

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

Draft Minutes for March 3, 2021

Location: Litchfield Town Hall

In Attendance:

B Bourque, Chair
C Harrison, Vice Chair
E MacDonald, Board Member
R Meyers, Board Member *(arrived late)*
T Hershberger, Board Member
Dr. Michael Jette, Superintendent *(Remote)*
Cory Izbicki, Business Administrator
Daniel Mitchell, Principal, GMS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

5:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 5:03 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from February 17, 2021:

Mrs. Harrison made a motion to approve the non-public minutes of February 3, 2021. 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.

E. Presentations and Recognitions

There were no presentations or recognitions.

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.

G. Correspondence

Mrs. Harrison reported that Melissa Raikey, 13 Naticook Avenue, emailed her public input regarding the district's COVID travel quarantine guidelines relative to students returning to school after the February break.

H. Comments:

- **Superintendent's Comments**
 - **Voter Guide Update**

Dr. Jette reported that the 2021 Voter Guide has been printed and mailed to residents. He noted that the total cost for printing and mailing was around \$1600.00, for which 50% will be paid by the Town.

- **March 9 Professional Development**

Dr. Jette reported that local voting will occur on March 9 and will run as in the past. He indicated that March 9 the schools are closed for staff professional development, which includes training for Suicide Prevention (mandated by the State every 2 years), Reunification Training Exercises (reuniting parents with their students during a school-wide emergency), and a Vertical Curriculum work in the afternoon for teachers.

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)

o Enrollment / Kindergarten/Grade 1 Registrations Update

Dr. Jette reported 1,216 students were enrolled in the school district as of February 19, 2021. He indicated Kindergarten registrations are at 64 (at this time last year = 60); Grade 1 registrations are at 69 (at this time last year = 78).

o Five Year Construction Planning

Dr. Jette provided a draft five year construction plan to the Board. He reported that the draft plan was shared with the Facilities Improvement Committee this afternoon and the audience for this plan is the entire town. He indicated that there have been concerns expressed over social media about projects being proposed in the district. He noted this draft plan outlines the projects, timelines and funding sources. Dr. Jette commented it is important to get the timeline laid out in front of the community. He asked the Board to review the document and provide feedback. The draft plan will be revisited at the March 17 meeting.

● School Board Comments

There were no Board member comments.

II. GENERAL BUSINESS

A. Public Minutes:

● February 17, 2021

Mrs. Harrison made a motion to approve the February 17, 2021 public minutes. Mrs. Hershberger seconded. The motion carried 4-0-0.

III. REPORTS

A. GMS Principal's Report

Mr. Mitchell reported that Read Across America took place February 15-19. Ms. Prevel-Turmell, Mrs. Elliot and Ms. Kazangian planned the week's celebrations with Crazy Hat Day, Dress Like an Animal Day, Wacky Wednesday, GMS Pride Day and Pajama Day. Mr. Mitchell reported he met with parents at GMS over the break that are interested in working on the Girls on the Run program. He indicated they submitted a plan through the organization, as well as a safety plan for the program at GMS. He noted the program begins April 5. Field Day preparation is underway with a committee forming that will work with administration to develop a plan for Field Day with a STEAM experience.

● FIRST Lego League (K Starrett)

Kristen Starrett, GMS teacher, presented information on the GMS FIRST Lego League program. She reported the program is in the early stages and is fully remote this year. FIRST designed the curriculum to access online in order for schools to be successful in the remote endeavor. She mentioned that Abby Son, GMS student, has agreed to participate in this presentation to the Board.

Ms. Starrett asked Abby Son why she was interested in FIRST Lego League. Ms. Son commented that she wanted to meet new people and likes working with legos to create new things.

Ms. Starrett indicated that Ms. Son is doing a different activity than we do in school and is able to meet children from other grades and share ideas. Ms. Son presented her animal project to the Board.

Ms. Starrett noted that today's activity had to do with coding and theme lessons in Art are about motion and movement.

John Son commented that Abby loves following the instructions. He indicated she wants to attain to build things on her own and create things on her own without directions. He noted, from a parent perspective, the remote class has been working well and his daughter is very independent and able to navigate the technology. He indicated this is a big boost to the community and school district to develop future engineers.

The School Board thanked Ms. Starrett and the Son family for their presentation and participation.

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)

Mr. Bourque mentioned during the School Board candidates' round table that was broadcast, a candidate brought up concerns that her second grader had two hours of homework.

Mr. Mitchell commented that he has not heard about that and encouraged parents to reach out to him with any and all concerns.

B. Business Administrator's Report

- **LMS Construction Manager RFQ Update**

Cory - did RFQ process for LMS Construction Manager to address summer project phases - identified four contractors to tour the school - RFP to those four - deadline is Mar 9 and award will be Mar 19 - looking to get phase one done this summer

C. Committee Reports

- **Facilities Improvement Committee**

Mr. Bourque reported that the Facilities Improvement Committee met this afternoon and discussed the draft five year construction plan provided by the Superintendent. He indicated that sources of revenue are listed in the plan, which shows that we have a good sum of money that will cover some of the expenditures planned for LMS. He reported that the Committee spent some time talking about continued improvements in the ventilation at the schools, which has resulted in a vast improvement in all three buildings. Mr. Bourque reported that a roof contractor took core samples of the LMS roof and found that the insulation exceeds the value that is required. He indicated once the five year plan draft is finalized by the Board it will be good for the public to see the timeline for the facilities projects going forward.

Mr. Izbicki commented that the projects for LMS have been identified in the Capital Plan that was worked on with and adopted by the Town.

Mrs. Harrison commented that the information from the mechanical consultant regarding non-working and outdated equipment was very eye opening.

Mr. Bourque indicated everything is now automated for the facilities managers and contractor to see the issues and address them as soon as they are alerted.

Dr. Jette mentioned that Mr. Henry, DDR Mechanicals, shared a startling fact that GMS, which is 14% smaller than LMS is using 40% more heat than LMS. He indicated that is one more example of the need to address the building as it is costing taxpayers unnecessary expenditures.

