

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 964-963-469**, 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.

ELO Overview



Overview

Developing a knowledge base

- Attended [NH ELON](#) meetings
 - 5 meetings in Concord & 1 virtual
 - Made Connections
 - Gained Understanding of NH laws & procedures
- Met with CHS Admin
 - Discuss, problem solve and seek ways to move ELO forward
- Student presented at the NHASP
 - Demi Dione presented with other students their ELO stories
- Developing a website for students & staff
<https://www.litchfieldsd.org/ELO.aspx>

ELO this year

- Robotics
 - Due to competition cancelation only 1 student chose to go for a ½ Credit.
 - Approx 10 students were hoping to have the hours but want to wait until next year.

Community connections

- Continental Hair School
 - Potential for students to gain understanding of Cosmetology
- Silvertch
 - Potential for mentoring and visits



ELO

Extended Learning Opportunities

*Acquire knowledge, skills, and experience outside the
traditional classroom*



Hurdles

Student understanding of ELO

- Website & promotion of program in Guidance

Sophomore & Senior projects

- ELO programs are very similar to these established projects
- Students available time is limited

Local Businesses

- Not many in Litchfield BUT every business I have talked to is excited about potential.



Moving Forward

- Work with DOE and NH ELON to develop clear process and bring together student and staff to allow students to take control of their learning.
- Promote the various opportunities to students.
- Find opportunities based on student interests.

WHAT TO DO NEXT?

*Fill out the
Application*

Chart your own path!



**Litchfield School District
SAU 27
2020 CHS Seniors Future/College Plans
Graduation Report**

Senior Class Total: 104

(99 CHS students & 4 Londonderry night students & 1 Homeschooled student)

<u>Graduates: 104*</u>	<u>Number of Students</u>	<u>Percentage</u>
Four Year College	64	61.54 %
Two Year College	12	11.54 %
<i>Total Attending College</i>	<i>76</i>	<i>73.08%</i>
 Military	 7	 6.73%
Career Education	7	6.73%
Workforce/Career Training	11	10.58%
Retain (Special Ed)	2	1.92%
Unknown (Home School Grad)	1	.96%
 <i>TOTAL:</i>	 <i>104</i>	 <i>100%</i>

***104 graduated includes 99 Campbell High graduates and 4 Londonderry
Adult Education graduates and 1 homeschool student**

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



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

School Board Edition

Meeting Agenda for June 3, 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 Izbicki, Business Administrator (Remote from Home)
 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: 1-877-568-4106

ACCESS CODE: 544-679-229

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 School Board entered into non-public session at 4:15 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.

Non-public session ended at 5:12 p.m.

II. PUBLIC SESSION

A. Call to Order - Board Chair's Statement

Mr. Bourque called the meeting to order at 5: p.m. He read an opening statement aloud.

Mr. Bourque took attendance by roll call:

Mr. Bourque, present; Mrs. Harrison, present; Mrs. MacDonald, present; Mr. Meyers, present; Mrs. Hershberger, present.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

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D. Summary of Non-Public Actions from May 20, 2020:

Mrs. Harrison made a motion to approve the non-public minutes of May 6, 2020. 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.

Mr. Bourque made a motion to accept the resignation of Sean Hogan, CHS Physical Education teacher. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

E. Presentations and Recognitions

There will be no presentations or recognitions.

F. Correspondence

Jacqueline Boisson, asked if any portion of CHS parking fees be refunded to students and/or families. Mr. Bourque indicated that will be addressed under School Board comments.

G. Comments:

- **Superintendent's Comments**

Dr. Jette updated the Board on various topics and provide responses to Board inquiries:

- **Authority to Sign**

Dr. Jette asked Board members to authorize the Superintendent and Business Administrator to sign forms, contract and grants on behalf of the Board. He indicated this is an annual occurrence.

Mrs. Harrison made a motion to authorize the Superintendent and Business Administrator to sign all Office of Business Management forms, all contracts and all grants on behalf of the Litchfield School Board. 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.

- **Authority to Hire**

Dr. Jette asked Board members to authorize the Superintendent to offer contracts to new hires from June 18 to August 31, 2020. He indicated this is an annual occurrence.

Mrs. Harrison made a motion to grant authority to the Superintendent to offer contracts to new hires from June 18, 2020 to August 31, 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.

- **Enrollment Update (GMS)**

Dr. Jette updated the Board on Kindergarten and Grade 1 registrations, as well as enrollments for grades 2 through 4. He indicated another student was registered in Kindergarten. Total registrations for Kindergarten are 66 and total registrations for Grade 1 are 80.

- **Enrollment Report May 2020**

Dr. Jette provided the May 2020 enrollment report to the Board. He reported there were 1,310 students enrolled in the district at the end of May.

Mrs. MacDonald was concerned that enrollment numbers may not be valid while students are remote learning. She commented that there are so many unknowns about the fall and if students will be returning to school.

Dr. Jette agreed that there are uncertainties, but noted that we need to be able to provide a robust experience and reopening for students because if we are not able to do so, we will lose children to other schools that do.

Mrs. Hershberger believes the State will provide the flexibility to be able to offer alternative plans.

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- **Policy Updates**

Dr. Jette reported that he had a conversation with Mrs. Flynn and Ms. Widman today regarding collaborating with a consultant on a policy overview for alternative credit options, distance learning, and extended learning opportunities. He indicated all these policies were written over time as legislation changed and now it appears the Legislature is looking to rewrite the Ed Rule to do remote learning in a hybrid model. He commented our policies are not caught up with that. He asked Mrs. Flynn and Ms. Widman to consult with Heather Murray who worked for the NH DOE for a number of years and is familiar with education regulations. He noted she can assist with consolidating this into a simple policy to alleviate the confusion over credit application and GPAs. He asked Mrs. Flynn to talk about the conversation and what will occur.

Mrs. Flynn reported that she and Ms. Widman had a great conversation with Heather Murray regarding the credit and learning policies that are affected by application of credits to GPAs and will be affected by remote learning. She indicated that they all agreed that although policies are stated in the student handbooks, other language has been added as specific school practice that does not align with the policy language. Mrs. Flynn noted that she had started revising the policies, but they are long and confusing at best and could result in more confusion to students and parents, as well as staff. She commented Heather Murray offered to review these policies along with the middle and high school handbooks and craft a policy that provide definitions for the types of credits that can be earned and how they will be applied. Mrs. Flynn reported that she has tried to provide consistency across the district, but unless there is one place where you can go to find the direction you need it can result in inconsistency.

