Jette reported that he will be meeting with the Budget Committee Chair and Vice Chair, Business Administrator, and School Board Chair and Vice Chair to discuss the budget process and dates for the budget reviews with the Budget Committee.

- **Facilities Improvement Committee**

Mr. Bourque reported the Facilities Improvement Committee met this afternoon and started a preliminary discussion about moving the 5th grade students into the LMS building. He indicated that there is room in the building for those students.

Mr. Bourque made a motion to remove the portable classrooms at LMS and work with the Principal to move the Grade 5 students inside the building. Mrs. Harrison seconded. The motion carried 5-0-0.

IV. NEW BUSINESS

A. NHSBA Legislative Update

Dr. Jette commented that there are several bills with different status regarding the cost of adequate education and school choice. He indicated we will keep trusting the NHSBA and the NHSAA to represent the district in legislative matters.

B. Policies - Review:

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*
 - **DA Financial Management**
 - **DB Annual Budget**
 - **DBB Fund Balance**
 - **DBC Budget Preparation**
 - **DBI Budget Implementation**
 - **DC Taxing & Borrowing Authority / Limitations**
 - **DD Funding Proposals & Applications**
 - **DEA Revenues from Local, State & Federal Sources**

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- DFEA Free Admissions
- DG Depository of Funds
- DGA Authorized Signatures

Mr. Bourque made a motion to approve policies DA, DB, DBB, DBC, DBI, DC, DD, DEA, DFEA, DG, DGA. Mrs. Ames seconded. The motion carried 5-0-0.

V. OLD BUSINESS

A. Coronavirus Review and Update

- Remote Learning Update
- Current Situation Update
- Grants Update: ESSR II & III
- Vaccination Clinic

Dr. Jette provided current COVID information to the Board. He commented students will be coming back into schools as more people are vaccinated. He indicated that the Governor has signed an Emergency Order that schools return to in school learning by April 19 with a remote option for families that do not choose to send their children. He noted other districts are scrambling to meet the deadline, but our district does not have to do anything as we have been doing this all year.

Dr. Jette reported that the power outage at LMS was due to a failing transformer (not the transformer on the pole), which was not known to Eversource when they came to repair the lines on the poles after the recent windstorm. He noted, as a result, we had to close LMS for one day until the transformer was replaced.

Mrs. MacDonald commented this is the second time we had a power outage at the schools because of a fallen tree. She asked if we can speak to the town about trimming the trees along the roads.

Dr. Jette indicated the Town had recently cleared the trees on the roadside about 10 feet back and the tree that fell was just outside that boundary.

Dr. Jette reported a COVID-19 vaccine clinic was held on March 27. He indicated it was well attended and successfully run. He noted the second clinic will be held on April 17. Chief Fraitzl is trying to coordinate a partnership with Hudson for vaccinations for students 16 and up. He indicated that communication will be sent out as soon as the event is scheduled.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

Mrs. Hershberger mentioned that when looking at students' grade information in PowerSchool, it does not default to the current quarter. Dr. Jette commented he will check with Mrs. Stern.

There was no other community input.

VIII. 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 7:36 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. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.

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IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 9:00 p.m. Mrs. Hershbergerger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 9:00 p.m. Mrs. Ames seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

Curriculum, Instruction and Assessment Update

April 21, 2021

Professional Learning:

- Staff was surveyed for thoughts and ideas connected to #Live2Learn2021.
- When the committee met 4/14 we looked at that feedback and began outlining what this summer opportunity would look like.

Grading and Reporting/Competency Based Education update:

- Leadership training series
 - Next steps at the district and building levels.
- Need to articulate the why and find our entry point.
 - Competency Based Assessments
- Looking at the capabilities of PowerSchool.
 - averages, weighting...not true competency based grading.

PERC:

- Resources coming soon
 - Math
 - Social Studies
- Benchmarking info coming soon
 - STAR or iReady
- Revised competencies coming soon.
 - Social Studies
 - ELA

Assessment and Data:

- Common Summative Competency Assessments at CHS this spring.
- Looking ahead to next year:
 - PLC time for focused data review.

*Respectfully Submitted by Mary Widman
Director of Curriculum, Instruction and Assessment*



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*

April 21, 2021

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

From: Cory Izbicki, Business Administrator

Subject: BA Operational and Financial Update for April 21, 2021 School Board Meeting

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.

Project Updates:

- LMS Energy Efficiency:
 - The Contracts for Construction Manager and Architect have been reviewed by Primex and Soule, Leslie, Kidder. Proposed addendums and revisions have been provided back to North Branch Construction and Windy Hill Associates (David Ely) for review and approval.
 - The Capital Project fund has been reopened for tracking of all projects. Tracking separately will provide for better reporting.
 - An initial estimated budget has been provided by North Branch. Ordering for materials and equipment will be ramping up in coming weeks as we work toward establishing a guaranteed maximum price for phase 1 of the project.
- LMS Canopy:
 - With the exception of Friday April 16th, weather is getting to the point where the punch list on the Canopy project can be completed. This mainly includes landscaping work, and finish work around the flagpole can take place. We will be meeting with Jeff Kelley from Solid Roots Construction during the week of April 19.
- LMS Portables:
 - Schiavi has been notified that the portables will be available for pickup as of July 1
 - We are working to coordinate on our end the tasks that will need to be completed prior to pickup:
 - Removal of Propane Tanks and fencing;
 - Classroom cleanout;
 - Removal of ramps;
 - Electrical disconnect.

Year to Date Financials

- Financial information for the general fund has been provided with this report for review.
 - General Fund Financial Statement (As of 4/16/2021)
 - Year to Date Revenue Status
 - Year to Date Expenditure Status
 - Food Service Financial Statement (As of 3/30/2021)
 - Grants Financial Statement (As of 3/30/2021)
 - Capital Project Financial Statement (As of 3/30/2021)
 - Trust Fund Financial Statement (As of 3/30/2021)
 - Summary of Trust Fund Activity (As of 4/16/2021)
 - I will speak to these documents at the meeting.

