

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

Draft Minutes for May 5, 2021

Location: Litchfield Town Hall

C. Harrison, Chair

B. Bourque, Vice Chair

School Board Edition

In Attendance:

C Harrison, Chair
B Bourque , Vice Chair
E MacDonald, Board Member
Heide Ames, Board Member
T Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Dan Mitchell, Principals, GMS
Michele E. Flynn, Administrative Assistant

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

I. PUBLIC SESSION

A. Call to Order

Mrs. Harrison called the meeting to order at 5:05 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 April 21, 2021:

Mr. Bourque made a motion to approve the non-public minutes of April 7, 2021. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Catherine Devine, CHS Science teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Raheem Chowdry, CHS Science teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the resignation of Rena Caron, LMS Science teacher. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the resignation of Amanda Huyler, LMS Guidance. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to authorize the Superintendent to reclassify four SAU positions from hourly to salary. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

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

There was no public input.

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G. Correspondence

Mr. Bourque reported that an email was received from Kathleen Doucette regarding a policy on desk cleaning. Mr. Bourque indicated that he responded that there is no policy regarding desk cleaning, but that guidelines were created with the reopening plan. However, the CDC has since updated the need for wiping down hard surfaces. He noted that desks are wiped down every night.

H. Comments:

- **Superintendent:**
- **Enrollment April 2021**

Dr. Jette presented district enrollment numbers for April to the Board. He noted that as of May 5, Kindergarten registrations have increased and are at 82; Grade 1 registrations are at 80. He indicated going into FY22 using current enrollment numbers (at this time which is subject to change): K=82; Gr 1=80; Gr 2=79; Gr 3=87; Gr 4=93. He commented that a fifth Kindergarten teacher will be necessary, for which we have a reserve fund.

Mrs. MacDonald asked if middle school level teachers with K-6 certification can fill elementary teacher positions that may be added due to increased enrollment because enrollment at the middle school level seems to be decreased.

Mr. Mitchell indicated that he does not want to speak for the middle school with regard to instructional staff. He proposed the addition of one teacher based on current enrollment and Kindergarten registration numbers. Additionally, he proposed the following staffing for GMS: Kindergarten-5 teachers; Grades 1, 2, 3 - 4 teachers; Grade 4 - 5 teachers. He explained that there is always an uptick of students in grade 4 and the fifth grade 3 teacher can be shifted to grade 4.

Dr. Jette commented that, should the Board approve, the additional Kindergarten teacher position can be posted as anticipated and the Board can release the funds in the Staffing Expendable Trust Fund. He indicated the Board can take up the decision at their next meeting.

- **May 12 School Board Retreat**

Dr. Jette reminded the Board that there is a retreat next Wednesday for the Board that will focus on training for collective bargaining and negotiations. He indicated Attorney Elwell will provide an overview of CBA laws as the Board prepares to bargain with both associations. He pointed out that it would be wise to begin the process as early as possible since a significant number of school districts have opted to negotiate contracts this year.

- **Staffing Concerns**

Dr. Jette reported that he received a call from WMUR to be interviewed about staffing shortages. He indicated that WMUR is running a series regarding staffing issues across the state in all industries. He explained that he talked about the areas where there are staffing concerns: custodial, food service and paraprofessionals. Dr. Jette noted that the district has several open positions in these categories, which are advertised. He indicated that the day custodian that resigned from the middle school accepted an offer from a neighboring district that offered a \$750 signing bonus and \$5/hour over the salary in our district. He added the position came with a recruitment bonus for referrals for more custodians. He commented currently Litchfield has four food service vacancies, 6 custodial vacancies and 6 paraprofessional vacancies.

Mrs. MacDonald asked at what point do we negotiate outsourcing? She was concerned with sacrificing the cleanliness of the school buildings and risking exhaustion in current staff.

Dr. Jette indicated there are staff that are taking on some extra hours to help the facilities department, but this is now a practical reality.

Mrs. Hershberger asked how much of this is pandemic related or something we need to address.

Dr. Jette indicated the custodial needs are more acute, and we are not competitive in that area.

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- **School Board**

Mrs. MacDonald requested guidelines for graduation at the next meeting. Dr. Jette indicated that there will be a solution.

Mrs. MacDonald asked if the portable bleachers at CHS are a hazard since they are not attached to a pad.

Mr. Izbicki indicated the district has reached out to one of their contractor vendors to put the bleachers together and have Primex inspect them when they are completed.

Mrs. Ames expressed her appreciation to all the teachers in the schools for their hard work this year.

II. GENERAL BUSINESS

A. Public Minutes:

- **April 21, 2021**

Mrs. Harrison made a motion to approve the public minutes of April 21, 2021. Mrs. Ames seconded. The motion carried 5-0-0.

III. REPORTS

A. GMS Principal's Report

Mr. Mitchell presented general updates to the Board. He reported SAS testing in grades 3 and 4 will begin next week; the interview process for the three retiring positions has begun; there will be a GMS Blood Drive on May 27. Mr. Mitchell added there are 388 students in school and 34 remote.

- **Field Day**

Mr. Mitchell indicated that Sandra Macmullin, Melissa Girzone, and Kristin Starrett pulled together a small committee and rediscovered how to do Field Day at GMS this year.