Dr. Jette commented he asked Heather Murray to look at the documents and craft a policy by the end of the month.

- o **Coaches' Certifications**

Dr. Jette mentioned a list of coaches' certifications was requested by a Board member. He indicated that the task has not been completed and is still in progress. He noted that he tasked Joshua Knight, CHS Athletic Director, with the coordination of this project. He indicated certifications will all be tracked through the CHS Athletic Director's office going forward.

- o **CHS Athletics Golf Fundraiser Proposal**

Dr. Jette presented a fundraising proposal to the Board that was crafted and requested by Joshua Knight, CHS Athletic Director. He indicated it is an athletic fundraiser for a Golf Tournament to be held sometime over the summer at Passaconaway Golf Course. He commented that there are markups in the fundraiser regarding guidance for social distancing.

Mrs. MacDonald made a motion to approve the Golf Tournament fundraiser as presented. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

- o **Retirement Acknowledgements**

Dr. Jette discussed acknowledgements for individuals who retired from the district this year since planned gatherings were cancelled due to COVID 19 guidelines and Governors' orders. He suggested inviting retirees to the June 17 School Board meeting to acknowledge their retirement publicly. He explained that a Retirement Tea was established last year to acknowledge retirees in our district.

Mr. Bourque commented that past retirees should be invited to next year's ceremony.

Dr. Jette agreed. He indicated the intent of the retirement event is not only to honor current retirees, but to invite past retirees to the ceremony as a way for them to see colleagues they have worked with in the district.

- **Graduation**

Dr. Jette commented the goal for graduation procedures is to record the speeches and broadcast them on Thursday night, June 11, with the graduation ceremony to be held on Friday, June 12. He indicated that he chose not to send out a communication this week because there is so much going on in the schools at this time.

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Dr. Jette suggested that he craft a communication asking that there is cooperation for the planned guidelines at graduation with respect to social distancing and respect for others who will be in attendance. He commented the high school has planned for the majority of the time during the ceremony for graduates to cross the stage and receive their diplomas. He mentioned there will be a graduate parade when the ceremony concludes.

Mrs. Harrison expressed her appreciation for the Graduation Committee's hard work on this event. She commented that we have a great plan.

Mrs. MacDonald asked if the graduation speeches will be broadcast on LCTV.

Dr. Jette indicated they will be rebroadcast on LCTV after they have gone live on Social Media.

Mrs. Harrison suggested inserting clips of the speeches in the graduation video.

- **General Assurances**

Dr. Jette informed the Board that the Chair has signed the General Assurances and asked if any members had questions.

- **School Board Comments**

Mr. Bourque commented that, in reference to the community member question about parking fees refunds, he had previously mentioned reimbursement of parking fees for the time students have not been in the school.

Mr. Bourque made a motion to refund the portion of the CHS parking fees to students and families in an amount equal to the number of days that students have been remote learning. Mrs. Hershberger seconded.

Mr. Meyers suggested refunding a flat fee of \$50.

Dr. Jette indicated that the refund will be based on 66 days of remote learning, which for most will be approximately \$33.

Mrs. MacDonald suggested rolling the refund as a credit toward the following year's parking fees.

The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Dr. Jette indicated the refunds will be calculated in collaboration with the CHS main office.

Mrs. Hershberger thanked LMS support staff for sending postcards with positive messages to students.

- **Student Representatives Comments**

There were no comments.

H. Community Forum

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There was no public input.

III. GENERAL BUSINESS

A. Public Minutes:

- May 20, 2020

Mrs. Harrison a motion to approve the public minutes of May 20, 2020. Mr. Meyers 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 provided their written reports for the School Board.

B. Business Administrators Update

- Manifest Procedures
- End of Year Encumbrances/Purchases
- Summer Projects

Mr. Izbicki provided an update on district financials and facilities, as well as year end encumbrances and purchases and summer projects in the district. He apologized for the lateness in providing the reports to the Board, noting that his intent was to have up to date the minute information for the Board. He indicated that there will be a very clear picture of the district financials and fund balance at the next meeting.

Mr. Izbicki provided a list of projects for the Board to discuss:

- LMS Canopy Project - direction from the Board needed to determine funding
- GMS Additional Grade 3 Classroom - reconsider and fund an additional Grade 1 Classroom instead
- 2:1 Chromebook Model for GMS - due to remote learning.

Mr. Izbicki indicated that Dave Ely, Windy Hill Associates, reached out to him regarding the LMS canopy and offered to finish the design work and help us through the project. He reported over the next year we will be looking at the energy efficiency project to kick off and proposals for that project have been provided for the Board to review.

Mr. Bourque suggested the Board postpone discussing the materials since the Board did not have a chance to review them prior to the meeting. He indicated they will address the information at the next meeting.

Mr. Izbicki provided information on proposed manifest procedures. He suggested in order to reduce the need to come into the building, the manifest can be provided electronically and the Board can authorize the Superintendent to sign on behalf of the Board.

Mr. Bourque asked if any members had an issue with going to CHS to review and sign the manifest. No issues were raised by the Board members.

Mr. Bourque recommended keeping the manifest procedure as it is currently.

Mrs. MacDonald referred to the additional classroom for grade 3 and asked where all the furniture we used to have has gone.

if

Mr. Izbicki indicated that some of the furniture was disposed of and some is in the 1930 building. He suggested we do not need the additional Grade 3 classroom we can use that furniture for the additional Grade 1 classroom, if needed.

Mrs. MacDonald was concerned that the district would have to purchase new furniture whenever an additional classroom is needed.

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Mr. Bourque indicated much of the old furniture is in poor shape and new desks and chairs are needed.

Mr. Izbicki informed the Board that there is a total of \$36,000 in the parking fees account. He indicated there are approximately 150 parking spaces and we would be refunding approximately \$5,000. He noted there will still be funds to do some reclamation work, restriping and walkways to the side entrances and out to the field.

a With regard to accessing the school, Dr. Jette reminded Board members there are new protocols, such as taking person's temperature and completing a form regarding Coronavirus symptoms. He commented that a face mask is not yet necessary, but may be required as we approach the beginning of a new school year.

C. Committee Reports

- **Budget Committee (Meeting Schedule Draft)**

Mrs. Harrison provided a summary of the May 28 Budget Committee meeting discussion and a draft budget meeting schedule for the upcoming year.