Food Service:

- Food Service Director Lauren Crowley will be joining us for a presentation on the Food Service Program.

Please let me know if you have any questions regarding this report or documentation provided.

Respectfully Submitted,

Cory Izbicki, Business Administrator

General Fund Balance Sheet - April 16 2021 (Modified Accrual)

| | | |
|---|---------|------------------|
| Assets: | | |
| Cash | | 6,358,423 |
| Receivables: | | |
| Accounts | | - |
| Intergovernmental | | 1,470,674 |
| Interfund receivables | | 71,406 |
| Prepaid Item | | - |
| Total Assets | | 7,900,503 |
| Liabilities: | | |
| Accounts Payable | | 188,303 |
| Open Purchase Orders and Contracts | | 5,943,898 |
| Accrued Salaries and Benefits | | 286,297 |
| Deferred Revenue | | 4,822 |
| Interfund payable | | 98,473 |
| Total Liabilities | | 6,521,793 |
| Fund Balances: | | |
| Restricted - For Prepaid Item | | - |
| Committed Fund Balance (WA 4) | | 100,000 |
| Assigned Fund Balance - Encumbrances (Proposed) | | - |
| LMS Projects | 810,310 | |
| Other | 241,786 | 1,052,096 |
| Unassigned Fund Balance (Return) | | 217,614 |
| Total Fund Balance | | 1,378,710 |
| Total Liabilities and Fund Balance | | 7,900,503 |

Revenues, Expenditures and Change in Fund Balance - April 16 2021

| | | |
|--|--|-------------------|
| Revenues: | | |
| School District Assessment | | 14,052,478 |
| Other Local | | 28,857 |
| State | | 8,263,891 |
| Federal | | 10,110 |
| Transfer from other funds | | 9,000 |
| Total Revenues | | 22,364,336 |
| Expenditures: | | |
| Current: | | |
| Instruction | | 12,415,293 |
| Support Services: | | |
| Student | | 1,836,702 |
| Instructional staff | | 745,382 |
| General Admin | | 132,567 |
| Executive Admin | | 560,427 |
| School Admin | | 1,347,749 |
| Business | | 264,469 |
| Operations and Maintenance | | 2,006,279 |
| Student Transportation | | 924,772 |
| Other | | 1,022,168 |
| Facilities acquisition and construction | | 36,252 |
| Noninstructional services | | - |
| Noninstructional services (Transfer to Food Service) | | 98,473 |
| Transfer to other funds | | 878,432 |
| Total Expenditures | | 22,268,965 |
| Excess of Revenues | | 95,371 |
| Fund Balance, beginning (7/1/2020) | | 1,283,339 |
| Fund Balance, ending (4/16/2021) | | 1,378,710 |

Year to Date Revenue Status

| ACCOUNT TITLE | | | | | | Cash Basis | Adjustments | Accrual Basis | Category |
|---------------|----|------|----|-------|---------------------------|---------------------|--------------------|---------------------|------------------------------------|
| 10 | 00 | 0000 | 00 | R1121 | CURRENT TAX APPROPRIATION | (14,500,000) | 447,522 | (14,052,478) | Current Appropriation |
| | | | | | | (14,500,000) | 447,522 | (14,052,478) | Current Appropriation Total |
| 10 | 00 | 0000 | 00 | R4580 | MEDICAID | (10,110) | | (10,110) | Federal |
| | | | | | | (10,110) | - | (10,110) | Federal Total |
| 10 | 00 | 0000 | 00 | R1310 | TUITION FROM INDIVIDUALS | (7,220) | | (7,220) | Local |
| 10 | 00 | 0000 | 00 | R1320 | TUITION FROM OTHER LEA'S | - | | - | Local |
| 10 | 00 | 0000 | 00 | R1330 | SELF-FUNDED PRGMS REVENUE | - | | - | Local |
| 10 | 00 | 0000 | 00 | R1340 | PRESCHOOL TUITION | (16,343) | | (16,343) | Local |
| 10 | 00 | 0000 | 00 | R1341 | SUMMER CAMP TUITION | - | | - | Local |
| 10 | 00 | 0000 | 00 | R1342 | ADULT EDUCATION TUITION | - | | - | Local |
| 10 | 00 | 0000 | 00 | R1411 | TRANSPORTATION | - | | - | Local |
| 10 | 00 | 0000 | 00 | R1510 | INTEREST INCOME | (602) | | (602) | Local |
| 10 | 00 | 0000 | 00 | R1900 | OTHER LOCAL REVENUE | (3,467) | (205) | (3,672) | Local |
| 10 | 00 | 0000 | 00 | R1910 | RENTALS | (1,020) | | (1,020) | Local |
| 10 | 00 | 0000 | 00 | R1920 | IMPACT FEE REVENUE | - | | - | Local |
| 10 | 00 | 0000 | 00 | R5202 | UNRESERVED FUND BALANCE | - | | - | Local |
| 10 | 00 | 0000 | 00 | R941 | FEDERAL FUNDS REVENUE | - | | - | Local |
| 10 | 00 | 1201 | 00 | R930 | FUND TRANSFERS | - | | - | Local |
| 10 | 00 | 2620 | 00 | R930 | FUND TRANSFERS | - | | - | Local |
| | | | | | | (28,652) | (205) | (28,857) | Local Total |
| 10 | 00 | 0000 | 00 | R3190 | OTHER STATE AID | (38,090) | | (38,090) | State |
| 10 | 00 | 0000 | 00 | R3210 | SCHOOL BUILDING AID | - | | - | State |
| 10 | 00 | 0000 | 00 | R3220 | KINDERGARTEN AID | - | | - | State |
| 10 | 00 | 0000 | 00 | R3230 | CATASTROPHIC AID | - | | - | State |
| 10 | 00 | 0000 | 00 | R3242 | VOC TECH TRANSPORTATION | (4,894) | | (4,894) | State |
| 10 | 00 | 0000 | 00 | R3290 | STATE OTHER RESTR AID | - | | - | State |
| 10 | 00 | 0000 | 00 | R3800 | STATE EDUCATION GRANT | (6,302,710) | | (6,302,710) | State |
| 10 | 00 | 0000 | 00 | R3801 | STATE EDUC TAXES | - | (1,918,196) | (1,918,196) | State |
| | | | | | | (6,345,695) | (1,918,196) | (8,263,891) | State Total |
| | | | | | | (20,884,456) | (1,470,879) | (22,355,336) | Grand Total |