Melissa Girzone explained that brainstorming for this idea began in March. The committee collaborated with the PTO, using their Amazon Smile account to raise funds for supplies through website promotion and donations. 188 Amazon items sold out and we raised \$2,018. The committee asked for 800 recyclables and have been doing much sorting and inventory. The PTO is supplying two bouncy obstacle courses and the Kona Ice truck. There will be two sessions: morning and afternoon. K-2 students will enjoy field day events in the morning and STEAM events/activities in the afternoon; Grades 3-4 students will have STEAM events/activities in the morning and enjoy field day events in the afternoon.

Mr. Mitchell indicated that Mrs. Girzone and Mrs. Starrett proposed the idea of combining Field Day and STEAM events. He noted that there has been much success with enrichment this year in its revised operation where they do much work on critical and analytical thinking.

- **Creation of Mission & Vision for GMS**

Mr. Mitchell discussed the creation of a mission and vision for GMS with the Board. He indicated that the School Leadership team has begun their work on creating a Mission and Vision for GMS. This work began a few months ago with the asking of a few basic questions. The goal of this work is to create a mission that centers the work that is done and GMS and decisions that are made, as well as a vision that will guide who we want to be. Results from surveys done with staff and family garnered information for the team to use as a guide to moving toward the goal. Guiding questions that have to be answered center on what we need to get where we want to be and how we will determine when we get there. Team leaders were asked to speak to teachers and come back with six things to define the present and define the future.

Mr. Mitchell commented that this is something that is necessary and something used to define highly effective and successful organizations. He commended the staff for their participation and thanked the families that responded.

Mrs. Harrison commended Mr. Mitchell on the mission and vision creation and the work that has been done.

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B. Business Administrator's Report

Mr. Izbicki provided general updates to the Board. He reported that financially the district is in good shape and the fund balance can well handle the encumbrance list at the end of the fiscal year. He indicated based on Board approval received on April 7, he transferred those funds for the LMS project into the trust fund for which part of the funding is from the CARES II grant. He reported he will draft a letter to the Select Board to request the use of impact fees for the LMS renovation project.

C. Committee Reports

- **Budget Committee**

Mrs. Harrison reported that the Budget Committee met on April 22 and discussed the appointment of Scott Taylor to the vacant position. She added the Committee approved the meeting calendar as presented.

- **Facilities Improvement Committee**

Mr. Bourque reported the Facilities Improvement Committee met this afternoon and discussed the ongoing HVAC work being done in the district.

- **GMS:**
 - controls that were not working for ventilation are now working
 - work at GMS is complete;
- **LMS:**
 - duct cleaning and air handler cleaning has been done, which led to the discovery that the air handlers were in bad shape and some were not working properly and filters were either never changed or non-existent
 - air handlers are now operating properly distributing fresh air and MERV 13 filters have been installed
 - HVAC-1 work will be done this summer once the engineer has completed the design;
- **CHS:**
 - there were problem with mini split units in two computer rooms that were not running properly and have now been replaced and include sensors to alert for temperature fluctuations
 - the auditorium ventilation seemed to be not working properly due to the location of the switch to operate the system, which was in a locked room with limited access; however, the switch is being relocated to a more accessible location;
- Temperature sensors will be installed in all freezers and coolers at all schools;
- LMS kitchen renovation is being planned and will cost much less than anticipated;
- LMS roof replacement will occur over the summer;
- The solar leak at the LMS foundation will be addressed per a recommended [test] plan to install insulation against the foundation in two classrooms to see if the comfort level can be increased before addressing the remainder of the slab;
- LED lighting will be installed in the office area to determine the efficacy of the lighting;
- LMS windows replacement is on track.

IV. NEW BUSINESS

A. Policies - Review:

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*
 - **EBBB Student Accident Reports**
 - **EBCC Bomb Threats**
 - **EBCD Emergency Closings**
 - **EBCE School Closings**
 - **EC Buildings & Grounds Property Management**
 - **ECAC Vandalism**
 - **ECAF Audio & Video Surveillance on District Transportation**
 - **EDC Authorization for Use of District Owned Materials & Equipment**

Dr. Jette indicated the policies mentioned above have not changed and are brought forth to the Board for reapproval. Board members reviewed the policies and suggested minor revisions.

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Mrs. Harrison made a motion to approve policies EBBB, EBCC, EBCD, EBCE, BC, ECAC, ECAF, EDC. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **Policies - 1st Reading:**
 - **JLCD Administering Medication to Students**
 - **NHSBA Sample Policy - JLCD**

Dr. Jette asked Mrs. Flynn to explain changes to the policy.

Mrs. Flynn explained that there are laws and regulations that have changed regarding the administration of medications to students in school. She indicated that the school nurses provided their input on the policy and authorization forms. She noted that in comparison with the NHSBA model policy, changes were made to the current policy to align with changes in the law.

Mrs. Harrison made a motion to approve Policy JLCD, Administering Medication to Students, as a 1st Reading. Mr. Bourque seconded. The motion carried 5-0-0.

- **Policies - 2nd Reading:**
 - **DKA Payroll Procedures**

Dr. Jette suggested that Policy DKA be deferred because there are more current district revisions that need to be made to the policy.

- **DKC Expense Reimbursements**

Mrs. Harrison made a motion to approve policy DKC, Expense Reimbursements. Mrs. Hershberger seconded. The motion carried 5-0-0.

V. OLD BUSINESS

A. Coronavirus Review and Update

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

Dr. Jette reviewed the current COVID situation in all schools with the Board:

GMS: 0 staff / 1 student case, 0 staff / 12 students quarantined; LMS: 9 staff / 1 student case, 9 staff / 7 students quarantined; CHS 1 staff / 0 student cases, 1 staff / 1 student quarantined.