Dr. Jette commented that he, Mr. Bourque, Mrs. Harrison and Mr. Izbicki met with Mr. Cutter and Mrs. Fordey to collaborate on a budget review schedule.

Mrs. Harrison indicated the intent is to have a hard stop at 9:30 pm and for the presentation meetings to begin at 6:30 pm. She noted that the Board will not be meeting on a Saturday in October this year for an all day budget work session, but instead will hold two joint meetings with the Budget Committee in November so that Committee members can observe the School Board budget review process. She explained this will give Budget Committee members an opportunity to hear the rationale for the budget requests and Board actions before submitting their budget to the Budget Committee.

Mrs. MacDonald asked if Budget Committee members will be able to ask questions.

Mr. Bourque indicated questions will be handled similar to public input.

Dr. Jette indicated that the concept is a joint meeting, but having the Committee members ask their questions at the end instead of during the presentations would be more productive and time saving.

Board members were concerned about the potential of a January 16 date for budget hearings. Mrs. Harrison indicated she will propose the hearings be scheduled on January 14.

Dr. Jette mentioned that when the Board leadership met with the Budget Committee leadership they discussed not meeting on November 10 as that is the date of the General Election and the polls will be very busy.

Mrs. Harrison indicated she would mention the concerns to the Budget Committee and ask them to move that date.

Mr. Bourque asked why there are two meetings to present the Capital Improvement Plans to the Budget Committee.

Mrs. Harrison indicated the intent is to review the plans and have the representatives of those committees in attendance to talk about what is included in those plans and what will be expected.

Mr. Bourque asked why we are involving the Budget Committee. He indicated the Chair is on the Town Capital Plan Committee and the Vice Chair is on the District Capital Plan Committee and should be able to report what is discussed to the Budget Committee.

Mr. Izbicki commented that their responsibility is the budget and not the long range plans of the town and district.

- **Capital Planning Committee**

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Dr. Jette provided a summary of the discussion that occurred at both the School District and Town Capital Planning Committees. A copy of the 2021-2026 District Capital Plan was provided for the School Board.

Dr. Jette reported that he, Mr. Bourque, Mr. Izbicki and Mrs. Flynn met with the Town Capital Improvement Committee on Monday night. He complimented Mrs. Flynn on her hard work pulling all the documentation and the plan together. He explained that the main focus is the proposed new elementary school, while prioritizing air quality and lighting issues in the buildings. He noted the Board has not taken any action on the District Capital Improvement Plan yet.

Mrs. MacDonald asked who serves on the District Capital Plan Committee. Dr. Jette indicated members include Tom Lecklider, Chair, himself, Cory Izbicki, Michele Flynn, Scott Thompson, Bill Lonergan, Brian Bourque, Christina Harrison, Dave Ross, Nicole Fordey (Budget Committee representative) and Steven Webber (Select Board representative).

Mr. Bourque mentioned that the Town Capital Improvement Committee membership includes Michael Croteau, Chair, Sean Flynn, Steven Webber, Pete Stone, Andrew Cutter (Budget Committee representative), Brian Bourque (School Board representative) and the NRPC Planner.

Dr. Jette reviewed the Capital Plan matrix with the Board. He explained the matrix is a tool to use to quickly view the project, description, year planned, and estimated cost. He indicated there are projects included in the plan that will address needs at both GMS and LMS should the proposed school fail; however, if the proposed school is approved by the voters, those projects will be removed from the plan.

V. OLD BUSINESS

A. Coronavirus Review and Update

- **Fall School Reopening Plans Update**
 - **Draft Reopening Taskforce**

Dr. Jette provided a task force structure to determine how schools will reopen in the fall. He explained that it was structured around the State plan and the task force will begin meeting around July 6 to work on a reopening plan to be submitted to the Board for review and approval by July 29 so it can be submitted to the State. He indicated that it will be a reasonable plan based on the most up to date information that we have.

Mrs. Harrison feels it is important to have teacher input on all four of those teams.

Dr. Jette commented we can easily add teachers to those groups. He noted that he has told parents and staff to monitor their email for notification of drafts of the plan to provide input. He indicated that we have already heard from our associations that they have the right to bargain over working conditions that may be impacted by the plan.

Mrs. MacDonald commented we have to follow the legislation. She was concerned about teachers returning to school to teach, specifically if a teacher does not feel that protocols are safe enough for them to return.

Mr. Bourque indicated that is why we are formulating a task force.

Dr. Jette commented we will also need legal advice on all of this.

Mrs. Hershberger commented the Wellness Committee defined wellness and wanted to know why athletics and food service were not listed under the Wellness group.

Dr. Jette commented that food service is more operational in how we serve the students meals and in logistics of operation.

Mrs. Harrison commented that she views this as an operations “nuts and bolts”, such as how students and staff would move through the building.

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Mrs. Hershberger commented that the State has some cross functional groups and anticipates there will be crossover between some of the teams.

Mr. Izbicki indicated that there will be an overarching task force and ideas will be received from the subgroups.

Mrs. Hershberger commented she would like to see activity discussed in the Wellness subgroup.

Mr. Meyers commented that athletics cannot go forward until guidance is received from the NHIAA. He noted there should be legislation coming out about this.

Dr. Jette commented he has not seen legislation regarding athletics at this time. With reference to the remote work hours for school and district staff, he indicated that the district has not seen any employees taking advantage of the situation. He indicated they are providing options and opportunities to meet the needs of the students and their own needs.

Mrs. MacDonald commented that parents want direct instruction next year.

Mr. Izbicki commented there are many things that come out of the State conference meetings. He indicated that many students are not accessible during the day because they are working.

Dr. Jette mentioned a survey the State sent out for which they received 50,000 responses. He indicated we will receive the data for Litchfield. He noted the survey was comprehensive, but the student voice was missing. He indicated the South Central Superintendents group developed a student survey that was distributed to students in grades 5-12. He commented some real growth opportunities came out of it and it reflects that students prefer direct instruction.

Mr. Meyers commented it is disturbing to hear that the State supports flexibility in the remote environment because students can go out and work, but cannot be in a classroom because it is too dangerous.

Mrs. MacDonald pointed out some students have to work because their parents may not be able to.

Mr. Meyers commented if we do not get students into the classrooms the same people who are at risk will be the caregivers.