IV. NEW BUSINESS

A. NHSBA Legislative Update

- **February 2021 Legislative Update**
- **HB 20 Status**
- **SB 130 Status & Bill Text**
- **HB 455 School Choice - Hearing & Bill Text**

Dr. Jette indicated that links have been provided for the bills that are being monitored closely in the Legislature, such as the "voucher" bill and school choice. He reported HB 20 was retained and SB 130 is in Committee (these are ways for individuals to use taxes collected for public schools for the private school system); HB 455 takes the entire concept of public school away, where every school in the state would be open to every child in the state and can present a number of problems if that bill is approved.

B. Policies - Review:

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*
 - **BCA, School Board Code of Ethics**
 - **BCB, Board Member Conflict of Interest**
 - **BDD, Board-Superintendent Relationship**
 - **BDE, Advisory Committees to the Board**

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)

- **BDG, School Attorney**
- **BEA, Regular Board Meetings**
- **BEB, Special Board Meetings**
- **BFE, Administration in Policy Absence**
- **BGD, Board Review of Administrative Regulations**

School Board members had no changes or revisions for the above policies.

Mrs. Harrison made a motion to approve policies BCA, BCB, BDD, BDE, BDG, BEA, BEB, BFE and BGD. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **BCAA, School Board Conduct**
- **BEDA, Public Notification of Board Meetings**

Board members had some minor wording changes to policies BCAA and BEDA. Both policies will be revised and returned to the Board on March 17.

V. OLD BUSINESS

A. Coronavirus Review and Update

- **Remote Learning Update**
- **Current Situation Update**

Dr. Jette announced he and his family have tested positive for COVID-19, which occurred over the school break. He indicated he will be able to return to the SAU on March 10.

Dr. Jette reported the COVID numbers in the district showed an uptick over the last few days

The numbers in the district took an uptick over the last few days:

- LMS 1 positive staff / student; 10 staff / 8 students quarantined; 8 travel related quarantines
- CHS 4 staff / 17 students quarantined; 15 travel related quarantines
- GMS 1 positive student; 13 students quarantined; 6 travel related quarantines.

- **Travel Guidelines**

Mr. Bourque commented the guidelines for the school district are different than those from the state for travel. He asked Dr. Jette to provide clarification regarding the school district travel guidelines.

Dr. Jette indicated that the school district expects staff and students to quarantine for 10 days if they travel out of New England. He mentioned that there are suggestions in the CDC guidelines for vaccines and 90 day period after COVID, but that is confusing. He noted that there are also statements that a person who is positive for COVID can still pick up the variant; and that a vaccinated person could carry the variant inside the schools. Dr. Jette commented the state website states to avoid non-essential travel or have a very specific reason for travel.

Dr. Jette clarified that the district is asking people to quarantine if they travel outside New England. He indicated that their team (administrators, directors, confer with nurses) meets every day and we are doing our best to navigate this along with the conflicting information in the public. He indicated the local schools make the ultimate decision according to the NH DOE. Communication with families has been very open and transparent.

Mrs. MacDonald asked the Superintendent to keep up with this because there are families that have talked about traveling over April break after being vaccinated. Dr. Jette indicated we do not restrict people from traveling, but we do insist they quarantine before returning their children to school. He mentioned some districts restrict staff from traveling altogether.

Mrs. Harrison commented that she can see both sides, but believes that when Dr. Jette stated in his email to follow the travel guidelines, it was not clear that he meant to follow the district guidelines. Dr. Jette commented that it is a person's or family's decision to travel, but when making that decision they have to factor in the guidelines. He indicated exact guidelines and updates will be made available. He noted there are parents that have also communicated appreciation for the information we have provided and that we are doing a good job.

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)

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. Community Forum

Patrick Keefe, LEA President, requested on behalf of the LEA to have COVID-19 vaccinations on site if possible to do so. He indicated that having a vaccination clinic in the district would be beneficial so that teachers do not have to take personal time to get vaccinated. He commented that Litchfield has been mostly in-person instruction since the Fall, but there are health concerns from teachers.

Dr. Jette mentioned he learned the Londonderry School District was taking registrations for staff vaccinations and he reached out to Londonderry to inquire about it. He indicated that Londonderry was contacted by a health organization and asked to set this up. He noted that he also learned other districts were contacted, including Salem. He indicated that Litchfield has been in contact with the health organization to get on the list for a clinic.

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

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

Upon a motion made by Mr. Bourque, the Board entered into non-public session at 6:17 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. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 7:20 p.m. 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.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 7:20 p.m. Mrs. Hershberger seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

School Board Member Committee Assignments 2021 - 2022:

Chair:

Vice-Chair:

Budget Committee:

Facilities Improvement Committee:

Grading & Competency Committee:

Joint Loss Management Committee:

School Start Time Task Force:

Technology Committee:

PERC Committee:

Wellness Committee:

LEA Negotiations:

LSSA Negotiations:

2021-2022 School Board Meeting Calendar

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					





February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

 SB Meetings	 February 5 Deliberative Session
 Oct 16 SB Budget Session	 March 8 Voting Day

**LITCHFIELD SCHOOL DISTRICT MEETING
ELECTION RESULTS
MARCH 9, 2021
The State of New Hampshire**

Election of Officers

School Board: Heidi Ames, 633 votes, elected, three-year term
Elizabeth MacDonald, 544 votes, elected, three-year term

Warrant Articles

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an **operating budget**, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling **\$23,715,016**? Should this article be defeated, the default budget shall be **\$24,194,824**, which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. *Estimated Tax Impact: \$0.60 (Operating Budget);*
Estimated Tax Impact: \$1.01 (Default Budget)

<i>Not Recommended by the School Board</i>	<i>Recommended by the Budget Committee</i>		
<i>Vote 0-5-0</i>	<i>Vote 8-1-0</i>	Passed	Yes: 852
			No: 330

ARTICLE 2

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

<i>Recommended by the School Board</i>	<i>Recommended by the Budget Committee</i>		
<i>Vote 5-0-0</i>	<i>Vote 6-2-0</i>	Passed	Yes: 605
			No: 592