Dr. Jette reported many schools are relaxing restrictions on outside events regarding masks and spectators. He indicated that the district feels we should not have to enforce this guidance outdoors; however, students are still required to wear masks. He asked for input from Board members and noted that he will get an update from CHS on the status of graduation plans.

Mrs. MacDonald believes restrictions should be all or nothing.

Mr. Bourque indicated that there was guidance in the reopening plan, which is a fluid document and can be changed.

Mrs. Ames commented that parents are confused about the reopening plan and which parts have changed.

Mrs. Hershberger commented that masks should not be worn outdoors.

Dr. Jette indicated that the NHIAA requires student athletes to wear masks and that guidance has not been lifted at this time.

Mrs. Harrison indicated this is a Board decision, but if we cannot control it then it is not our decision.

VI. MANIFEST

The manifest was circulated and signed by the Board.

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VII. PUBLIC INPUT

A. Community Forum

There was no public input.

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

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

Upon a motion made by Mrs. Harrison the Board entered into non-public session at 7:15 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. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

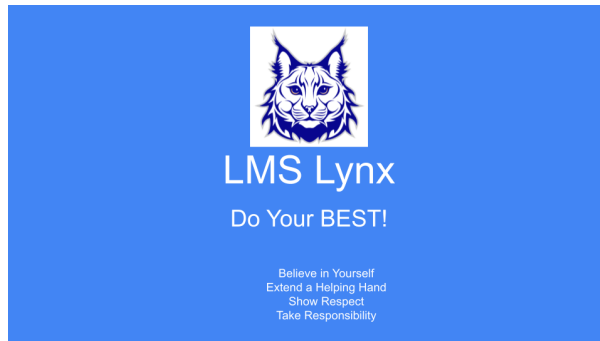
Upon a motion made by Mr. Bourque, the Board returned to public session at 8:50 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 8:51 p.m. Mrs. Ames seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



Litchfield Middle School
Tom Lecklider
May 2021

LMS Principal's Report

Enrollment as of 5-12-21:

<u>Grade</u>	<u>On-Campus Learners</u>	<u>Remote Learners</u>	<u>% On-Campus</u>
<u>5</u>	<u>80</u>	<u>9</u>	<u>90%</u>
<u>6</u>	<u>87</u>	<u>6</u>	<u>94%</u>
<u>7</u>	<u>75</u>	<u>16</u>	<u>82%</u>
<u>8</u>	<u>72</u>	<u>19</u>	<u>79%</u>
<u>Total</u>	<u>314</u>	<u>50</u>	<u>Total #: 364</u>

Recognitions:

- During Teacher Appreciation Week, our PTO recognized our staff with a wonderful breakfast and lunch in their honor. Many thanks to Mrs. Erdemir and our PTO for their work on this event.
- Each year the New England League of Middle Schools (NELMS) recognizes two scholar leaders, 8th graders, from LMS nominated by their team. This year's recipients are Piper Odum and Nathan Blais. Congratulations to these outstanding students and citizens of LMS. We are very proud. They will be recognized in a dinner in their honor on May 27th.



- Thank you to our Student Council for sponsoring a terrific spirit week before break. The week culminated with a fun pep rally including “Guess Who?” staff baby pictures. A big shout out to our student council students and advisors Ms. Sidilau/Ms. Smith.
- The LMS Amazing Race was an overwhelming success. A huge thank you to our student council for sponsoring this event. We had both staff and student teams. In the end, staff team of Mrs. Seaver and Mrs. Kramer and student team of Lillyauna Vachon and Anna Cronin reigned victorious.
- Congrats to our First Lego League Teams, which competed in the Challenge Qualifier Tournament in early May. Each team qualified for the State Competition in June.
 - Raiders Team: Josh Steeves, Ivan Schaefer, Ethan Johnston, and Liam Stone
 - Circuit Breakers Team: Hannah Couture, Gwen Harrington, Addie Leary, Addy Smith and Kaitlyn Brown (Won the Core Values award)
 - Team Inspiration: Chloe Goodman, Vivvian Lambert and Olivia Demers (Won the Judges’ Rookie Award)
- 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. Mrs. Rooney, our health teacher, is working closely with Tara to provide an education piece for our students with this important event for our community.

Curriculum, Instruction, and Assessment Highlights:

- **Performance Assessments**
 - [Entrepreneur Day](#) - Grade 6 Social Studies -
 - Ms. Sidilau is planning Entrepreneur Day for our grade 6 students.
 - Cardboard Arcade - Tech Ed/STEAM Class
 - Mr. Momnie’s classes have been designing games/activities for a cardboard arcade. Our students work has been innovative and creative.



- **LMS Space 2021-2022**
 - With the portables moving out on 7/1. We have re-configured our space at LMS. [This is the overview of room locations.](#)
- **LMS Lynx: Leaping Forward:**
 - Our grading/reporting and leadership team has been meeting monthly for the past few months. We have been discussing competency recovery, work study practices, values that are important to our team. As a result of these discussions, we are examining our [Mission, Vision, and Values](#). This is where the work of the various teams comes together.
 -
- **Assessment:**
 - The NH SAS (State Assessment) continues through May. We will began testing in April.