Mr. Izbicki mentioned he has been hearing the State will provide guidance, but they say it comes under local control.

Mrs. Hershberger asked if there will be a commitment from the task force that the meetings will be broadcast and recorded.

Dr. Jette indicated some meetings will take place during the day. He noted we will record them through Google Meet and post them on the district website.

Mrs. Harrison asked if the district is looking for each Board member to head a subgroup.

Mr. Bourque indicated he is on the main task force; Mrs. Harrison will head the Wellness group; Mr. Meyers will head the Instruction group; Mrs. Hershberger will head the Operations group; Mrs. MacDonald will head the Technology group.

Dr. Jette indicated he will update the task force spreadsheet and anticipates a meeting for June 15 from 3:00 - 4:00 pm. He noted directors and principals will do the work and bring that back to the task force. He commented he would be checking in with the meetings to facilitate. He added that there is a short timeframe.

Mrs. MacDonald asked how subgroups will be assigned.

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Dr. Jette indicated that many have already expressed interest. He noted he will ask for people to communicate their interest.

- **Food Services**

Dr. Jette reported that May was a busy month for meals and Ms. Crowley has made the meal pickups a fun event by dressing up in character. He noted some families are dressing up as well. He indicated that meal pickups will end on Monday and Ms. Crowley has invited families to join in the celebration by dressing up in character.

VI. NEW BUSINESS

A. Policies: 2nd Reading: JICA/GBEBA, Dress Code

Dr. Jette asked the Board to approve the Dress Code policy for a final approval.

Mrs. Harrison made a motion to approve the Dress Code policy, JICA/GBEBA. 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.

VII. MANIFEST

The manifest was circulated and signed by the Board.

VIII. PUBLIC INPUT

A. Community Forum

There was no public input.

IX. ADJOURN

Mrs. MacDonald made a motion to adjourn the meeting at 6:41 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Respectfully submitted,

Michele E. Fynn
Administrative Assistant to the School Board

Curriculum, Instruction and Assessment Update

June 17, 2020

Curriculum and Instruction:

- Remote Learning Follow up
 - We offered two PD opportunities directly related to our remote learning as part of our choice board for staff PD.
 - Remote Learning Make and Take provided staff the opportunity to share a lesson or a tool that they found helpful during remote learning and then the group could take those suggestions and use time to work them into their lessons.
 - Remote Learning is Over...Now What? provided an open discussion about what we learned as educators about instruction during this time and how we can apply that in a brick and mortar setting.

Professional Learning

- District run during remote instruction.
 - Google meet
 - Hyperdocs
 - WeVideo
- [District](#) run/sponsored after last student day.
 - PowerSchool
 - Curriculum Training/Writing - Stage 1
 - Many individual teachers
 - HS ELA and Social Studies
 - Instructional Training - Using formative assessments, Writing Performance Assessments (Stage 2), Writing/Using Competency Based Rubrics, Competency Based Grading
 - Technology Training - Kami, Discovery Education
 - Webinars - Demonstrated Success, NEASC
- Independent Proposals
 - We had over 100 independent proposals from staff.
 - They included:
 - getting google certified.
 - attending virtual AP trainings.
 - creating hyperdocs for units that could be used in house or remote.
 - building/modifying websites for related services.
 - exploring more around SEL and trauma informed instruction.

*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*

June 17, 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.

Final Year End Listing:

- Listing of encumbrances has been reviewed and revised:
 - Cafeteria painting at CHS (\$3,225) was removed from the listing. Painting was completed by the daytime custodian at CHS (Dan DelGreco) who has a background in painting.
 - Purchase order for Discovery Education renewal has been issued (\$6,050)
 - Purchase order for FACS Textbooks has been issued (\$2,414)
 - Purchase order for Performance Plus renewal has been issued (\$3,271)
- Additional consideration: As a result of COVID, I am anticipating a deep deficit in the food service. I will provide preliminary financial information for the food service, however, there was a glitch in the State reporting system for Federal Reimbursement. The information provided is the best available information at this point.

LMS Canopy:

- We have accepted the proposal from Windy Hill Associates (David Ely) of New Boston for completion of the drawings and construction documents.
- David is helping with the drafting of the Request for Proposal for general contracting services (Copy of RFP provided). Questions related to the project will be directed to him as we work through the RFP process. He will also support us through the construction process. We are looking forward to working with David on this project and to seeing the change of face at LMS.

Energy Efficiency Project:

- Proposals outstanding with Dick Henry and David Ely for the energy efficiency project. With this identified as high priority in our capital plan, it is imperative that we move forward with this critically needed project.



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FY20 YTD Financials:

- General Fund Financials and YTD Expenditure Status are reported as of June 10.
 - Please note, with 20 days left in the fiscal year, including final payroll and year end invoices, these are preliminary year end financials and subject to change.
 - Final review of purchase orders and outstanding employee contracts will take place in the coming weeks.
 - Half of the last payment from the Town due June 1, upon request from the Town, has been deferred to July 15th. This amount will be carried as an intergovernmental receivable on the balance sheet.
 - Year end encumbrances (proposed), amount anticipated to return to stabilize the tax rate, warrant articles approved from fund balance in March election, transfer to food service, and amount recommended to use toward the canopy/security project are all accounted for in this set of financials.
- Food Service Financials:
 - Due to the COVID shutdown, revenues are down significantly due to loss of the Daily Local sales (this includes vending sales, and catering) for the final third of the year. The amount of this loss in local revenue is \$123, 237 to date.
 - Year end deficit (\$125,327) will have to be funded from the general fund. The transfer from the general fund is reflected in the financial statements and is subject to change.. Deficit is attributable to loss of local revenue, however it should also be noted that expenses for the program are down \$78,891 to date (15.09%). Reduction in expenses is due to the current circumstances of the closure, the limitations of the menu, less total meals served, and savings from personnel that are out on leave due to the pandemic.
 - Financials are provided as of June 10, pending final payroll and year end invoices.