Year to Date Expenditure Status

| Category | Prior Year Encumbrances | Appropriations | Outstanding Purchase Orders and Contracts | YTD Expenditures | Obligations plus Expenditures | Proposed Subsequent Year Encumbrances | Balance |
|---------------------------------------|-------------------------|-------------------|---|-------------------|-------------------------------|---------------------------------------|------------------|
| Instruction Total | 31,108 | 13,082,750 | 3,730,125 | 8,685,169 | 12,415,294 | 2,500 | 696,064 |
| Student Support Services Total | - | 1,915,046 | 565,479 | 1,271,223 | 1,836,701 | - | 78,345 |
| Instructional Staff Total | - | 800,083 | 151,257 | 594,125 | 745,381 | 107,860 | (53,158) |
| General Administration Total | - | 132,987 | 55,866 | 76,701 | 132,566 | - | 421 |
| Executive Administration Total | - | 566,486 | 99,754 | 460,674 | 560,427 | 1,350 | 4,709 |
| School Administration Total | - | 1,355,090 | 269,565 | 1,078,185 | 1,347,749 | - | 7,340 |
| Business Total | - | 246,921 | 45,046 | 219,423 | 264,469 | - | (17,548) |
| Facilities Total | 306,674 | 2,263,782 | 560,803 | 1,445,476 | 2,006,279 | 857,641 | (293,463) |
| Transportation Total | - | 1,142,467 | 285,884 | 638,888 | 924,772 | - | 217,695 |
| Other Total | 17,800 | 909,898 | 171,058 | 851,110 | 1,022,168 | 82,745 | (177,216) |
| Facilities Acquisition Total | - | 36,252 | 9,063 | 27,189 | 36,252 | - | - |
| Transfers Total | - | 878,432 | - | 878,432 | 878,432 | - | - |
| Grand Total | 355,582 | 23,330,195 | 5,943,898 | 16,226,594 | 22,170,492 | 1,052,096 | 463,189 |

Fund 21 Food Service Balance Sheet - March 30, 2021

| | | |
|---|---------------------------|----------------|
| Assets: | | |
| Cash | | (310,265) |
| Receivables: | | |
| Accounts | | 3,473 |
| Intergovernmental | | 40,347 |
| Interfund receivables | | 292,983 |
| Prepaid Item | | - |
| Total Assets | | 26,538 |
| Liabilities: | | |
| Accounts Payable | | - |
| Open Purchase Orders and Contracts | | - |
| Accrued Salaries and Benefits | | - |
| Deferred Revenue | | 26,538 |
| Interfund payable | | - |
| Total Liabilities | | 26,538 |
| Fund Balances: | | |
| Restricted - For Prepaid Item | | - |
| Committed Fund Balance (WA 4) | | - |
| Assigned Fund Balance - Encumbrances (Proposed) | | - |
| LMS Projects | | |
| Other | | - |
| Unassigned Fund Balance | | - |
| Total Fund Balance | | - |
| Total Liabilities and Fund Balance | | 26,538 |
| Revenues, Expenditures and Change in Fund Balance - March 30, 2021 | | |
| Revenues: | | |
| School District Assessment | | - |
| Other Local | | 13,367 |
| State | | 5,277 |
| Federal | | 178,999 |
| Transfer from other funds | | 98,473 |
| | Total Revenues | 296,116 |
| Expenditures: | | |
| Current: | | |
| Instruction | | - |
| Support Services: | | |
| Student | | - |
| Instructional staff | | - |
| General Admin | | - |
| Executive Admin | | - |
| School Admin | | - |
| Business | | - |
| Operations and Maintenance | | - |
| Student Transportation | | - |
| Other | | - |
| Facilities acquisition and construction | | - |
| Noninstructional services | | 296,116 |
| Noninstructional services (Transfer to Food Service) | | |
| Transfer to other funds | | - |
| | Total Expenditures | 296,116 |
| Excess of Revenues | | - |
| Fund Balance, beginning (7/1/2020) | | - |
| Fund Balance, ending (3/30/2021) | | - |

Fund 22 Grants Balance Sheet - March 30 2021 (Modified Accrual)

| | | |
|---|--|----------------|
| Assets: | | |
| Cash | | 110,872 |
| Receivables: | | |
| Accounts | | |
| Intergovernmental | | - |
| Interfund receivables | | - |
| Prepaid Item | | - |
| Total Assets | | 110,872 |
| Liabilities: | | |
| Accounts Payable | | - |
| Open Purchase Orders and Contracts | | - |
| Accrued Salaries and Benefits | | - |
| Deferred Revenue | | 11,740 |
| Interfund payable | | 128,788 |
| Total Liabilities | | 140,528 |
| Fund Balances: | | |
| Restricted - For Prepaid Item | | - |
| Committed Fund Balance (WA 4) | | - |
| Assigned Fund Balance - Encumbrances (Proposed) | | - |
| LMS Projects | | |
| Other | | - |
| Unassigned Fund Balance | | - |
| Total Fund Balance | | - |
| Total Liabilities and Fund Balance | | 140,528 |

Revenues, Expenditures and Change in Fund Balance - March 30, 2021

| | | |
|--|--|----------------|
| Revenues: | | |
| School District Assessment | | - |
| Other Local | | - |
| State | | - |
| Federal | | 374,691 |
| Transfer from other funds | | - |
| Total Revenues | | 374,691 |
| Expenditures: | | |
| Current: | | |
| Instruction | | 183,876 |
| Support Services: | | |
| Student | | 113,688 |
| Instructional staff | | 19,560 |
| General Admin | | - |
| Executive Admin | | - |
| School Admin | | - |
| Business | | - |
| Operations and Maintenance | | 56,500 |
| Student Transportation | | - |
| Other | | 1,067 |
| Facilities acquisition and construction | | - |
| Noninstructional services | | - |
| Noninstructional services (Transfer to Food Service) | | - |
| Transfer to other funds | | - |
| Total Expenditures | | 374,691 |
| Excess of Revenues | | - |
| Fund Balance, beginning (7/1/2020) | | - |
| Fund Balance, ending (3/30/2021) | | - |