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

Items of Note:

- **LMS Athletics:**
 - Baseball 1-0
 - Softball 3-0
 - Track had its first home meet on Tuesday, 5/11. Our students were very competitive.
- **PBIS:**
 - Our PBIS Team is coordinating a rollout to recognize students and their positive behaviors related to Showing Respect. Thank you to our coach Mrs. Morrissette and our PBIS team for their ongoing work on our rollouts. We wrapped up our Taking Responsibility rollout before break. [Click here for the latest recognizees.](#) Congrats to these students!

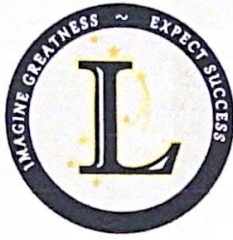
Upcoming Dates:

May:

- 27 - Litchfield Community Blood Drive
- 31 - Memorial Day holiday (no school)

June:

- 1, 2, 3 - Concerts
 - 1 - Choral, 6p & 7p
 - 2 - Band, 6p (Gr 5) & 7p (Gr 6)
 - 3 - Band, 6p (Gr 7) & 7p (Gr 8)
- 4 - Gr 8 Social, 6-8p (LMS Gym, Caf)
- 8 - Gr 4 Meet and Greet with Counselor (Virtual)
- 10 - Gr 4 Move-Up (Small Groups)
- 10 - Gr 4 Parent Night (Virtual)
- 11 - Ed Gerety Enrichment, Gr 7 & 8
- 15 - Academic Honors
- 16 - 8th Grade Promotion Ceremony at CHS, 6p
- 17 - Last Day of School



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27
One Highlander Court
Litchfield, NH 03052

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

Equal Opportunity Employer

Michael Jette, Ph.D.

- *Superintendent of Schools*

Cory Izbicki

- *Business Services*

Mary Widman

- *Curriculum, Instruction & Assessment*

Hollie Falzone

- *Human Resources*

May 14, 2021

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

From: Cory Izbicki, Business Administrator

Subject: BA Operational and Financial Update for May 19, 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:**
 - Formal contracts approaching completion.
 - Windows for the project have been ordered by North Branch. Cost did come in \$36k less than initially anticipated.
 - North Branch has begun the bidding for subcontractors for the project (electrical, mechanical, etc). Initial bidding walkthroughs will take place next week..
- **LMS Portables:**
 - Schiavi has been notified that the portables will be available for pickup as of July 1. Contract for removal has been signed, and a checklist has been provided by Schiavi. Checklist is consistent with the District planning document.
 - Progress check in's are held once a week to make sure we are on track.

Year to Date Financials

- Financial information for the general fund has been provided with this report for review.
 - General Fund Financial Statement (As of 5/16/2021, please note, subsidy due to food service from the general fund for the deficit as of 4/30 are taken into account in the expenditures and interfund payable).
 - Year to Date Revenue Status
 - Year to Date Expenditure Status (Encumbrances for prior and subsequent year taken into account).
 - Food Service Financial Statement (As of 4/30/2021)
 - Grants Financial Statement (As of 4/30/2021)
 - Capital Project Financial Statement (As of 4/30/2021)
 - Trust Fund Financial Statement (As of 4/30/2021)
 - Summary of Trust Fund Activity (As of 4/30/2021)
 - I will speak to these documents at the meeting.

Respectfully Submitted,

Cory Izbicki, Business Administrator

General Fund Balance Sheet - May 10 2021 (Modified Accrual)

Assets:			
Cash			5,800,635
Receivables:			
Accounts			-
Intergovernmental			735,337
Interfund receivables			-
Prepaid Item			-
Total Assets			6,535,972
Liabilities:			
Accounts Payable			-
Open Purchase Orders and Contracts			5,149,766
Accrued Salaries and Benefits			73,032
Deferred Revenue			4,852
Interfund payable			847,930
Total Liabilities			6,075,580
Fund Balances:			
Restricted - For Prepaid Item			-
Committed Fund Balance (WA 4)			100,000
Assigned Fund Balance - Encumbrances (Proposed)			227,286
Unassigned Fund Balance (Return)			133,106
Total Fund Balance			460,392
Total Liabilities and Fund Balance			6,535,973

Revenues, Expenditures and Change in Fund Balance - May 10 2021

Revenues:			
School District Assessment			14,052,478
Other Local			31,787
State			8,263,891
Federal			15,507
Transfer from other funds			-
		Total Revenues	22,363,662
Expenditures:			
Current:			
Instruction			12,455,569
Support Services:			
Student			1,837,713
Instructional staff			763,272
General Admin			132,901
Executive Admin			562,167
School Admin			1,347,145
Business			289,379
Operations and Maintenance			2,044,353
Student Transportation			922,455
Other			1,006,635
Facilities acquisition and construction			36,252
Noninstructional services			-
Noninstructional services (Transfer to Food Service)			100,026
Transfer to other funds			1,688,742
		Total Expenditures	23,186,609
Deficiency of Revenues			(822,946)
Fund Balance, beginning (7/1/2020)			1,283,339
Fund Balance, ending (4/16/2021)			460,392