ARTICLE 3

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

<i>Recommended by the School Board</i>	<i>Not Recommended by the Budget Committee</i>		
<i>Vote 5-0-0</i>	<i>Vote 4-4-0</i>	Failed	Yes: 383
			No: 810

ARTICLE 4

Shall the Litchfield School District vote to raise and appropriate the sum of **\$100,000** to be added to the Capital Improvements Expendable Trust Fund established in 2020 for the purpose of funding the study, planning and cost of new construction or renovation of existing facilities in the Litchfield School District? and authorize the use of that amount from the June 30 unassigned fund balance available for transfer on July 1 of this year, with no additional amount to be raised from taxation? *Estimated Tax Impact:*
\$0

Recommended by the School Board
Vote 5-0-0

Recommended by the Budget Committee
Vote 9-0-0

Passed Yes: 796
No: 403

A true report of the 2021 Litchfield School District election results, prepared by:

Michele E. Flynn
Administrative Assistant to the School Board
March 10, 2021

A true report of the 2021 Litchfield School District election results, attest:

Theresa Briand
School District Clerk
March 11, 2021

Litchfield Middle School
Tom Lecklider
March 2021

LMS Principal's Report

Enrollment as of 3-1-21:

<u>Grade</u>	<u>On-Campus Learners</u>	<u>Remote Learners</u>	<u>% On-Campus</u>
<u>5</u>	<u>73</u>	<u>16</u>	<u>82%</u>
<u>6</u>	<u>76</u>	<u>16</u>	<u>83%</u>
<u>7</u>	<u>68</u>	<u>21</u>	<u>76%</u>
<u>8</u>	<u>67</u>	<u>22</u>	<u>75%</u>
<u>Total</u>	<u>267</u>	<u>92</u>	<u>74%</u>

Recognitions:

- Our community stepped up in a big way over the past couple of months. In the spirit of “Extending a Helping Hand”. We ended up raising over \$4700 for the St. Jude’s Children’s Hospital through our Math-a-Thon. Also, we made a large donation to the Manchester Animal Shelter. Finally, we made a donation to the Loaner’s Closet and received a nice letter of appreciation.
- We had an exciting week before break with our Student Council sponsored spirit week. Each day was a fun theme. The week culminated with a virtual talent show for our LMS community. The pep rally was a trivia contest amongst classes at the various grade levels. Congrats to Ms. Seaver’s with the victory! We are planning another pep rally for April. O
- Our Student Council is planning an Amazing Race event for our school community. Sign ups are now open!
- Our virtual band concert was a success. Thank you to Mrs. Leite for her work with our students!
- Congratulations to Robin Corbeil for her hard work in securing the Governor’s Fund grant money (\$7100) for our Robotics Program this year. These additional funds will allow LMS to run 5 teams with equipment. This will provide a terrific experience for our students.
- Our PTO is planning a blood drive for late May. A big thank you to Tara Herschberger for coordinating this important event for our community. With the drive, there is an education component to make students aware of the purpose and value of donating blood. Ms. Rooney, our health teacher, will be working with the PTO to work on this.

Curriculum, Instruction, and Assessment Highlights:

● **Assessment:**

- The NH SAS (State Assessment) will be given to students in grades 5-8 this spring. We will begin testing in April. More information to come.

Grade 5	ELA	Math	Science
Grade 6	ELA	Math	
Grade 7	ELA	Math	
Grade 8	ELA	Math	Science

● **Professional Learning:**

- We had a productive day on 3/9 here at LMS. The professional learning included suicide prevention and emergency reunification training in the morning followed by technology training and curriculum meetings in the afternoon.

Items of Note:

● **LMS Athletics:**

- We had a successful winter sports season. Congratulations to our basketball and spirit teams on not only competing hard but exemplifying positive sportsmanship.
- Sign-ups for spring sports begin on 3/15 including baseball, softball, and track.

● **Amazing Race:**

- Our student council is planning a student community event, The Amazing Race. Details will be announced over the next few weeks. We are looking forward to another event to build community and spirit at LMS.

● **LMS Logo:**

- We are working with a local artist to put the final touches on our LMS Lynx Logo. This is the original file that we will be modifying:



Upcoming Dates:

March:

- 15 - Spring Sports Sign-ups Open (Baseball, Softball, Track)
- 23 - LMS Virtual Band Concert
- 29 - Spring Sports Tryouts Begin (more to come)



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

March 17, 2021

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

From: Cory Izbicki, Business Administrator

Subject: BA Operational and Financial Update for March 17, 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:
 - Four (4) General Contractors were identified as potential construction managers through the RFQ process. Seven (7) responded.
 - Walkthroughs were conducted over February break with Hutter Construction, Eckman Construction, North Branch Construction, and Meridian.
 - Requests for Proposals (RFP) were directly solicited from all four (4) firms. Interviews will be conducted on Tuesday March 16th, with a recommendation coming to the board on March 17th.
 - The proposal from Windy Hill Associates (David Ely) will be discussed at the meeting. It is highly recommended that we continue with their services through the multiple phases of this project. As part of his proposal, his team will include DDH Energy Consulting, Design Day Mechanical, and Electrical Systems Engineering. They will work together with the chosen construction manager to design and implement Phase 1 of the LMS Project to commence this summer.
- District Wide Ventilation / HVAC:
 - A summary of what has been spent and encumbered to date on this project is included with the report.

Year to Date Financials

- Financial information for the general fund has been provided with this report for review.
 - Cash Basis and Modified Accrual Basis Financial Statements.
 - Expenditure Status to date.
 - Updated listing of year end projects for consideration of the board.
 - Food Service Comparative Statements: February 2021
- I will speak to these documents at the meeting.