Fund 30 Capital Project Balance Sheet - March 30, 2021 (Modified Accrual)

| | | |
|---|--|------------------|
| Assets: | | |
| Cash | | - |
| Receivables: | | |
| Accounts | | |
| Intergovernmental | | - |
| Interfund receivables | | - |
| Prepaid Item | | - |
| Total Assets | | - |
| Liabilities: | | |
| Accounts Payable | | - |
| Open Purchase Orders and Contracts | | - |
| Accrued Salaries and Benefits | | - |
| Deferred Revenue | | - |
| Interfund payable | | 128,129 |
| Total Liabilities | | 128,129 |
| Fund Balances: | | |
| Restricted - For Prepaid Item | | - |
| Committed Fund Balance (WA 4) | | - |
| Assigned Fund Balance - Encumbrances (Proposed) | | - |
| LMS Projects | | |
| Other | | - |
| Unassigned Fund Balance | | - |
| Total Fund Balance | | (128,129) |
| Total Liabilities and Fund Balance | | - |

Revenues, Expenditures and Change in Fund Balance - March 30, 2021

| | | |
|--|--|------------------|
| Revenues: | | |
| School District Assessment | | - |
| Other Local | | - |
| State | | 100,000 |
| Federal | | 309,700 |
| Transfer from other funds | | - |
| Total Revenues | | 409,700 |
| Expenditures: | | |
| Current: | | |
| Instruction | | - |
| Support Services: | | |
| Student | | - |
| Instructional staff | | - |
| General Admin | | - |
| Executive Admin | | - |
| School Admin | | - |
| Business | | - |
| Operations and Maintenance | | - |
| Student Transportation | | - |
| Other | | - |
| Facilities acquisition and construction | | 537,829 |
| Noninstructional services | | - |
| Noninstructional services (Transfer to Food Service) | | |
| Transfer to other funds | | - |
| Total Expenditures | | 537,829 |
| Excess of Revenues | | (128,129) |
| Fund Balance, beginning (7/1/2020) | | - |
| Fund Balance, ending (3/30/2021) | | (128,129) |

Fund 70 Trust Funds Balance Sheet - March 30, 2021 (Modified Accrual)

| | | |
|---|--|------------------|
| Assets: | | |
| Cash | | - |
| Receivables: | | |
| Accounts | | |
| Intergovernmental | | 1,342,529 |
| Interfund receivables | | - |
| Prepaid Item | | - |
| Total Assets | | 1,342,529 |
| Liabilities: | | |
| Accounts Payable | | - |
| Open Purchase Orders and Contracts | | - |
| Accrued Salaries and Benefits | | - |
| Deferred Revenue | | - |
| Interfund payable | | - |
| Total Liabilities | | - |
| Fund Balances: | | |
| Restricted - For Prepaid Item | | - |
| Committed Fund Balance (WA 4) | | - |
| Assigned Fund Balance - Encumbrances (Proposed) | | - |
| LMS Projects | | |
| Other | | - |
| Unassigned Fund Balance | | - |
| Total Fund Balance | | 1,342,529 |
| Total Liabilities and Fund Balance | | 1,342,529 |

Revenues, Expenditures and Change in Fund Balance - March 30, 2021

| | | |
|--|---------------------------|------------------|
| Revenues: | | |
| School District Assessment | | - |
| Other Local | | 399 |
| State | | - |
| Federal | | - |
| Transfer from other funds | | 878,432 |
| | Total Revenues | 878,831 |
| Expenditures: | | |
| Current: | | |
| Instruction | | - |
| Support Services: | | |
| Student | | - |
| Instructional staff | | - |
| General Admin | | - |
| Executive Admin | | - |
| School Admin | | - |
| Business | | - |
| Operations and Maintenance | | - |
| Student Transportation | | - |
| Other | | - |
| Facilities acquisition and construction | | - |
| Noninstructional services | | - |
| Noninstructional services (Transfer to Food Service) | | |
| Transfer to other funds | | 9,000 |
| | Total Expenditures | 9,000 |
| Excess of Revenues | | 869,831 |
| Fund Balance, beginning (7/1/2020) | | 472,698 |
| Fund Balance, ending (3/30/2021) | | 1,342,529 |

Summary of Trust Fund Activity

| | 7/1/2020 | TRANSFERS | INTEREST | TRANSFERS OUT | 6/30/2021 |
|--|---------------|---------------|-----------|---------------|-----------------|
| Capital Reserve / Expendable Trust (SB Agents to Expend): | | | | | |
| <i>School Building Maintenance CRF</i> | \$ 288,532.82 | | \$ 213.65 | \$ - | \$ 288,746.47 |
| Special Education CRF | \$ 107,283.86 | \$ 50,000.00 | \$ 86.97 | \$ - | \$ 157,370.83 |
| Technology CRF | \$ 76,881.30 | | \$ 51.06 | \$ - | \$ 76,932.36 |
| Class Size Reduction ETF | \$ - | \$ 99,000.00 | \$ 32.05 | | \$ 99,032.05 |
| * <i>Capital Improvement ETF</i> | \$ - | \$ 729,432.00 | \$ 14.90 | \$ (9,000.00) | \$ 720,446.90 |
| | \$ 472,697.98 | \$ 878,432.00 | \$ 398.63 | \$ (9,000.00) | \$ 1,342,528.61 |
| Common Trust (Scholarships, not board discretionary) | | | | | \$ - |
| Choate Memorial Scholarship | \$ - | \$ 10,000.00 | \$ 4.61 | | \$ 10,004.61 |
| Hesser Alumni Scholarship CHS | \$ 7,504.01 | \$ - | \$ 4.98 | | \$ 7,508.99 |
| | \$ 7,504.01 | \$ 10,000.00 | \$ 9.59 | \$ - | \$ 17,513.60 |
| | \$ 480,201.99 | \$ 888,432.00 | \$ 408.22 | \$ (9,000.00) | \$ 1,360,042.21 |



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DFA
APPROVAL:

This policy is approved annual per auditor.