Fund 21 Food Service Balance Sheet - April 30, 2021				Fund 22 Grants Balance Sheet - April 30, 2021 (Modified Accrual)			
Assets:				Assets:			
Cash			(117,307)	Cash			77,437
Receivables:				Receivables:			
Accounts			3,473	Accounts			
Intergovernmental			40,347	Intergovernmental			65,091
Interfund receivables			100,026	Interfund receivables			-
Prepaid Item			-	Prepaid Item			-
Total Assets			26,538	Total Assets			142,528
Liabilities:				Liabilities:			
Accounts Payable			-	Accounts Payable			-
Open Purchase Orders and Contracts			-	Open Purchase Orders and Contracts			-
Accrued Salaries and Benefits			-	Accrued Salaries and Benefits			-
Deferred Revenue			26,538	Deferred Revenue			13,740
Interfund payable			-	Interfund payable			128,788
Total Liabilities			26,538	Total Liabilities			142,528
Fund Balances:				Fund Balances:			
Restricted - For Prepaid Item			-	Restricted - For Prepaid Item			-
Committed Fund Balance (WA 4)			-	Committed Fund Balance (WA 4)			-
Assigned Fund Balance - Encumbrances (Proposed)			-	Assigned Fund Balance - Encumbrances (Proposed)			-
Unassigned Fund Balance			-	Unassigned Fund Balance			-
Total Fund Balance			(0)	Total Fund Balance			(0)
Total Liabilities and Fund Balance			26,538	Total Liabilities and Fund Balance			142,528
Revenues, Expenditures and Change in Fund Balance - April 30, 2021				Revenues, Expenditures and Change in Fund Balance - April 30, 2021			
Revenues:				Revenues:			
School District Assessment			-	School District Assessment			-
Other Local			16,940	Other Local			-
State			5,476	State			-
Federal			254,705	Federal			361,649
Transfer from other funds			100,026	Transfer from other funds			-
Total Revenues			377,147	Total Revenues			361,649
Expenditures:				Expenditures:			
Current:				Current:			
Instruction			-	Instruction			361,649
Support Services:				Support Services:			
Student			-	Student			-
Instructional staff			-	Instructional staff			-
General Admin			-	General Admin			-
Executive Admin			-	Executive Admin			-
School Admin			-	School Admin			-
Business			-	Business			-
Operations and Maintenance			-	Operations and Maintenance			-
Student Transportation			-	Student Transportation			-
Other			-	Other			-
Facilities acquisition and construction			-	Facilities acquisition and construction			-
Noninstructional services			377,147	Noninstructional services			-
Noninstructional services (Transfer to Food Service)			-	Noninstructional services (Transfer to Food Service)			-
Transfer to other funds			-	Transfer to other funds			-
Total Expenditures			377,147	Total Expenditures			361,649
Excess of Revenues			(0)	Excess of Revenues			(0)
Fund Balance, beginning (7/1/2020)			-	Fund Balance, beginning (7/1/2020)			-
Fund Balance, ending (3/30/2021)			(0)	Fund Balance, ending (3/30/2021)			(0)

Fund 30 Capital Project Balance Sheet - April 30, 2021 (Modified Accrual)			
Assets:			
Cash			-
Receivables:			
Accounts			
Intergovernmental			-
Interfund receivables		682,181	
Prepaid Item			-
Total Assets		682,181	
Liabilities:			
Accounts Payable		28,951	
Open Purchase Orders and Contracts		-	
Accrued Salaries and Benefits		-	
Deferred Revenue		-	
Interfund payable		-	
Total Liabilities		28,951	
Fund Balances:			
Restricted - For Prepaid Item		-	
Committed Fund Balance (WA 4)		-	
Assigned Fund Balance - Encumbrances (Proposed)		-	
Unassigned Fund Balance		-	
Total Fund Balance		653,230	
Total Liabilities and Fund Balance		682,181	

Fund 70 Trust Funds Balance Sheet - April 30, 2021 (Modified Accrual)			
Assets:			
Cash			-
Receivables:			
Accounts			
Intergovernmental			1,342,529
Interfund receivables			-
Prepaid Item			-
Total Assets		1,342,529	
Liabilities:			
Accounts Payable			-
Open Purchase Orders and Contracts			-
Accrued Salaries and Benefits			-
Deferred Revenue			-
Interfund payable			-
Total Liabilities		-	
Fund Balances:			
Restricted - For Prepaid Item			-
Committed Fund Balance (WA 4)			-
Assigned Fund Balance - Encumbrances (Proposed)			-
Unassigned Fund Balance			-
Total Fund Balance		1,342,529	
Total Liabilities and Fund Balance		1,342,529	

Revenues, Expenditures and Change in Fund Balance - April 30, 2021			
Revenues:			
School District Assessment			-
Other Local			-
State		353,200	
Federal		56,500	
Transfer from other funds		810,310	
Total Revenues		1,220,010	
Expenditures:			
Current:			
Instruction			
Support Services:			
Student			-
Instructional staff			-
General Admin			-
Executive Admin			-
School Admin			-
Business			-
Operations and Maintenance			-
Student Transportation			-
Other			-
Facilities acquisition and construction		566,780	
Noninstructional services			-
Noninstructional services (Transfer to Food Service)			-
Transfer to other funds			-
Total Expenditures		566,780	
Excess of Revenues		653,230	
Fund Balance, beginning (7/1/2020)			-
Fund Balance, ending (3/30/2021)		653,230	

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

Summary of Trust Fund Activity

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

FY21 Year End Funding Projects / Purchases

Projects / Purchases - Consideration for Year End Funding (2021)		
DW Grounds - Replacement Field Sprayer	10-00-2630-00-734	\$ 2,475
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
LMS - Chromebooks - Fifth Graders	10-21-2225-00-734	\$ 30,800
CHS - Chromebooks - Incoming 9th Grade	10-31-2225-00-734	\$ 36,400
LMS - Replacement Shelving for Learning Commons (Deferred)	10-21-2222-00-737	\$ 9,160
		\$ 136,436
Identified subsequent to budget process:		
CHS - Gymnasium Bleachers - Repair existing	10-31-2640-00-738	\$ 20,000
DW - Cameras Upgrade	10-00-2840-00-734	\$ 41,500
SAU - Fireproof locking filing cabinet	10-90-2320-00-733	\$ 1,350
DW - Exterior lighting conversion - LED	10-00-2620-00-430	\$ 20,000
		\$ 82,850
	Total	\$ 219,286