FY22 Budget Update:

- Summary of Election Results (Summary of Departmental Budgets and Estimated Tax Rate Provided):
 - Article 1: Operating Budget Passed (Budget Committee Recommended)
 - GF: \$22,525,606
 - FS: 614,410
 - SRF: 575,000
 - **Total: \$23,715,016**
 - Article 2: District Wide Tech Integrator Passed
 - \$86,200 added to Salaries and Benefit Budget under Technology.
 - Article 3: District Wide Tech Integrator Failed
 - Article 4: Capital Improvement Expendable Trust Passed
 - \$100,000 to be transferred July 1 from year end fund balance. Amount is reflected in the financials provided.
- MS-22 (Report of Appropriations Actually-Voted) to be provided for Board Signature

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 - MARCH 11 2021 (Cash Basis)

Assets:			
Cash			5,760,613
Receivables:			
Accounts			-
Intergovernmental			-
Interfund receivables			-
Prepaid Item			-
Total Assets			5,760,613
Liabilities:			
Accounts Payable			99,347
Accrued Salaries and Benefits			183,856
Deferred Revenue			4,822
Interfund payable			66,821
Total Liabilities			354,846
Fund Balances:			
Restricted - For Prepaid Item			
Restricted - Capital Project			
Committed Fund Balance - Warrant Articles			100,000
Assigned Fund Balance - Encumbrances			1,045,711
Unassigned Fund Balance			3,861,214
Total Fund Balance			5,006,925
Total Liabilities and Fund Balance			5,361,771

Revenues, Expenditures and Change in Fund Balance - MARCH 11 2021

Revenues:			
School District Assessment			13,500,000
Other Local			25,401
State			4,414,407
Federal			8,554
Transfer from other funds			
	Total Revenues		17,948,361
Expenditures:			
Current:			
Instruction			7,144,549
Support Services:			
Student			1,041,682
Instructional staff			520,261
General Admin			64,727
Executive Admin			396,339
School Admin			926,127
Business			187,695
Operations and Maintenance			1,731,482
Student Transportation			545,857
Other			760,799
Facilities acquisition and construction			24,168
Noninstructional services			
Transfer to other funds			878,432
	Total Expenditures		14,224,775
Excess of Revenues			3,723,586
Fund Balance, beginning (7/1/2020)			1,283,339
Fund Balance, ending (3/11/2021)			5,006,925

General Fund Balance Sheet - MARCH 11 2021 (Modified Accrual)	
Assets:	
Cash	5,760,613
Receivables:	
Accounts	
Intergovernmental	4,356,752
Interfund receivables	19,000
Prepaid Item	-
Total Assets	10,136,365
Liabilities:	
Accounts Payable	99,347
Open Purchase Orders and Contracts	8,113,753
Accrued Salaries and Benefits	183,856
Deferred Revenue	4,822
Interfund payable	66,821
Total Liabilities	8,468,599
Fund Balances:	
Restricted - For Prepaid Item	-
Committed Fund Balance (WA 4)	100,000
Assigned Fund Balance - Encumbrances (Proposed)	1,045,711
Unassigned Fund Balance	580,301
Total Fund Balance	1,667,766
Total Liabilities and Fund Balance	10,136,365
Revenues, Expenditures and Change in Fund Balance - MARCH 11 2021	
Revenues:	
School District Assessment	14,052,478
Other Local	25,401
State	8,614,865
Federal	8,554
Transfer from other funds	19,000
Total Revenues	22,720,298
Expenditures:	
Current:	
Instruction	12,312,654
Support Services:	
Student	1,773,646
Instructional staff	719,582
General Admin	127,443
Executive Admin	556,365
School Admin	1,341,798
Business	251,131
Operations and Maintenance	2,444,725
Student Transportation	924,523
Other	969,318
Facilities acquisition and construction	36,252
Noninstructional services (Transfer to Food Service)	-
Transfer to other funds	878,432
Total Expenditures	22,335,870
Excess of Revenues	384,428
Fund Balance, beginning (7/1/2020)	1,283,339
Fund Balance, ending (3/11/2021)	1,667,766

Litchfield School District
YTD Expenditure Status Report

Category	Prior Year Encumbrances	Appropriations	Outstanding Purchase Orders and Contracts	YTD Expenditures	Obligations plus Expenditures	Proposed Subsequent Year Encumbrances	Balance
INSTRUCTION Total	31,108	13,122,019	5,168,105	7,144,549	12,312,654	8,500	831,973
STUDENT SUPPORT SERVICES Total	-	1,870,453	731,964	1,041,682	1,773,646	-	96,807
INSTRUCTIONAL STAFF Total	-	799,207	199,321	520,261	719,582	107,860	(28,235)
GENERAL ADMINISTRATION Total	-	132,987	62,717	64,727	127,443	-	5,544
EXECUTIVE ADMINISTRATION Total	-	566,486	160,026	396,339	556,365	1,349	8,773
SCHOOL ADMINISTRATION Total	-	1,355,090	415,671	926,127	1,341,798	-	13,292
BUSINESS Total	-	246,921	63,436	187,695	251,131	-	(4,209)
FACILITIES Total	306,674	2,263,782	713,244	1,731,482	2,444,725	821,257	(695,526)
TRANSPORTATION Total	-	1,148,667	378,667	545,857	924,523	-	224,144
OTHER Total	17,800	909,898	208,519	760,799	969,318	106,745	(148,365)
FACILITIES ACQUISITION Total	-	36,252	12,084	24,168	36,252	-	-
TRANSFERS Total	-	878,432	-	878,432	878,432	-	-
Grand Total	355,582	23,330,195	8,113,753	14,222,117	22,335,870	1,045,711	304,196