Respectfully Submitted,
Cory Izbicki
Business Administrator

General Fund Balance Sheet - June 10, 2020 (Modified Accrual)				
Assets:				
Cash				3,215,948
Receivables:				
Accounts				-
Intergovernmental				770,383
Interfund receivables				24,510
Prepaid Item				1,925
Total Assets				4,012,766
Liabilities:				
Accounts Payable				92,569
Open Purchase Orders and Contracts				2,214,182
Accrued Salaries and Benefits				239,910
Deferred Revenue				10,991
Interfund payable				125,327
Total Liabilities				2,682,979
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 (listing)				189,642
Assigned Fund Balance - Encumbrances (Canopy)				186,645
Amount to return to stabilize tax rate				734,500
Total Fund Balance				1,329,787
Total Liabilities and Fund Balance				4,012,766
Revenues, Expenditures and Change in Fund Balance - June 10, 2020				
Revenues:				
School District Assessment				14,034,770
Other Local				52,032
State				7,715,941
Federal				15,010
Transfer from other funds				
Total Revenues				21,817,753
Expenditures:				
Current:				
Instruction				12,171,996
Support Services:				
Student				1,739,551
Instructional staff				655,254
General Admin				136,434
Executive Admin				553,966
School Admin				1,302,243
Business				343,088
Operations and Maintenance				2,001,372
Student Transportation				992,863
Other				775,762
Facilities acquisition and construction				36,252
Noninstructional services (Transfer to Food Service)				125,327
Transfer to other funds				100,000
Total Expenditures				20,934,108
Excess of Revenues				883,645
Fund Balance, beginning (7/1/2019)				446,143
Fund Balance, ending (6/10/2020)				1,329,787

Category	PRIOR YEAR ENC	Appropriations	Purchase Orders / Obligations	YTD	Purchase Orders plus YTD Expenditures	Proposed Encumbrance to Subsequent Year	Available
Instruction Total	-	12,907,601.20	1,609,663.32	10,562,332.92	12,171,996.24	41,363.00	694,241.96
Student Support Total	-	1,847,466.48	234,566.05	1,504,985.42	1,739,551.47	-	107,915.01
Instructional Staff Support Total	-	760,798.92	62,684.74	592,569.39	655,254.13	7,600.00	97,944.79
General Administration Total	-	122,482.00	1,824.85	134,608.72	136,433.57	-	(13,951.57)
Executive Administration Total	-	556,811.91	22,032.50	531,933.58	553,966.08	-	2,845.83
School Administration Total	-	1,297,493.98	66,738.77	1,235,503.98	1,302,242.75	-	(4,748.77)
Business Total	-	326,162.20	11,855.03	331,233.08	343,088.11	-	(16,925.91)
Facilities (Operations) Total	180,215.00	2,061,289.06	119,847.18	1,881,524.55	2,001,371.73	122,879.00	117,253.33
Transportation Total	-	1,104,313.35	61,473.26	931,389.42	992,862.68	-	111,450.67
Other Total	14,432.00	921,287.21	23,496.34	752,266.04	775,762.38	17,800.00	142,156.83
Facilities Acq Total	-	36,252.00	-	36,252.00	36,252.00	-	-
Transfers Total	-	100,000.00	-	225,327.05	225,327.05	-	(125,327.05)
Grand Total	194,647.00	22,041,958.31	2,214,182.04	18,719,926.15	20,934,108.19	189,642.00	1,112,855.12

Food Service Balance Sheet - June 10, 2020**Assets:**

Cash	(156,699.25)
Intergovernmental Accounts Receivable	2,782.00
Other Receivables	4,103.95
Interfund Balance	165,677.69
Total Assets	15,864.39

Liabilities:

Accounts Payable	-
Interfund Balance	-
Deferred Revenue	15,864.39
Total Liabilities	15,864.39

Fund Balance:

Restricted	-
Total Liabilities and Fund Balance	15,864.39

Revenues, Expenditures and Change in Fund Balance**Revenues:**

Intergovernmental - Federal	78,824.48
Intergovernmental - State	5,696.40
Charges for Services / Local Revenue	233,955.48
Transfer from General Fund	125,327.05
USDA Commodities	-
Total Revenues	443,803.41

Expenditures:

Noninstructional Support Services	443,803.41
Excess of Revenues	-
Fund Balance, beginning (7/1/2018)	-
Fund Balance, ending (6/10/2019)	-



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: AE

APPROVAL:

ACCOUNTABILITY

Because it is accountable to residents of the district, the Litchfield School Board shall direct the Superintendent to establish an accountability system in order to collect data needed for evaluation of the district's compliance with local, state, and federal laws on school accountability, which shall include:

- Clear statements of expectations and purpose relating to operations, programs, departments, and positions;
- Resources and support for staff to achieve stated expectations and purposes, subject to taxpayer approval;
- Evaluation of operations, programs, instruction, and services;
- A management plan to direct efforts to the goals and objectives of the district;
- Evaluations of employees of the Board consistent with stated objectives.

The Superintendent shall ensure that the district's statistical reports are filed in a timely manner with the New Hampshire Department of Education.

Legal Reference:

RSA 189:28, Statistical Reports; Failure to File Reports

RSA 193-H:4, Local Education Improvement Plan; Strategic Responses

NH Code of Administrative Rules, Section Ed. 306.23, Statistical Reports; Accountability

Approval:

Approval: 2nd Reading, March 4, 2009

Approval: Original, AF, date unknown

COST ESTIMATES - TOUCHLESS FIXTURES

Location	Unit Price	Touchless Paper Towel Dispenser	Touchless Soap Dispenser	Touchless Toilet	Touchless Urinal	Touchless Faucet	Totals
GMS	\$75.80	23					\$1,743.40
	\$6.25		24				\$150.00
	\$595.00			35			\$20,825.00
	\$595.00				10		\$5,950.00
	\$490.00					30	\$14,700.00
Total GMS:							\$43,368.40
LMS	\$75.80	15					\$1,137.00
	\$6.25		20				\$125.00
	\$595.00			27			\$16,065.00
	\$595.00				9		\$5,355.00
	\$490.00					35	\$17,150.00
Total LMS:							\$39,832.00
CHS	\$75.80	56					\$4,244.80
	\$6.25		74				\$462.50
	\$595.00			49			\$29,155.00
	\$595.00				13		\$7,735.00
	\$490.00					51	\$24,990.00
Total CHS:							\$66,587.30
Totals		94 \$7,125.20	118 \$737.50	111 \$66,045.00	32 \$19,040.00	116 \$56,840.00	\$149,787.70

Food Service SY 20-21

The Food Service Director is looking to make the school lunch program profitable for the 2020/2021 school year. There will be many challenges to this, depending on the COVID - 19 reopening. There may be revenues that we cannot implement due to COVID-19 (vending and a la carte specifically).