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EEAE

APPROVAL:

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

- Students will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
- Emergency evacuation drills will be conducted at least two times a year (~~October-May~~) to acquaint student riders with procedures in emergency situations,
- All vehicles used to transport students will be inspected on a regular schedule to see that they meet applicable safety regulations.
- All drivers will be screened before employment for physical condition, proper license, and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed.
- *The Litchfield School Board authorizes use of video and/or audio surveillance on school buses to ensure the health welfare and safety of all students while riding on school buses (see policy ECAF)*

The Litchfield School District and Transportation Contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers, as well as cooperate with local safety officials in formulating and accomplishing its school bus safety program.

Statutory Reference:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act

RSA 189:6-a, School Bus Safety

RSA 570-A:2, Interception and Disclosure of Telecommunication or Oral Communications Prohibited

Approval:

Approval: June 6, 2007



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EEAEA

APPROVAL:

REQUIREMENTS FOR SCHOOL BUS DRIVERS

The Litchfield School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the vehicle. To fulfill such a responsibility, the Board believes that each driver, as well as others who perform safety-sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Litchfield School Board has established this policy related to the fitness for duty of transportation personnel.

The Litchfield School Board contracts transportation services for the District through a vendor. In accordance with RSA 200:37, the School District shall require from the vendor to provide certification with respect to the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such certificate shall be provided to the School District prior to the commencement of such employment and the District shall retain a copy of such certification. Every 2 years thereafter, either prior to the commencement of the school year or prior to the reemployment of such persons as a school bus operator, the School District shall require submission of a like certificate, except that school bus operators attaining the age of 70 shall be required to undergo an annual examination and to submit a certificate annually.

In compliance with the United States Department of Transportation's Title 49 Code of Federal Regulations, Part 391, all CDL holders and personnel performing safety-sensitive functions related to the transportation of the students shall be required to submit to drug and alcohol testing. Testing procedures and facilities used for the tests shall conform to the requirements of the 49 C.F.R. Part 40.

The School District contracts with a vendor to provide student transportation services, therefore, the vendor shall be the employer and provide written assurance to the District on an annual basis that they are in compliance with the Mandatory Drug and Alcohol Testing requirements. The Drug and Alcohol Testing shall include pre-employment, random, reasonable suspicion and post-accident testing as defined by Department of Labor Regulations. The School District supports a zero tolerance policy related to substance abuse.

Legal References:

- RSA 200:37, Medical Examination of School Bus Operators*
- RSA 263:29, School Bus Driver's Certificate*
- RSA 189:13-a, School Employee & Volunteer Background Investigation*
- 49 C.F.R. § 40.1-40.13 (2001), Transportation Workplace Drug Testing Program*
- 49 C.F.R. Part 391 (1995), Qualifications of Drivers*

See Also: Contract between First Student and the Litchfield School Board

Approval:

Approval: September 3, 2014



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EEAF

APPROVAL:

SPECIAL USE OF SCHOOL BUSES

School bus services may be used for student field trips, athletics, and school activities. However, such use will be subject to availability as school buses for regular school transportation will take priority.

The administration will develop and the Board will approve specific regulations relating to the use of buses for student activity purposes. The Superintendent or his/her designee will be granted authority to approve the use of school buses for specific trips within the above guidelines.

Any use of school buses for student or school activities that are not included in the approved budget must be approved by the Business Administrator prior to use.

Approval:

Approval: June 6, 2007



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EFB

APPROVAL:

FREE AND REDUCED LUNCH PRICING POLICY

In accordance with federal regulations, the Litchfield School District shall make available to all children of low economic means and children of moderate income families experiencing financial difficulties free or reduced priced lunches through the School Lunch Program in the local school(s).

Parents/Guardians who believe their children are eligible may contact the Director of Food Services for an application. Determination will be made relative to their eligibility based on federal guidelines currently in effect. Parents/Guardians may appeal a negative determination to the Superintendent of Schools. The only means of identifying the children who are receiving free or reduced price lunches would be through the Point of Sale (POS) System. This information will be kept confidential, thus, the children will remain anonymous.

The procedure for securing lunches in the district will be through utilization of the Food Service Point of Sale (POS) System, which will be programmed with the approval of free or reduced price lunch data.

Reference:

42 U.S.C. 1751-1769, National School Lunch Act

Approval:

Approval: June 7, 2006



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EI

APPROVAL:

RISK MANAGEMENT

The Litchfield School Board recognizes its responsibility for properly managing the resources of the school district. This responsibility includes concern for the safety of students, employees and the public, as well as concern for protecting the district's property from loss. No new policy or procedure shall be adopted or approved by the Litchfield School Board without first giving careful consideration to the school district's risk exposure.

Administration of this policy will be under the direction of the Business Administrator, who is charged with responsibility to regularly identify, evaluate, and eliminate exposures, develop strategies to control losses, place insurance coverage, maintain property appraisals and inventories, process claims, maintain loss records, supervise loss prevention activities, and Chair the District's Joint Loss Management Committee (JLMC).