Projects / Purchases - Consideration for Year End Funding (2021)		
GMS -Repair Overflow Exit Deck	10-11-2620-00-430	\$ 1,200
GMS -Door #3 Replacement (Deferred)	10-11-2620-00-430	\$ 12,870
GMS -Door #4 Replacement (Deferred)	10-11-2620-00-430	\$ 14,264
GMS -Storage Bunker Door Replacement (Deferred)	10-11-2620-00-430	\$ 7,132
LMS - Completion of Skylight Capping (Deferred)	10-21-2620-00-430	\$ 6,450
LMS - Gym Roof Ladder (Deferred)	10-21-2620-00-430	\$ 8,860
DW Grounds - Replacement Trimmer	10-00-2630-00-734	\$ 340
DW Grounds - Replacement Field Sprayer	10-00-2630-00-734	\$ 2,475
DW Grounds - Grass Thatcher	10-00-2630-00-734	\$ 810
GMS Storage Shed Purchase - Kindergarten	10-11-1100-29-734	\$ 2,500
HR Fireproof locking filing cabinets (5)	10-90-2830-00-733	\$ 6,745
CHS Grounds - Athletics Storage Loading Dock (Safety)	10-31-2630-00-430	\$ 5,880
CHS Grounds - Shed Roof Addition (Equipment Storage)	10-31-2630-00-430	\$ 10,976
GMS - Chromebooks - Incoming 1st Graders	10-11-2225-00-734	\$ 31,500
CHS - Chromebooks - Incoming Freshman	10-31-2225-00-734	\$ 36,400
LMS - Replacement Shelving for Learning Commons (Deferred)	10-21-2222-00-737	\$ 9,160
CHS - All Purpose Back Stop Systems (2)	10-31-1420-00-737	\$ 6,000
LMS - Chromebooks - Fifth Graders	10-21-2225-00-734	\$ 30,800
		\$ 194,362
Identified subsequent to budget process:		
DW - Replacement of Phone System (Existing system no longer supported)	10-00-2840-00-738	\$ 50,000
CHS - Gymnasium Bleachers - Approaching End of Useful Life	10-31-2640-00-738	\$ 100,000
DW - Cameras Upgrade	10-00-2840-00-734	\$ 50,000
LMS - Roof	10-21-2620-00-430	\$ 350,000
LMS - Windows	10-21-2620-00-430	\$ 250,000
SAU - Fireproof locking filing cabinet	10-90-2320-00-733	\$ 1,349
LMS - Conference Room		\$ 20,000
LMS - Kitchen space		\$ 25,000
LMS - FOB Access for Door 19? (Gym Side Entrance)		\$ 5,000
Total Additional:		\$ 851,349
Grand Total		\$ 1,045,711

Food Service - Comparative Financial Statements

Food Service Balance Sheet - February 2021		Food Service Balance Sheet - February 2020			
Assets:		Assets:			
Cash	(113,250.55)	Cash	(86,902.60)		
Intergovernmental Accounts Receivable	23,615.78	Intergovernmental Accounts Receivable	5,356.02		
Other Receivables	3,472.58	Other Receivables	4,277.06		
Interfund Balance	-	Interfund Balance	40,257.00		
Total Assets	(86,162.19)	Total Assets	(37,012.52)		
Liabilities:		Liabilities:			
Accounts Payable	-	Accounts Payable	-		
Interfund Balance	-	Interfund Balance	445.36		
Deferred Revenue	26,538.34	Deferred Revenue	15,864.39		
Total Liabilities	26,538.34	Total Liabilities	16,309.75		
Fund Balance:		Fund Balance:			
Restricted	(112,700.53)	Restricted	(53,322.27)		
Total Liabilities and Fund Balance	(86,162.19)	Total Liabilities and Fund Balance	(37,012.52)		
Revenues, Expenditures and Change in Fund Balance		Revenues, Expenditures and Change in Fund Balance		Analysis	
Revenues:		Revenues:			
Intergovernmental - Federal	138,755.90	Intergovernmental - Federal	44,141.68	94,614.22	214.34%
Intergovernmental - State	5,173.03	Intergovernmental - State	5,514.18	(341.15)	-6.19%
Charges for Services / Local Revenue	13,352.85	Charges for Services / Local Revenue	210,762.62	(197,409.77)	-93.66%
USDA Commodities	-	USDA Commodities	-		
Total Revenues	157,281.78	Total Revenues	260,418.48	(103,136.70)	-39.60%
Expenditures:		Expenditures:			
Noninstructional Support Services	269,982.31	Noninstructional Support Services	313,740.75	(43,758.44)	-13.95%
Excess of Revenues	(112,700.53)	Excess of Revenues	(53,322.27)	(59,378.26)	
Fund Balance, beginning (7/1/2020)	-	Fund Balance, beginning (7/1/2019)	-	-	
Fund Balance, ending (2/29/2021)	(112,700.53)	Fund Balance, ending (2/29/2020)	(53,322.27)	(59,378.26)	111.36%

Ventilation / Efficiency - Expended and Encumbered to Date

VENDOR NAME	AMOUNT
JM ON THE LEVEL, LLC Total	11,696.22
AE MECHANICAL INC. Total	40,378.50
VIKING CONTROLS, INC. Total	162,722.00
WINDY HILL ASSOCIATES Total	46,033.00
DAVID A. ELY Total	14,142.00
DDH ENERGY CONSULTING, Total	31,500.00
D. DICKINSON HENRY, JR Total	1.00
EXETER ROOFING CORPORATI Total	500.00
Grand Total	306,972.72
 Funding Sources:	
CARES Act ESSER 1 Funding:	
Audit of Systems	14,500.00
Initial Repairs Based on Audit	42,000.00
SPSRF #1 Received	252,300.00
Total Paid and Encumbered	(306,972.72)
 Balance	1,827.28

3/15/2021

Summary of FY22 Budget:			
	General Fund		\$ 22,711,806
	Food Service		\$ 614,410
	Special Revenue		\$ 575,000
			\$ 23,901,216
		<i>Change in Gross Appropriation</i>	\$ (619,069) -2.52%