INVESTMENT POLICY

The Litchfield School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

SCOPE

The Investment policy applies to all financial assets in the custody of the Treasurer of the Litchfield School District. These funds are accounted for in the School District's annual audited financial reports and include the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Agency Funds (excluding Student Activity Funds not under the custody of the Treasurer)
- Any new funds created by the Litchfield School District, unless specifically exempted by the governing body, in accordance with the law.

Furthermore, the Investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

DELEGATION OF AUTHORITY

The Treasurer shall have custody of all monies belonging to the District and shall pay out the same only upon orders of the School Board. The School District Treasurer shall hold the authority to deposit funds, invest funds, complete wire transfers, and authorize collateral agreements on behalf of the Litchfield School District. A copy of such investment instruments and collateral agreements shall be maintained on file at the Superintendent's Office with the original maintained in the records of the School District Treasurer. The Assistant Treasurer is delegated this responsibility in the absence of the Treasurer.

OBJECTIVES

The three objectives in priority order of investment activities shall be safety, liquidity, and yield, provided all investments shall be made in accordance with RSA 197:23-a.

1. **Safety** of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This shall be accomplished by limiting the type of the investments and institutions to those stipulated by RSA 197:23-a.
2. **Liquidity** of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DFA
APPROVAL:

This policy is approved annual per auditor.

3. **Yield.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. **Prudence.** The standard of prudence to be used by the District Treasurer, or Assistant Treasurer when the Treasurer is not available, involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. **Ethics and conflicts of interest.** The School District Treasurer or Assistant Treasurer shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
3. **Internal Controls.** The District Treasurer shall establish a system of internal controls which shall be documented in writing, and designed to ensure that the assets of the School District are protected from loss, theft, or misuse. The internal controls shall be reviewed periodically by the School Board and an independent auditor.
4. **Investment Parameters.** Investments shall be made with judgment and care, under circumstances then prevailing, which persons or prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The investments shall be diversified by: limiting investments to avoid over concentration in securities from a specific issue or business sector (excluding U.S. Treasury Securities), and limiting investment in securities, which have been higher credit risks. Investment shall be made in securities with varying available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DFA
APPROVAL:

This policy is approved annual per auditor.

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District shall not directly invest in securities maturing more than thirty (30) days from the date of purchase, unless the investment instrument carries a no-penalty provision for the withdrawal of any portion or total of the investment together with interest earned, or in accordance with state and local statutes and ordinances.

A report shall be presented to the School Board annually summarizing the investment portfolio of the prior year and outlining current investments. Whenever possible, a projection of the investments for the year shall be provided with such understanding that actual investments may differ from the projections.

5. **Policy Considerations**

This Investment Policy shall be reviewed and approved by the Litchfield School Board not later than the anniversary date hereof pursuant to RSA 197:23-a. A copy of the approved Investment Policy shall be provided to and retained by the Litchfield School District Clerk as part of the School District's official records. The Superintendent, or designee, shall publish to the School Board any recommended changes. However, policy changes shall only be adopted through a majority vote of the School Board.

The investment of funds shall be left to the discretion of the District Treasurer subject to all investments being made in accordance with RSA 197:23-a.

The investment of funds shall be left to the discretion of the District Treasurer without prior approval of the Board.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool

RSA 386:57, Security for Certain Deposits of Public Funds

Approval:

Approval: July 16, 2019



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DH

APPROVAL:

BONDED EMPLOYEES

New Hampshire State law requires that the School District Treasurer and the Assistant Treasurer be bonded. The Litchfield School District shall arrange coverage, as required by New Hampshire State laws, to cover the Treasurer and each Assistant Treasurer, if any.

Any employee who administers funds for the Litchfield School District shall be protected by a pooled risk crime coverage policy.

Legal References:

RSA 197:22, Treasurer's Bond

Approval:

Approval: July 29, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DID (DID-R)

APPROVAL:

CAPITAL (FIXED) ASSETS

The Litchfield School District has invested in a broad range of capital assets that are used in the school system's operations. The Superintendent will designate the person responsible for managing the District's capital assets and maintaining the fixed assets inventory. In accounting for capital assets, the District will implement the standards required by Statement 34 of the Government Accounting Standards Board.

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold of the particular classification of asset, and have an estimated useful life of greater than one year.

Capital assets include:

- Land
- Land Improvements (not depreciable)
- Land Improvements (depreciable)
- Infrastructure
- Construction in Progress
- Leasehold Improvements
- Buildings and Building Improvements
- Vehicles
- Furniture, Equipment & Machinery

All assets, or at least a representative sampling, including those that are reported on a composite basis, must be evaluated once annually to reflect either an increase or decrease in total value.

CAPITALIZATION THRESHOLD

For financial reporting purposes, capitalization thresholds are set at \$10,000 per item, or for like-kind (aggregate) purchases, for all classes except Infrastructure assets, which are capitalized and depreciated if over \$100,000 per item.

ESTIMATED USEFUL LIFE THRESHOLD

For financial reporting purposes, an asset must have an estimated useful life greater than five years to be considered for capitalization and depreciation.

ACQUISITION OF ASSETS

Capital assets may be acquired through donation, purchase, or may be constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The asset value of constructed assets will include all costs of construction.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DID (DID-R)

APPROVAL:

DEPRECIATION OF ASSETS

For all assets that qualify as a depreciable asset, the straight-line, full-year depreciation method should be utilized to depreciate the capital asset, over the estimated useful life of the related asset.

DISPOSITION OF ASSETS

When capital assets are sold or otherwise disposed of, the inventory of capital assets should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

Approval:

Approval: June 22, 2005

CAPITAL (FIXED) ASSET PROCEDURE

This procedure outlines the District's operational implementation of the accounting requirements to meet this policy.