To bring our program into a good standing, we are proposing to implement a breakfast program at Griffin Memorial School and Litchfield Middle School starting in September of 2020.

There are many reasons for this:

- GMS/LMS students utilizing lunch pickup during shutdown have been getting breakfast meals and have given incredibly positive feedback regarding it.
- There are FNR students that should be able to get breakfast as well as lunch
 - A way to ensure these students get at least 2 healthy meals a day
- Litchfield is the one of the few districts in NH that **doesn't** serve breakfast to their younger schools - we are small enough to implement this with ease.
- There are two full time lead positions that need restructuring.
- Serving breakfast could bring in new students to our program, and increase our counts and revenue.
- Federal Reimbursement is given for the School Breakfast Program, as well as the National School Lunch Program.

The breakfasts will be served in this manner:

- Leads will prepare the day's breakfast options in their kitchens. All meal components will be prepped the day before, and put onto movable equipment (carts, salad bars, etc)
- The leads will move to the front entrances of the buildings at the time students arrive for the day.
- Students will make their selection - give the lead their name, and utilizing a checklist, the lead will mark off what the student purchased.
 - If a student owes a large debt, a list will be printed at time of serving and the designated breakfast meal will be offered.
- The student will then head to the classroom to eat breakfast and start their day.
- Lead will return to the kitchen to unpack the cart of items, prep for the next day's breakfast, and enter the students into the register and then start cooking for lunch.

Meals:

- All breakfasts will be designed as "grab and go" style meals, similar to the yogurt bags at GMS, and will contain all components to make a complete breakfast.
- Minimum of two breakfast meals will be offered.
- Food Service will strive to have a mixture of hot and cold items available, and a wide variety of healthy meals.

	<u>Sept, 2017</u>	<u>Oct, 2017</u>	<u>Nov, 2017</u>	<u>Dec, 2017</u>	<u>Jan, 2018</u>	<u>Feb, 2018</u>	<u>Mar, 2018</u>	<u>Apr, 2018</u>	<u>May, 2018</u>	<u>June, 2018</u>	
<u>GMS</u>	2722	2861	2300	2045	2531	2275	2439	2321	3369	2287	
<u>LMS</u>	2303	2861	2284	2162	2311	2240	2411	2065	2819	1893	
<u>CHS</u>	2417	2389	2099	1796	2131	1963	2268	1897	2779	1223	
<u>Total</u>	7442	8111	6683	6003	6973	6478	7118	6283	8967	5403	69,461
<u>Days</u>	19	19	19	16	18	16	18	16	22	16	

	<u>Sept, 2018</u>	<u>Oct, 2018</u>	<u>Nov, 2018</u>	<u>Dec, 2018</u>	<u>Jan, 2019</u>	<u>Feb, 2019</u>	<u>Mar, 2019</u>	<u>Apr, 2019</u>	<u>May, 2019</u>	<u>June, 2019</u>	
<u>GMS</u>	2689	3676	2718	2562	3478	2603	3235	2976	3942	2440	
<u>LMS</u>	2893	4012	3038	2790	3976	2971	3502	3179	3828	2155	
<u>CHS</u>	2471	3076	2505	2191	2425	2177	2715	2608	3134	1261	
<u>Total</u>	8053	10764	8261	7543	9879	7751	9452	8763	10904	5856	87226
<u>Days</u>	18	22	16	15	21	15	19	17	22	13	

	<u>Sept, 2019</u>	<u>Oct, 2019</u>	<u>Nov, 2019</u>	<u>Dec, 2019</u>	<u>Jan, 2020</u>	<u>Feb, 2020</u>	<u>Mar, 2020</u>	<u>Apr, 2020</u>	<u>May, 2020</u>	<u>June, 2020</u>	
<u>GMS</u>	3057	3761	2537	2331	3811	2210					
<u>LMS</u>	3180	3730	2566	2360	3470	2168					
<u>CHS</u>	3237	3640	2489	2026	2435	1543	605**	2145**	1517**	520**	
<u>Total</u>	9474	11131	7592	6717	9716	5921	605	2145	1517	520	55338
<u>Days</u>	20	22	15	13	20	14	22	18	19	4787 14	

** LUNCH ONLY COVID SHUT DOWN 3/17 - 6/9

<u>Difference</u>											
<u>GMS</u>	335	900	237	286	1280	-65	0	0	0	0	
<u>LMS</u>	877	869	282	198	1159	-72	0	0	0	0	
<u>CHS</u>	820	1251	390	230	304	-420	0	0	0	0	
<u>TOTAL</u>	1212	1769	519	484	2439	-137	0	0	0	0	6286
<u>Additional</u>	60.6	80.4	34.6	37.2	122.0	-9.8	0.0	0.0	0.0	0.0	

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DFA

APPROVAL:

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:

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:

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

Approval: May 23, 2018

Approval: May 10, 2017

Approval: July 13, 2016

Approval: June 24, 2015

Approval: June 25, 2014

Approval: July 17, 2013

Approval: January 4, 2012



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: AA

APPROVAL:

SCHOOL DISTRICT LEGAL STATUS

The legal basis for education is vested in the will of the people as expressed in the Constitution of New Hampshire, the statutes* pertaining to education, court interpretation of these laws, the powers implied in them, and the rules and regulations of the State Board of Education.

In New Hampshire, School Districts are political subdivisions of the State and, as such, are considered municipal corporations.

Board policies are established by the Board, which serves as an agent of the District. Funds for school operating expenses are approved by a majority of qualified voters present and voting at the annual School District meeting except that bond issues require a two-thirds vote (except in those School District which have adopted RSA40:13; in these districts, a 60% vote is required.)

Statutory/Case Law References:

New Hampshire Constitution, Pt. 2 Article 83
Claremont School District vs. Governor, 138 NH 183 (1993)
RSA Chapter 33, Municipal Finance Act
RSA 194:2, School Districts to be Corporations
RSA 195:6, Powers and Duties of Cooperative School Districts
RSA 197:1, Annual School District Meetings
RSA 40:13, Use of Official Ballot

Clough Osgood 37 NH 444 (1935)

**The majority of state laws on education are in RSA Chapters 186 through 200H*

Approval:

Approval: 2nd Reading August 25, 2004

Reviewed: 1st Reading August 11, 2004

Revised: August 4, 2004

Approval: July 13, 1988



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ABA

APPROVAL:

COMMUNITY INVOLVEMENT IN DECISION MAKING

The School Board recognizes that the public has vast resources of training and experience useful to schools. The strength of the local school district is in large measure determined by the degree to which these resources are tapped for advisory purposes and to the degree that these resources are involved in supporting the improvement of the local educational program.