The Litchfield School Board may institute a planned, funded program of self-insurance where risks can be reasonably predicted, combined with excess insurance against catastrophic loss, or participate in a pooled risk management program.

Insurance will be provided against all major exposures through the purchase of appropriate types of policies, combined wherever possible or practical in one policy, and utilizing maximum feasible self-insurance through use of deductibles. When the purchase of commercial insurance is deemed necessary, such purchase shall be made on the basis of service offered by the insurer, the reliability and financial stability of the insurer, and the price of the insurance as competitively determined.

The Litchfield School Board does not recognize any obligation to purchase insurance from a particular agent, broker or insurer representative or from any group of agents, brokers or insurer representatives other than an obligation based on the above stated considerations.

Minimum information to be maintained for planning, budgeting, loss control and overall financial management, includes at least the following:

1. Policy schedule of exposures;
2. Losses incurred and paid;
3. Property valuations;
4. Inspection and maintenance records for all property;
5. Emergency plans.

The Litchfield School Board charges the Superintendent or, by designation, the Business Administrator, with the responsibility for preparing an annual risk management audit report for review by the School Board. The report shall include a description of the system's current risk management program and a summary of the existing insurance coverages.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EI

APPROVAL:

The Litchfield School Board authorizes the Superintendent to seek professional risk management advice, if necessary, in order to develop, implement, maintain and audit an effective risk management program for the system.

Statutory Reference:

RSA 194:3,III, Powers of School Districts

See Also: EIB, Insurance & Pooled Risk Management

Approval:

Approval: June 16, 2010



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EIB

APPROVAL:

INSURANCE & POOLED RISK MANAGEMENT

The Litchfield School Board may procure appropriate insurance to protect against such risks of loss, cost or damage to itself, its employees or its pupils, or other loss. Such insurance may include property, general liability coverage, automobile liability coverage, crime coverage, public officials scheduled bond, and other coverage as the Litchfield School Board may determine. Liability limits for all coverage shall correspond to those limits established by applicable law.

The Litchfield School Board may also participate in a pooled risk management program. The pooled risk management program may be utilized for:

- the defense of claims and indemnification for losses arising out of the ownership, maintenance, and operation of real or personal property and the acts or omissions of school officials, school employees, or agents of the school district;
- the provision of loss prevention services including, but not limited to, inspections of property and the training of personnel;
- the investigation, evaluation, and settlement of claims by and against the school district.

Membership in a pooled risk management program shall conform to the provisions set forth in RSA 5-B and related statutes.

Legal References:

RSA 5-B, Pooled Risk Management Programs

RSA 407-B:4, Limit of Liability

Marcotte v. Timberlane/Hampstead School District, 143 N.H. 331 (1999)

See Also: EI, Risk Management

Approval:

Approval: June 16, 2010



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GCQB

NEW

APPROVAL:

EMPLOYEE EXIT INTERVIEWS

The Litchfield School District recognizes the importance of promoting and maintaining personnel practices that foster constructive employee feedback and suggestions.

Purpose

The purpose of this policy is to identify workplace, organizational or human resources factors that have contributed to an employee's decision to leave employment; to enable the district to identify trends requiring attention or any opportunities for improving the district's ability to respond to employee issues; and to allow the district to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.

Scope

This policy applies to employees who are either:

- *Resigning from their current position to leave the school district*
- *Moving to another position in a different district*
- *Retiring from the district.*

Procedure: In-Person

- *The exit interview will be available to the employee within the employee's final week of employment.*
- *The employee will be contacted in writing to invite him/her to participate in an exit interview.*
- *The interview will be conducted by the Director of Human Resources.*
- *The parting employee may request the Superintendent attend the interview.*
- *The employee will be asked a standard set of questions and given an opportunity to provide feedback or any information they feel would be beneficial for the district to know about their employment experience at the Litchfield School District.*

If the employee chooses not to participate in an exit interview, they will be provided the opportunity to complete the Exit Interview Form in writing to be submitted to Human Resources in a timely manner.

Any information received through exit interviews shall be confidential.

The information will be analyzed regularly by the Administration to identify areas or determine trends that may need to be addressed.

Approval:

Reviewed:



Litchfield School District

School Administrative Unit #27
One Highlander Court, Litchfield NH 03052

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F 603.578.1267

Michael Jette, Ph.D.
Superintendent

Cory Izbicki
Business Services

Mary Widman
Curriculum, Instruction
& Assessment

Hollie Falzone
Human Resources

“Imagine Greatness, Expect Success!”

LITCHFIELD SCHOOL DISTRICT EXIT INTERVIEW FORM

Completing this form **is optional**, and neither this form nor any information contained herein shall be placed in your personnel file. The information you provide will help the District monitor its recruiting, training, and retaining of employees.

Your evaluation of the District (check the box that best describes you employment with the District)

Categories to Rank	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Nature of job				
Utilization skills/training				
Performance appraisals				
Training/development programs				
Opportunities for advancement				
Salary				
Benefits				
Immediate supervisor (IS)				
Provided fair & equal treatment				
Provided recognition on the job				
Communication within your department				
Communication with the District				
Co-workers				
Morale in your department				
School/District management				
Work load				



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“Imagine Greatness, Expect Success!”

Climate in my building				
Climate in the District				
Overall, as a place to work				
The District lives up to its mission/vision statement				

*If you marked any of the categories as “Dissatisfied” or “Very Dissatisfied,” please write your explanation below

What did you like best about your job?