Appendix D contains inventory worksheets to catalog each asset with all of the pertinent information in preparation for recording into the fixed asset system.

Capital Asset Definitions and Guidelines

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold of the particular classification of asset and have an estimated useful life of greater than one year.

These classes include:

- Land
- Land Improvements (not depreciable)
- Land Improvements (depreciable)
- Infrastructure
- Construction in Progress
- Leasehold Improvements
- Buildings and Building Improvements
- Vehicles
- Furniture, Equipment & Machinery



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DID (DID-R)

APPROVAL:

All assets or at least a representative sampling, including those that are reported on a composite basis, must be evaluated once annually to reflect either an increase or decrease in total value.

Capitalization Thresholds

For financial reporting purposes, capitalization thresholds are set at \$10,000 per item or for like-kind (aggregate) purchases for all classes except Infrastructure assets, which are capitalized and depreciated if over \$100,000 per item.

Determining Asset Costs

When determining and then reporting an asset's cost, use actual cost including the cost of freight, site preparation, architect and engineering fees, etc. or an estimated historical cost if actual cost records are not available. Bond documents associated with capital projects; expenditure records from capital project funds and architectural and engineering documents are possible source documents for establishing initial actual costs. Calculating current replacement cost and then adjusting for price-level changes by using indexes or fair-market value at time of acquisition may establish historical cost. All donated assets are valued at fair-market value as of the date of donation. Source documents that were used to determine acquisition costs should be maintained or referenced, if available, i.e.: deeds, board minutes, invoices, insurance records, etc.

Leased Equipment

Equipment should be capitalized if the lease agreement meets any one of the following:

- The lease transfers ownership of the property to the lessee (District) by the end of the lease term;
- The lease term is equal to 75 percent or more of the estimated economic life of the lease property;
- The present value of the minimum lease payments at the inception of the lease equals at least 90 percent of the fair value of the leased property.

Leases that do not meet any of the above requirements should be recorded as an operating lease and reported in the notes of the financial statements.

Estimated Useful Life

An asset must have an estimated useful life greater than five years to be considered for capitalization and depreciation. Assets that are consumed, used-up, habitually lost or worn-out in one year are not to be considered.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DID (DID-R)

APPROVAL:

In determining the useful life, the District should consider the asset's present condition, use of the asset, how it's maintained and how long it is expected to meet service demands. A suggested useful life table can be found in Appendix A.

Acquiring New Assets

All requisitions for the purchase of equipment and machinery should be reviewed to ensure all items to be recorded in the fixed asset system are identified. When the asset is received, information is collected to complete the fixed asset record, including date, vendor, quantity, description, model and serial numbers, etc. Partial shipments are recorded when received if they exceed the threshold; otherwise, the composite entry is made when the purchase is complete. The chart of accounts functions and object codes correlate to the major functional category to be reported on the financial reports. Care should be taken to ensure the proper codes are used when recording the asset to make use of the features of the reporting system.

Retiring Assets

An asset adjustment form similar to the one found in Appendix B should be completed when a usable item is transferred to another location for continued use or when an item is retired from service or sold, so that the information can be entered into the fixed asset system. If an item is retired due to loss, damage or theft, the business administrator needs to be notified so that the incident can be reported to the insurance carrier and arrangements made for proof of loss and reimbursement if appropriate. Alternatively, assets not easily identified as disposed may be removed from fixed assets and accumulated depreciation the year after the asset becomes fully depreciated.

Capital Asset Categories

Land

Land Definition

All land owned by the District, whether improved and unimproved. Land is characterized as having an unlimited life.

Depreciation Methodology

Land is an inexhaustible asset and does not depreciate over time. It is recorded at historical cost and remains at that cost until disposal.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DID (DID-R)

APPROVAL:

Examples of Land Expenditures to be Capitalized

- Acquisition price;
- Costs to acquiring land, i.e.: unpaid taxes, commissions, closing costs and professional fees.

Land Improvements (Not depreciable)

Land Improvements (Not depreciable) Definition

Land Improvements (Not Depreciable) consists of betterments, site preparation and site improvements (other than buildings) that ready the land for its intended use.

Depreciation Methodology

Land Improvements (Not Depreciable) are inexhaustible assets and do not depreciate over time. It is recorded at historical cost and remains at that cost until disposal.

Examples of Land Improvements (Not Depreciable) Expenditures to be Capitalized

- Land excavation, fill, grading, drainage
- Demolition of building less salvage

Land Improvements (Depreciable)

Land Improvements (Depreciable) Definition

Land Improvements are depreciated if the improvement is exhaustible and eventually will need to be replaced and/or repaired.

Depreciation Methodology

The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for depreciable land improvements.

Examples of Land Improvements (Depreciable) Expenditures to be Capitalized

- Driveways;
- Parking lots/Sidewalks;
- Septic Systems;
- Flagpoles;
- Retaining walls;
- Bleachers;



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DID (DID-R)

APPROVAL:

- Fencing;
- Outdoor lighting; and
- Other non-building improvements.

Infrastructure

Infrastructure Definition

Infrastructure assets are long-lived capital assets that are normally stationary in nature and can be either exhaustible or non-exhaustible. Generally, school districts will have few, if any.

Depreciation Methodology

The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for depreciable Infrastructure assets. These will require review on an individual basis.

Examples of Infrastructure Expenditures to be Capitalized

- Roads, Bridges, Tunnels;
- Water systems; and
- Drainage systems.

Construction in Progress

Construction in Progress Definition

Construction in Progress includes all uncompleted building installations and alterations that are under construction as of an accounting period ending date. Expenditures for facilities under construction will be capitalized to the appropriate category when completed or placed into service.

Depreciation Methodology

Assets categorized as Construction In Progress are capitalized but not depreciated.

Examples of Construction in Progress Expenditures to be Capitalized

- Labor used in construction;
- Materials used in construction;
- Ancillary costs to support the construction.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DID (DID-R)

APPROVAL:

Leasehold Improvements

Leasehold Improvement Definition

The construction of new buildings or improvements made to existing facilities by a lessee (the District), who has the right to use said buildings/facilities over the term of a lease. These improvements will revert to the lessor at the expiration of the lease. Moveable furniture or fixtures that are not attached are not considered a leasehold improvement. Generally, school districts will have few, if any.