The Board shall encourage the involvement of citizens both as individuals and as groups to act as advisers and resource people in ways such as the following:

1. In solving specific problems
2. In extending the instructional services of the classroom teacher in those instances where the specific talents of the lay person or persons complement such services
3. In service as advisory people to curriculum development projects.

The advice of the public will be given consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects the pupils. The final decision may depart from the advice when in the judgment of the administrative support staff and the Board such advice is not consistent with goals adopted by the Board, current educational practice, or within the reach of the financial resources available.

Approval:
Approval: 2nd Reading August 25, 2004
Reviewed: 1st Reading August 11, 2004
Revised: August 4, 2004
Approval: February 1, 1983



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ABAA

APPROVAL:

VOLUNTEER INVOLVEMENT

The Litchfield School Board shall encourage the involvement of citizens to fulfill the mission of the school district and the schools.

Approval:	2 nd Reading, March 4, 2009
Reviewed:	1 st Reading, February 11, 2009
Revised:	February 4, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ABB

APPROVAL:

STAFF INVOLVEMENT IN DECISION MAKING

The Superintendent will attempt to evolve with professional and non-professional employees channels for the ready inter-communication of ideas and feeling regarding the operation of the schools. He or she should weigh with care the counsel given by employees especially that given by groups designated to represent large segments of the staff; and shall inform the Board of all such counsel in presenting reports of administrative action and in presenting recommendations for Board action.

Approval:

Approval: 2nd Reading August 25, 2004

Reviewed: 1st Reading August 11, 2004

Revised: August 4, 2004

Approval: February 1, 1983



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ABC

APPROVAL:

STUDENT INVOLVEMENT IN DECISION-MAKING

A primary task of the school is to create a stimulating learning climate which develops active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together with school staff in such activities as planning and evaluating school programs.

The Board believes that students should:

1. Be encouraged to participate in planning classroom activities and in improving courses of studies
2. Feel free to express, without fear, their own opinions, recognizing that every privilege and right has a corresponding responsibility
3. Be involved in the planning of assembly programs and school-sponsored forums of interest
4. Be encouraged to participate in student government organizations that provide students with a voice in school affairs
5. Be encouraged to participate in a variety of extra-class activities to broaden their educational experiences
6. Encourage continued formal representation by high school students.

See Also RSA 189:1-C regarding high school student participation on School Board

Approval:

Approval: 2nd Reading August 25, 2004

Reviewed: 1st Reading August 11, 2004

Revised: August 4, 2004

Approval: July 13, 1988



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: AC and AC-R

APPROVAL:

**AC: NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT
&
DISTRICT ANTI-DISCRIMINATION PLAN**

A. Prohibition Against Discrimination of Students in Educational Programs and Activities.

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

B. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s). Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

C. Policy Application.

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. District Anti-Discrimination Plan.

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.



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APPROVAL:

Among other things, the Plan should include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights [Non-Discrimination] Officer and Title IX and 504 Coordinators.

No less than once every two years, the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

E. Human Rights [or Non-Discrimination], Title IX, 504 and other Coordinators or Officers.

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, the Superintendent shall prepare and disseminate as an Appendix AC-R to this Policy an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, postal and physical addresses.

The Appendix will also include current contact for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights

U.S. Department of Agriculture, Office of Civil Rights

N.H. Human Rights Commission

N.H. Department of Justice, Civil Rights Unit

N.H. Department of Education, Commissioner of Education

F. Complaint and Reporting Procedures.

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.



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APPROVAL:

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

G. Alternative Complaint Procedures and Legal Remedies.

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights (“OCR”), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. *Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov*

Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. *New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov*

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

H. Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

I. Administrative Procedures and Regulations.

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

J. Notice of Compliance.

The Superintendent will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

Legal References:

RSA 186:11, XXXIII, Discrimination

RSA 193:38, Discrimination in Public Schools

RSA 193-F, Student Safety and Violence Protection Act

RSA 275:71, Prohibited Conduct by Employer

RSA 354-A, State Commission for Human Rights

The Age Discrimination in Employment Act of 1967, 29 U.S.C. 621, et seq.



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*The Rehabilitation Act of 1973, 29 U.S.C. 705 and 794
Title II of The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq.
Title IV of the Civil Rights Act of 1964, 42 U.S.C. §2000c
Title VII of The Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq
Title IX of the Education Amendments of 1972, 20 U.S.C 1681, et seq
NH Dept of Ed. Rule 303.01 (i), School Board Substantive Duties*

Appendix: AC-R

Approval:

Reviewed:

Revised:

Approval: September 22, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: AC and AC-R

APPROVAL:

**AC-R: ANNUAL NOTICE OF CONTACT INFORMATION FOR HUMAN RIGHTS OFFICER,
TITLE IX COORDINATOR, 504 COORDINATOR AND CIVIL RIGHTS AGENCIES**

Pursuant to Board policy AC, Non-Discrimination, Equal Opportunity Employment, and District Anti-Discrimination Plan, the District administration is directed to update and publish a list of current personnel and contact information for various positions and outside agencies relating to the District's anti-discrimination policies.