Department	Object Level	FY 2022 Approved	FY 2022 Approved	Increase / (Decrease)	%
Buildings and Grounds (Facilities)	Salaries & Benefits (100-260)	\$ 959,134	\$ 902,219	\$ (56,915)	-5.93%
Buildings and Grounds (Facilities)	Operations (270-999)	\$ 1,330,747	\$ 1,077,978	\$ (252,769)	-18.99%
		\$ 2,289,881	\$ 1,980,197	\$ (309,684)	-24.93%
Business	Salaries & Benefits (100-260)	\$ 200,942	\$ 212,558	\$ 11,616	5.78%
Business	Operations (270-999)	\$ 48,257	\$ 47,071	\$ (1,186)	-2.46%
		\$ 249,199	\$ 259,629	\$ 10,430	3.32%
Transportation	Operations (270-999)	\$ 574,310	\$ 591,546	\$ 17,236	3.00%
		\$ 574,310	\$ 591,546	\$ 17,236	3.00%
Griffin Memorial School	Salaries & Benefits (100-260)	\$ 3,768,578	\$ 3,792,638	\$ 24,060	0.64%
Griffin Memorial School	Operations (270-999)	\$ 142,201	\$ 139,873	\$ (2,328)	-1.64%
		\$ 3,910,779	\$ 3,932,511	\$ 21,732	-0.00%
Litchfield Middle School	Salaries & Benefits (100-260)	\$ 3,626,938	\$ 3,866,456	\$ 239,518	0.00%
Litchfield Middle School	Operations (270-999)	\$ 142,672	\$ 135,706	\$ (6,966)	-4.88%
		\$ 3,769,610	\$ 4,002,162	\$ 232,552	-4.88%
Campbell High School	Salaries & Benefits (100-260)	\$ 3,936,962	\$ 3,883,027	\$ (53,935)	-1.49%
Campbell High School	Operations (270-999)	\$ 617,478	\$ 583,568	\$ (33,910)	-5.49%
		\$ 4,244,416	\$ 4,466,595	\$ (87,845)	-6.98%
Curriculum	Salaries & Benefits (100-260)	\$ 158,180	\$ 164,138	\$ 5,958	3.77%
Curriculum	Operations (270-999)	\$ 167,086	\$ 151,443	\$ (15,643)	-9.36%
		\$ 325,266	\$ 315,581	\$ (9,685)	-5.60%
Special Services	Salaries & Benefits (100-260)	\$ 3,491,870	\$ 3,897,578	\$ 405,708	11.62%
Special Services	Operations (270-999)	\$ 1,356,700	\$ 1,264,681	\$ (92,019)	-6.78%
		\$ 4,848,570	\$ 5,162,259	\$ 313,689	4.84%
Technology	Salaries & Benefits (100-260)	\$ 317,596	\$ 433,795	\$ 116,199	36.59%
Technology	Operations (270-999)	\$ 431,487	\$ 353,663	\$ (77,824)	-18.04%
		\$ 749,083	\$ 787,458	\$ 38,375	18.55%
Human Resources	Salaries & Benefits (100-260)	\$ 204,706	\$ 206,450	\$ 1,744	0.85%
Human Resources	Operations (270-999)	\$ 8,476	\$ 9,001	\$ 525	6.19%
		\$ 213,182	\$ 215,451	\$ 2,269	7.05%
SAU 27	Salaries & Benefits (100-260)	\$ 314,986	\$ 324,386	\$ 9,400	2.98%
SAU 27	Operations (270-999)	\$ 24,998	\$ 23,140	\$ (1,858)	-7.43%
		\$ 339,984	\$ 347,526	\$ 7,542	-4.45%
School Board	Salaries & Benefits (100-260)	\$ 49,848	\$ 50,051	\$ 203	0.41%
School Board	Operations (270-999)	\$ 83,140	\$ 83,340	\$ 200	0.24%
		\$ 132,988	\$ 133,391	\$ 403	0.65%
Salaries & Benefits (unallocated accounts)	Salaries & Benefits (100-260)	\$ 494,470	\$ 417,500	\$ (76,971)	-15.57%
		\$ 494,470	\$ 417,500	\$ (76,971)	-15.57%
Totals - General Fund	Salaries & Benefits (100-260)	\$ 17,524,211	\$ 18,150,796	\$ 626,586	3.58%
Totals - General Fund	Operations (270-999)	\$ 4,927,552	\$ 4,461,010	\$ (466,542)	-9.47%
Total General Fund		\$ 22,451,763	\$ 22,611,806	\$ 160,044	0.71%
Food Service	Salaries & Benefits (100-260)	\$ 312,615	\$ 327,854	\$ 15,239	4.87%
Food Service	Operations (270-999)	\$ 302,474	\$ 286,556	\$ (15,918)	-5.26%
Total Food Service		\$ 615,089	\$ 614,410	\$ (679)	-0.39%
Total Special Revenue Fund		\$ 575,000	\$ 575,000	\$ -	0.00%
Total Appropriations		\$ 23,641,852	\$ 23,801,216	\$ 159,365	0.67%