Depreciation Methodology

Leasehold improvements are capitalized by the lessee and amortized over the shorter of 1) the remaining lease term, or 2) the useful life of the improvement. Improvements made in lieu of rent should be expensed in the period incurred. The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for depreciable Leasehold Improvements.

Examples of Leasehold Improvement Expenditures to be Capitalized

- Renovation to a building leased from a third party. For instance, if the SAU paid for renovations to the District owned SAU facility.

Buildings and Improvements

Buildings Definition

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be moveable. Buildings should include all installed property that cannot be removed without impairing the use of all or a portion of the building; such as HVAC, Plumbing, Wiring, Alarm systems, Sprinklers, Lighting, Flooring, Gym Bleachers, Lockers, Walk-in Freezers, etc.

Building Improvement Definition

Building Improvements are capital events that materially extend the useful life of a building or increase the value or both.

Depreciation Methodology

The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for Buildings and Buildings Improvements.



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Examples of Buildings and Improvements Expenditures to be Capitalized:

- All school buildings owned or leased by the District:
 - School and Administration buildings;
 - Garages; and
 - Athletic facilities (not fields).
- Measurable improvements performed in the last 20 years, if determinable and still have a remaining useful:
 - Roof replacements;
 - Renovations; and
 - Major energy conservation measures.

Vehicles

Vehicles Definition

All vehicles owned or leased by the District and separately identified on the District insurance policy.

Depreciation Methodology

The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for Vehicles.

Examples of Vehicle Expenditures to be Capitalized:

- School buses;
- Automobiles;
- Trucks;
- Boats; and
- Lawn tractors.

Furniture, Equipment and Machinery

Furniture, Equipment & Machinery Definition

Fixed or moveable tangible assets to be used for the operation of the educational system, the benefits of which extend beyond one year from the date placed in service. Note: Costs of extended warranties and/or maintenance agreements, which can be separately identified from the cost of the equipment, should not be capitalized.



LITCHFIELD SCHOOL DISTRICT

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APPROVAL:

Depreciation Methodology

The straight-line, full year depreciation method (historical cost less residual value, divided by useful life) will be used for Furniture, Equipment & Machinery.

Capitalization Threshold

Individual assets, such as furniture and equipment that meet the threshold level as set by the district, should be capitalized and depreciated. Some assets may fall below the capitalization threshold individually but may be capitalized if purchased in large quantities or identified in similar type categories such as athletic equipment or classroom furnishings.

The capitalization threshold for Furniture, Equipment & Machinery is \$10,000 per item; however, an individual item less than that cost can be combined with similar items for depreciation purposes but each has to have an individual cost of \$250 or more. For example, Musical Instruments & Equipment will include all instruments, uniforms, etc., that exceed a \$250 cost individually, with the total being combined for depreciation purposes.

Examples of Furniture, Equipment & Machinery Expenditures to be Capitalized:

- Assets inventoried individually, but depreciated combined
 - Kitchen equipment;
 - Copiers;
 - Computer Servers/Computers/Peripherals/Software;
 - Library Books, Reference Materials and Media;
 - Science and Engineering equipment;
 - Typical Classroom Furnishings;
 - Text books;
 - Office furnishings;
 - Custodial equipment;
 - Library furnishings;
 - Grounds Equipment (not separately identified on insurance policy);
 - Athletic Equipment; and
 - Musical Instruments and Equipment.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DID (DID-R)

APPROVAL:

Appendix A Estimated Useful Life

| Asset Class | Examples | Estimated Useful Life in Years |
|--|---|---------------------------------------|
| Land and Land Improvements | Inexhaustible assets | Not depreciated |
| Infrastructure | | Not depreciated |
| Construction In Progress | | |
| Land Improvements – Structure | Paving, fencing, running track, bleachers | 20 |
| Land Improvements – Grounds | Ball field, landscaping | 30 |
| Buildings | | 30 to 50 |
| Buildings Improvements | | 20 to 50 |
| Buildings Improvements – Other | | |
| Portable Classrooms | | 25 |
| HVAC Systems | Air conditioning systems, heating | 20 |
| Roof Replacements | | 20 |
| Carpet Replacement | | 7 |
| Electrical/Plumbing | | 30 |
| Leasehold Improvements | | 20 |
| Vehicles | | |
| Buses and Dump Trucks | | 10 |
| Cars, Light Trucks, Cargo Vans | | 5 to 10 |
| Equip, Furniture, & Machinery | | |
| Furniture, Equipment | Desks, tables, chairs | 5 |
| Copiers | Copiers | 5 |
| Computers/Peripherals | Monitors, CPU, printers | 5 |
| Textbooks | | 7 |
| Kitchen Equipment | Appliances | 12 |
| Athletic Equipment | Weight machines, mats, pitching machines | 10 |
| Custodial | Floor scrubbers, vacuums | 12 |
| Grounds | Mowers, tractors | 15 |
| Science & Engineering | Lab equipment | 10 |
| Library | Books and media | 7 |



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DID (DID-R)

APPROVAL:

Appendix B
Litchfield School District
Asset Adjustment Request Form

School / Dept. _____ Room _____

| Action Code * | Asset Description including Mfg./Vendor ** | Serial/Model Number | To and From Location /Room# | Date | Comments |
|---------------|--|---------------------|-----------------------------|------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Action Codes:

A – Add, T – Transfer, R – Retired/Returned, L – Lost or Stolen

CONTACT INFORMATION

Released by _____
Signature / Date

Approved by _____
Signature / Date

* Documentation to support removal from inventory must be attached, i.e., Police report, description of loss, credit invoice, etc.

** Attach additional sheets or equipment/asset lists (if needed)



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DIE

APPROVAL:

AUDITS

The Litchfield School District shall require the books and accounts to be audited annually. The Litchfield School District annual audit shall comply with all State of New Hampshire Department of Education and federal audit requirements, and shall implement all required statements of the Government Accounting Standards Board (GASB).