DISTRICT PERSONNEL:

Human Rights [or Non-Discrimination] Officer: Superintendent of Schools

Name: Dr. Michael Jette

Address: 1 Highlander Court, Litchfield, NH 03052

Telephone: 603-578-3570 x3333

Email Address: mjette@litchfieldsd.org

Title IX Coordinator: Director of Human Resources

Name: Hollie Falzone

Address: 1 Highlander Court, Litchfield, NH 03052

Telephone: 603-578-3570 x 3331

Email Address: hfalzone@litchfieldsd.org

504 Coordinator: Director of Special Services

Name: Devin Bandurski

Address: 1 Highlander Court, Litchfield, NH 03052

Telephone: 603-578-3570 x3350

Email Address: dbandurski@litchfieldsd.org

OUTSIDE AGENCIES:

Office for Civil Rights, U.S. Department of Education;

5 Post Office Square, 8th Floor,

Boston, MA 02109-3921;

Telephone - 617-289-0111;

Email - OCR.Boston@ed.gov

Office of Civil Rights, U.S. Dept of Agriculture;

1400 Independence Avenue, SW,

Washington, D.C., 20250-9410;

Telephone - 866-632-9992;

Email – program.intake@usda.gov

N.H. Commission for Human Rights, 2 Industrial Park Drive, Concord 0330, Telephone - 603-271-2767;

Email – humanrights@nh.gov



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APPROVAL:

*N.H. Department of Justice, Civil Rights Unit;
33 Capitol Street,
Concord, NH 03301;
Telephone – 603-271-1181*

*N.H. Department of Education, Commissioner of Education;
101 Pleasant Street,
Concord, NH 03301,
Telephone – 603-271-3494;
Email - info@doe.nh.gov*

Policy Notes AC and AC-R

Policy AC was revised to reflect the 2019 passage of SB263, 2019 N.H. Laws Ch. 282 ,which among other things: (1) identifies education as a civil right protected under RSA 354-A;(2) expanded (or clarified) the list of classes protected against discrimination under state law; (3) created specific right of claimants or the state attorney General's office to bring discrimination complaints to the NH Human Rights Commission and Superior Court, and (3) requires each district to adopt a policy that sets the framework for developing a coordinated plan to prevent and address incidents of discrimination.

This revision is intended to meet the minimum requirements of SB263, while more extensive revisions to related discrimination policies and procedures undergo review and revision. Additionally, incorporates the substantive provisions of former NHSBA sample policy GBA.

Addition of provision prohibiting discrimination in employment practices on the basis of gender identity is required by the passage of HB1319 (2018), which, among other things, amended RSA 354-A:6, and 354-A:7.

Addition of provision prohibiting discrimination on the basis of economic status, per RSA 186:11, XXXIII (effective July 2014). Addition of new paragraph prohibiting discrimination in employment matters against victims of domestic violence, harassment, sexual assault, or stalking, per RSA 275:71 (effective July 2014).

Specifically, the district is required to name the Human Rights Coordinator, Title IX Coordinator and 504 Coordinator, as well as develop an Anti-Discrimination Plan.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ACE

APPROVAL:

PROCEDURAL SAFEGUARDS: NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

The Litchfield School District shall ensure that all students with a handicap or disability are provided all necessary procedural safeguards as required by law. Procedural safeguards can be found in referenced federal and state laws and regulations.

All staff, students, parents/guardians and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook, which can be found attached to this policy or on the New Hampshire Department of Education website:

https://www.education.nh.gov/instruction/special_ed/index.htm.

Legal References:

*NH Department of Education Administrative Rules, Ed 1120, Procedural Safeguards
34 C.F.R. Part 104, Nondiscrimination on the Basis of Handicap
Section 504 of The Rehabilitation Act of 1973*

See: New Hampshire Department of Education Procedural Safeguards Handbook

Approval:

Approval: 2nd Reading, October 4, 2017

Amended: February 17, 2016

Approval: 2nd Reading, September 24, 2008

Approval: Original (AC-A) approved October 21, 1992



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: AD

APPROVAL:

EDUCATIONAL PHILOSOPHY (PHILOSOPHY OF THE SCHOOL DISTRICT)

The Board will develop a mission statement for the District and the Board should review and revise the statement annually.

Regulatory Reference:

NH Code of Administrative Rules, Section Ed. 306.11, School Philosophy, Goals, and Objectives

Approval:

Approval: September 22, 2004

Approval: Original (AD) – February 1, 1983



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ADB

APPROVAL:

DRUG FREE WORKPLACE & DRUG FREE SCHOOLS

A. Drug-Free Workplace

1. *All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:*
 - a. *Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.*
 - b. *Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.*
2. *For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.*
3. *For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.*
4. *As a condition of employment, each employee and all contracted personnel will:*
 - a. *Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and*
 - b. *Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.*
5. *In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:*
 - a. *Provide each employee with a copy of the District drug- and alcohol-free workplace policy;*
 - b. *Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;*
 - c. *Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.*



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ADB

APPROVAL:

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- 1. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.*
- 2. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.*

Legal References:

- 41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients*
- RSA Chapter 193-B Drug Free School Zones*
- N.H. Admin. Code, Ed. Part 316*

Approval:

Reviewed:

Revised:

Approval:

Approval:

March 2, 2016

July 29, 1992

Policy Notes - ADB

September 2018 - ADB, and its identical policy GBEC, are updated to (1) more accurately reflect the requirements of Federal law including a provision that organizations covered by the act establish a "drug-free awareness program", and (2) to clarify the obligations of the Superintendent under the New Hampshire Drug-Free Schools Zone law.

The policy is further amended to include the **optional** language permitting local school boards to make an exception to the Drug Free School Zone restrictions for the purpose of allowing a "syringe service program" (i.e., "needle exchange program) when requested by a "syringe service program administrator".

The Litchfield School District will not be adopting a syringe service program or needle exchange program.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ADC

APPROVAL:

PROHIBITIONS REGARDING USE & POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES & E-LIQUIDS, IN AND ON SCHOOL FACILITIES/GROUNDS

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions.

These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that may or may not contain nicotine or e-liquid. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

"E-liquid" means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, device, E-cigarette, E-liquid, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.



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APPROVAL:

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, device, E-cigarette, E-liquid, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, device, E-cigarette, E-liquid, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: ADC

APPROVAL:

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126–K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Approval:

Reviewed:

Revised:

Approval: March 2, 2016

Approval: November 10, 2004

Approval: January 21, 1998

Policy Notes - ADC

This policy is coded in three sections, foundations (ADC), employee (GBED) and student (JICG), as it has provisions which apply generally, to employees and to students. The three policies used to be written separately for each section/application, but have now been merged into this one version. Districts may, but need not, maintain all three. If choosing to maintain one, NHSBA recommends using ADC, and further that the board formally withdraw the other two, with a permanent record of the withdrawn policy.

The Litchfield School District does not have policies under all three sections as the current policy applies generally to employees and students.

This policy has been revised in response to 2019 N.H. Laws Ch. 259:109 (HB 511). Revisions generally reflect expanded definitions of prohibited electronic devices whether for tobacco or cannabis (vaping etc.).

September 2018 – NHSBA revised to include definitions and prohibitions relative to E-cigarettes and liquid nicotine, as well as reorganized for improved readability.