Department	Object Level	FY 2022 Approved	FY 2022 Approved	Increase / (Decrease)	%
Buildings and Grounds (Facilities)	Salaries & Benefits (100-260)	\$ 959,134	\$ 902,219	\$ (56,915)	-5.93%
Buildings and Grounds (Facilities)	Operations (270-999)	\$ 1,330,747	\$ 1,077,978	\$ (252,769)	-18.99%
		\$ 2,289,881	\$ 1,980,197	\$ (309,684)	-24.93%
Business	Salaries & Benefits (100-260)	\$ 200,942	\$ 212,558	\$ 11,616	5.78%
Business	Operations (270-999)	\$ 48,257	\$ 47,071	\$ (1,186)	-2.46%
		\$ 249,199	\$ 259,629	\$ 10,430	3.32%
Transportation	Operations (270-999)	\$ 574,310	\$ 591,546	\$ 17,236	3.00%
		\$ 574,310	\$ 591,546	\$ 17,236	3.00%
Griffin Memorial School	Salaries & Benefits (100-260)	\$ 3,768,578	\$ 3,792,638	\$ 24,060	0.64%
Griffin Memorial School	Operations (270-999)	\$ 142,201	\$ 139,873	\$ (2,328)	-1.64%
		\$ 3,910,779	\$ 3,932,511	\$ 21,732	-1.00%
Litchfield Middle School	Salaries & Benefits (100-260)	\$ 3,626,938	\$ 3,866,456	\$ 239,518	0.00%
Litchfield Middle School	Operations (270-999)	\$ 142,672	\$ 135,706	\$ (6,966)	-4.88%
		\$ 3,769,610	\$ 4,002,162	\$ 232,552	-4.88%
Campbell High School	Salaries & Benefits (100-260)	\$ 3,936,962	\$ 3,883,027	\$ (53,935)	-1.49%
Campbell High School	Operations (270-999)	\$ 617,478	\$ 583,568	\$ (33,910)	-5.49%
		\$ 4,244,416	\$ 4,466,595	\$ (87,845)	-6.98%
Curriculum	Salaries & Benefits (100-260)	\$ 158,180	\$ 164,138	\$ 5,958	3.77%
Curriculum	Operations (270-999)	\$ 167,086	\$ 151,443	\$ (15,643)	-9.36%
		\$ 325,266	\$ 315,581	\$ (9,685)	-5.60%
Special Services	Salaries & Benefits (100-260)	\$ 3,491,870	\$ 3,897,578	\$ 405,708	11.62%
Special Services	Operations (270-999)	\$ 1,356,700	\$ 1,264,681	\$ (92,019)	-6.78%
		\$ 4,848,570	\$ 5,162,259	\$ 313,689	4.84%
Technology	Salaries & Benefits (100-260)	\$ 317,596	\$ 433,795	\$ 116,199	36.59%
Technology	Operations (270-999)	\$ 431,487	\$ 353,663	\$ (77,824)	-18.04%
		\$ 749,083	\$ 787,458	\$ 38,375	18.55%
Human Resources	Salaries & Benefits (100-260)	\$ 204,706	\$ 206,450	\$ 1,744	0.85%
Human Resources	Operations (270-999)	\$ 8,476	\$ 9,001	\$ 525	6.19%
		\$ 213,182	\$ 215,451	\$ 2,269	7.05%
SAU 27	Salaries & Benefits (100-260)	\$ 314,986	\$ 324,386	\$ 9,400	2.98%
SAU 27	Operations (270-999)	\$ 24,998	\$ 23,140	\$ (1,858)	-7.43%
		\$ 339,984	\$ 347,526	\$ 7,542	-4.45%
School Board	Salaries & Benefits (100-260)	\$ 49,848	\$ 50,051	\$ 203	0.41%
School Board	Operations (270-999)	\$ 83,140	\$ 83,340	\$ 200	0.24%
		\$ 132,988	\$ 133,391	\$ 403	0.65%
Salaries & Benefits (unallocated accounts)	Salaries & Benefits (100-260)	\$ 494,470	\$ 417,500	\$ (76,971)	-15.57%
		\$ 494,470	\$ 417,500	\$ (76,971)	-15.57%
Totals - General Fund	Salaries & Benefits (100-260)	\$ 17,524,211	\$ 18,150,796	\$ 626,586	3.58%
Totals - General Fund	Operations (270-999)	\$ 4,927,552	\$ 4,461,010	\$ (466,542)	-9.47%
Total General Fund		\$ 22,451,763	\$ 22,611,806	\$ 160,044	0.71%
Food Service	Salaries & Benefits (100-260)	\$ 312,615	\$ 327,854	\$ 15,239	4.87%
Food Service	Operations (270-999)	\$ 302,474	\$ 286,556	\$ (15,918)	-5.26%
Total Food Service		\$ 615,089	\$ 614,410	\$ (679)	-0.39%
Total Special Revenue Fund		\$ 575,000	\$ 575,000	\$ -	0.00%
Total Appropriations		\$ 23,641,852	\$ 23,801,216	\$ 159,365	0.67%
Reconciliation:					
	Plus: Capital Reserve / Expendable Trust Transfers	\$ 219,000	\$ 100,000.00		
	Plus: Special Election Warrant (9/16/2020)	\$ 659,432	\$ -		
	Total Appropriation per DRA approved MS-22	\$ 24,520,284	\$ 23,901,216		

Tax Rate Estimate

Appropriations:		FY22 Approved Budget
Fund		
10	General Fund	\$ 22,611,806
21	Food Service	\$ 614,410
22	Special Revenue	\$ 575,000
Total Appropriation		\$ 23,801,216
Revenues:		
Local:		
	Tuition	\$ 27,500
	Transportation	\$ 9,000
	Earnings on investments	\$ 500
	Food Service Sales	Enterprise Fund Revenue \$ 498,910
	Other Local Sources	\$ 45,000
	Total Local Sources	\$ 580,910
State:		
	Catastrophic Aid	\$ 18,906
	Vocational Aid	\$ 3,000
	Child Nutrition	Enterprise Fund Revenue * \$ 5,500
	Total State Sources	\$ 27,406
Federal:		
	Federal Grants (Title)	\$ 110,000
	Child Nutrition	\$ 110,000
	Disabilities (IDEA)	\$ 465,000
	Medicaid Distribution	\$ 20,000
	Total Federal Sources	\$ 705,000
	Subtotal of Revenue	\$ 1,313,316
	Fund Balance To Reduce Taxes	\$ 200,000
	Voted from Fund Balance	\$ -
		\$ 1,513,316
	Less: Special Revenue Offset	\$ (1,189,410)
		\$ 323,906
	GF Appropriation	\$ 22,611,806
	Less: Revenue Offset from Other Sources	\$ (323,906)

Tax Rate Estimate		
Appropriations:		FY22 Approved Budget
2021 Tax Rate Estimates (Based on 2021 Estimated Assessed Valuation - \$1,177,674,941)		
General Fund Net Appropriation:		\$ 22,287,900
Less:		
Fiscal Disparity Aid		
Education Grant / Stabilization	\$	(5,450,175)
State Education Tax	\$	(1,918,196)
Local Apportionment	\$	14,919,529
	Tax Rates and Valuation	
	\$	12.67
Amount Change	\$	0.68
% Change		5.65%
Valuation:		\$1,177,674,941
Amount Change		\$5,788,600
% Change		0.49%
	Impact by Assessed Value	
	Estimated Tax Rate Impact by Assessed Value	
Assessed Value:	FY22 Requested Budget	
200K		\$135.46
250K		\$169.32
300K		\$203.19
400K		\$270.92
450K		\$304.78
500K		\$338.65



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BCAA

APPROVAL:

SCHOOL BOARD CONDUCT

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

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

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

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

Approval:

Reviewed: February 22, 2021

Approval: June 16, 2010



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BCAA
APPROVAL:

Litchfield School Board
School Board Conduct (BCAA)
Signature Page

Chair

Vice Chair

Member

Member

Member



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BEDA

APPROVAL:

PUBLIC NOTIFICATION OF SCHOOL BOARD MEETINGS

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

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

Statutory Reference:

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

Approval:

Reviewed: February 22, 2021

Approval: July 28, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BGF

APPROVAL:

RESCINDING OF POLICIES

The policies of the School Board may be rescinded only upon a majority vote of the entire School Board membership at a meeting for which the proposed rescinded policy has been described in writing, or upon a unanimous vote of the entire School Board membership when no such written notice has been given.