The Litchfield School Board shall select the external auditors after hearing the recommendation from the Superintendent or Business Administrator. The District auditor must have CPA certification, knowledge of school finances, and follow all generally accepted auditing standards and Government Auditing Standards. Any such audit shall be made in accordance with RSA 197:25.

Statutory References:

RSA 197:25, Auditors

RSA 671:5, School District Elections: Auditors

Approval:

Approval: May 6, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DJC

APPROVAL:

PETTY CASH ACCOUNTS

District procurement cards shall be used for the purchase of minor items and/or providing immediate payment for minor services. P-cards should eliminate the need for most petty cash transactions.

Should a school require a petty cash account, such account shall be approved by the Superintendent and may not exceed a balance of \$100.

Expenditures against these funds shall be itemized and documented with receipts and shall be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item shall be made from petty cash.

The custodian for such accounts at the schools shall be the principal.

Approval:

Approval: September 23, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DJD

APPROVAL:

COOPERATIVE PURCHASING

The Litchfield School District, at the Superintendent's option, may join in cooperative purchasing with other school districts. The Business Administrator may join in cooperative purchasing with government agencies and other purchasing collaboratives to take advantage of lower prices for bulk purchasing and to reduce the administrative costs in bidding.

The Superintendent is directed to periodically communicate with superintendents from nearby School Administrative Units to assess whether such an arrangement is feasible and appropriate.

Approval:

Approval: September 23, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DJF

APPROVAL:

LOCAL PURCHASING

It shall be the policy of the Litchfield School District to purchase locally, provided goods of equal quality and at competitive prices are available from local suppliers.

The District is not required to purchase any item locally that can be secured at a savings to the school district from outside sources, nor shall the District feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

Approval:

Approval: September 9, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DJGA

APPROVAL:

SALES CALLS & DEMONSTRATIONS

Sales representatives shall not be permitted to call on teachers or other school staff members without authorization from the school building administrator.

School principals may give permission to sales representatives of educational products to see members of the school staff at times that shall not interfere with the educational program.

Approval:

Approval: May 6, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DK

APPROVAL:

PAYMENT PROCEDURES

All manifests, supported by original invoices, must be approved and signed by a majority of the Litchfield School Board.

The District's Treasurer (or Assistant Treasurer in the Treasurer's absence) shall sign all checks that will be mailed from the central office. The District Treasurer is authorized to delegate approval authority to make electronic payments to the Business Administrator, provided the payment has been authorized by the Board's prior approval of a manifest authorizing payment.

Statutory Reference:

RSA 197:23-a, Treasurer's Duties

Approval:

Approval: September 9, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DKA

APPROVAL:

PAYROLL PROCEDURES

All salaries and supplements paid to all full-time and part-time staff members, substitutes, self-funded and adult education program staff, and student workers shall be paid through the Business & Finance Office.

Proper payroll procedures are dependent on staff attendance accounting and on the accurate reporting of actual hours and times worked of part-time and hourly staff. The necessary procedure for this shall be established by the Superintendent, or designee, and carried out by the administrative personnel.

Failure to accurately report attendance, or submitting false time cards are grounds for disciplinary action, up to and including termination, by the Superintendent.

Compensation records kept by the Business & Finance Office shall reflect an accurate history of the compensation and related benefits paid to each employee, and shall meet all requirements of federal and state reporting.

Pay Day Schedule

The Litchfield School District pays salaries on a regular bi-weekly schedule throughout the school year. The District shall offer a direct deposit option to employees to allow for timely payment should the pay date fall during a school vacation.

There shall be no salary advances for any staff member.

Salary Deductions

Salary deductions are allowed. They are subject to federal and state regulations, and the limitation of the financial management system. Authorized payroll deductions include:

- 403(b) Contributions
- Union Dues
- Insurance Premium Contributions
- Voluntary Contributions to the New Hampshire Retirement System
- Health Savings Account

All salary deductions, other than those regulated by federal or state laws, shall be deducted only upon written approval of the employee.

Statutory Reference:

RSA 194-C:4 (II)(a), Superintendent Services

Approval:

Approval: July 29, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DKC

APPROVAL:

EXPENSE REIMBURSEMENTS

Litchfield School District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved purchase requisition and such supporting receipts as required by the Business Administrator. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicles has been authorized, mileage payment shall be made at the rate currently set by the Internal Revenue Service.

All travel outside New Hampshire must have the prior approval (written or electronic) of the Superintendent, unless that travel is associated with a specific line item in the Board's approved budget, in which case the appropriate administrator must have approved in writing or electronically.

All expense reimbursement forms must be approved by the employee's supervisor and administrator. In the event that reimbursement is being made for multiple employees on a single receipt, the senior supervisor/administrator must expense that receipt. In no case shall an employee pay for expenses of his/her supervisor.

Employees whose responsibilities require regular purchases outside the purchase order process shall be provided a District procurement card (p-card). ~~Any employee with an issued p-card shall not be reimbursed for any purchase unless such purchase is not allowed under the p-card procedures.~~ *Employees who are issued a p-card shall not use such card for personal purchases. Only purchases for school district business/operations are allowed under the p-card program.* Any employee who is offered a District p-card, but declines the issuance of a District p-card shall not be allowed reimbursement of any expenses authorized under the p-card procedures. Such purchases must be processed through the District's formal purchase order processing system.

See Also: District Travel Reimbursements (DKCA)

Approval:

Reviewed:

Revised: April 20, 2021

Approval: September 9, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DM

APPROVAL:

CASH & CHECKS IN SCHOOL BUILDINGS

Monies collected by school employees and by student treasurers shall be handled in accordance with District business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables, and even then not to exceed a value determined by the Business Administrator. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in schools overnight.

Insurance: The Litchfield School Board shall procure and maintain public risk crime coverage to include blanket bond forgery or alteration, counterfeit papers, computer fraud, and wire transfer fraud.

Statutory References:

RSA 197:25, Auditors

RSA 671:5, School District Elections: Auditors

Approval:

Approval: July 29, 2009