The School Board policies which pertain to the internal operations of the School Board may be rescinded only upon a majority vote of all members of the Board at a meeting for which the rescinded policy has been described in writing, or upon a unanimous vote of the entire School Board membership when no such written notice has been given.

Approval:

Reviewed: March 2, 2021

Approval: July 28, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BHC

APPROVAL:

BOARD-EMPLOYEE COMMUNICATIONS

The Board desires to maintain open channels of communication between itself and the employees. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other employee members shall be submitted through the Superintendent.

Board Communications to Staff

All official communications, policies and directives of employee interest and concern will be communicated to employee members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep employees fully informed of the Board's actions and concerns.

Visits to Schools

Individual Board members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Superintendent and Principals.

Social Interaction

Staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues and innovations and general District problems. However, employees are reminded that individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore, discussions of personalities or personnel grievances by either party will be considered unethical conduct.

Approval:

Reviewed: March 2, 2021

Approval: June 23, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BHC
APPROVAL:



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BIA

APPROVAL:

NEW BOARD MEMBER ORIENTATION

A new member is to be afforded the Board and the staff's fullest measures of courtesy and cooperation. Board and staff shall make every reasonable effort to assist the new member to become fully informed about the Board's functions, policies and procedures.

An annual workshop will be convened for the primary purpose of orienting the new member(s) and/or continuing member(s) to his or her responsibilities, to the Board's method of operating and to Districts policies and procedures. Legal counsel will provide the status of any pending legal issues.

Each new member will be provided with these materials:

1. The previous year's complete record of minutes
2. A copy of Becoming Better Board Member
4. The School Board Policy Manual
5. The NH School Boards Association Orientation Packet
6. The current school budget
7. Negotiated Labor Agreements

Approval:

Reviewed: March 2, 2021

Approval: August 25, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BIB

APPROVAL:

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Board places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall attempt to plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds shall be budgeted annually to support the program. Registration fees will be paid by the Litchfield School District. Individual Board members shall be reimbursed for out-of-pocket costs incurred through participation in approved activities. The public shall be kept informed about the Board's continuing in-service education and about the programs anticipated for short and long-range benefits to our schools.

When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

The Board regards the following as examples of activities and services appropriate for implementing this policy:

- Participation in School Board Association conferences, workshops and conventions.
- District-sponsored training sessions for Board members
- Subscriptions to publications addressed to the concerns of Board members.

Approval:

Reviewed: March 2, 2021

Approval: August 25, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BIB
APPROVAL:



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BID

APPROVAL:

PAYMENT FOR SERVICES RENDERED BY SCHOOL DISTRICT OFFICERS

All School District officers will be reimbursed in accordance with fees as established by the District. Such fees will be provided for in the School District budget and will be plainly indicated in the annual report.

Payment for services rendered in the fiscal year will be forwarded on the payroll manifest of December. It is the assigned responsibility of the Superintendent of Schools to make certain that all statements are in the hands of the school office personnel to ensure payment on the aforementioned manifest.

The budget amount to be paid to School Board members will be prorated based on the number of months served.

Statutory References:

RSA 194.10, School Districts: Salaries of District Board and Officers

RSA 194.11, School Districts: Payment

RSA 195:4,V, Cooperative School Districts: Powers

RSA 195:5 II, Cooperative School Districts: School District Powers and Duties

Kondrat v Freedom School Board, 650 A.2d 316 (1994)

Approval:

Reviewed: March 2, 2021

Approval: August 25, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BIE

APPROVAL:

BOARD MEMBER INDEMNIFICATION

The members of the Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District.

Statutory, References:

RSA 31.104, Powers and Duties of Towns: Liability of Municipal Executives

RSA 31:105, Powers and Duties of Towns: Indemnification for Damages

RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act

RSA 31:107, Powers and Duties of Towns: Purchase of Insurance

RSA 50-B:2, Liability for Negligence

Approval:

Reviewed: March 2, 2021

Approval: August 25, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BJ

APPROVAL:

SCHOOL BOARD LEGISLATIVE PROGRAM

The Board, as an agent of the state, must operate within the bounds of state and federal law affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end: The Board may develop an annual legislative program through conferences with the state and national school boards associations.

When appropriate, the Board will work for the achievement of common legislative objectives through these associations and with other concerned groups.

The Board will also seek direct and indirect representation of its position on pending legislation with appropriate state and federal legislators and legislative committees.

The Board will maintain contact with the local legislators and keep them informed of school-related issues.

Approval:

Reviewed: March 2, 2021

Approval: August 25, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BK
APPROVAL:

SCHOOL BOARD MEMBERSHIPS

It is the policy of the School Board to be a dues-paying member of the New Hampshire School Boards Association. The Board shall seek to participate as fully as possible in the activities of the New Hampshire and National School Boards Associations. The Chairman of the Board shall keep these organizations informed of the Boards concerns and official positions on matters of common interest and concern. It will be represented at meetings of the state association by a duly elected delegate who must be a member of the School Board.

Approval:
Reviewed: March 2, 2021
Approval: August 25, 2004



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: BKA
APPROVAL:

LIAISON WITH SCHOOL BOARDS ASSOCIATIONS

The Litchfield School Board shall be informed of the affairs of the New Hampshire School Boards Association and the National School Board Association, and shall keep these organizations informed, as needed from time to time, of the Board's official positions on matters of common interest and concern.

In addition to establishing an informational liaison between itself and the New Hampshire School Boards Association, the Board shall officially be represented in associational affairs through the election of delegates and/or observers to the governing assemblies of this organization.

Approval:
Reviewed: March 2, 2021
Approval: March 4, 2009