What did you like least about your job?

In what areas could the District improve to retain qualified personnel?



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“Imagine Greatness, Expect Success!”

Would you recommend the District as a place to work? Yes No

“If “No”, why not?”

If you were dissatisfied or very dissatisfied with any of the areas on the first page, please explain here. Thank you.

Employee Signature (optional)

Date



LITCHFIELD SCHOOL DISTRICT

2ND READING

POLICY CODE: DKA

APPROVAL:

PAYROLL PROCEDURES

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

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

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

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

Pay Day Schedule

The Litchfield School District pays salaries on a regular bi-weekly schedule throughout the school year. The District shall offer a direct deposit option to employees. ~~to allow for timely payment should the pay date fall during a school vacation.~~ There shall be no salary advances for any staff member.

Voluntary Salary Deductions

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

- 403(b) Contributions
- Union Dues
- Insurance Premium Contributions
- ~~Voluntary Contributions to the New Hampshire Retirement System~~
- Health ~~Savings~~ Care Reimbursement Account
- *Dependent Care Assistance Account*

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

Statutory Reference:

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

Approval:

Revised: 5/5/2021

Reviewed: 1st Reading, 4/21/2021

Approval: 7/29/2009



POLICY CODE: JLCD

APPROVAL:

ADMINISTERING MEDICATION TO STUDENTS

The Litchfield School Board believes that every effort should be made to minimize the administration of medication to students in schools. If it is possible, parents/guardians are urged to administer medication before school and/or after the student returns home. However, should it be necessary for a student to take prescribed medication during school hours, whether prescription or over-the-counter (OTC), the student will be supervised by the school nurse who shall be responsible for administering the medication. If the nurse is not available, the building principal or designee may assist students in taking required medications by making such medications available to the student as needed and observing the student as s/he takes or does not take his/her medication (NH Nurse Practice Act,; NH Code of Administration Rules Nur 404).

This policy shall extend to any school sponsored activity, event or program.

Medications

(Please note: Medication refers to all drugs prescribed by a licensed physician, advanced registered nurse practitioner, or licensed physician's assistant, as well as non-prescription or over-the-counter drugs (cold/cough medicines, analgesics, aspirin, antacids, ointments/creams, calamine/Neosporin, herbal medications, etc.)

Prescription medication will be administered in school only after receiving and filing in the student's health record the following documentation:

- a written statement from the licensed prescriber detailing the method of taking the medication, dosage, and time schedule of the medication (NH DOE Rule 311.02 (i)(1)
- a written authorization from the parent/guardian indicating the desire that the school [nurse] assist the student in taking the prescribed medication (NH DOE Rule 311.02 (i)(2,3)

Over-the Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber's order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician's assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

All medication must be delivered to the school nurse or principal/designee by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school.



POLICY CODE: JLCD

APPROVAL:

The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by the parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

To the extent consistent with NH Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

Students 18 years of age or older, and not under guardianship, are subject to the same rules set forth in this policy with the exception of parent authorizations and responsibilities, which shall be required from such student.

Emergency Administration of Medication

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel have all training as is required by law.

Field Trips & Other School-Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the nurse's absence, the Principal.

Self-Administration & Administration of Epinephrine Auto-Injectors & Inhalers

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Students may also possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration as prescribed in this policy.



POLICY CODE: JLCD

APPROVAL:

In unique circumstances, a student may need to possess and self-administer other medications at the direction of their physician. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. After administering such medication, a report must be made by the student to the school nurse for record keeping purposes.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian as prescribed in this policy.

Written Authorization

All written authorizations by physician and parent/guardian for medications to be administered to students during school hours will be required to be renewed at the beginning of each school year during the student's enrollment.

Other Uses / Administration Prohibited

No person shall share or otherwise administer any prescription or over-the-counter medication with another student except as provided in this policy. Each year the District shall notify students and parents/guardians in writing of these prohibitions (student handbooks). Violations will result in appropriate disciplinary action, including but not limited to suspension or expulsion.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures to control medications administered in schools (e.g. delivery, storage, authorization, record keeping, reporting, etc). Such procedures can be found in Administering Medication to Students Procedures. Additionally, and pursuant to NH DOE Rule 311.02(k), each school nurse shall develop and implement building specific protocols regarding receipt and safe storage of prescribed medications.

Legal References:

- RSA 200:40-b, Glucagon Injections*
- RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted*
- RSA 200:43, Use of Epinephrine Auto-Injector*
- RSA 200:44, Availability of Epinephrine Auto-Injector*
- RSA 200:44-a, Anaphylaxis Training Required*
- RSA 200:45, Pupil Use of Epinephrine Auto-Injectors – Immunity*
- RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted*
- RSA 200:47, Use of Asthma Medications by Pupils – Immunity*
- RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers*
- RSA 200:55, Administration of Bronchodilators, Spacers or Nebulizers*
- RSA 326-B, Nurse Practices Act*
- NH Code of Administrative Rules, Ed. 306.12(b)(2), Special Physical Health Needs of Students*



POLICY CODE: JLCD

APPROVAL:

NH Code of Administrative Rules, Ed. 311.02(d), Medication During School Day
NH Code of Administrative Rules, Nur 404, Ongoing Requirements

Approval:

Reviewed: 1st Reading, May 5, 2021

Revised: April 28, 2021

Approval: January 27, 2010

JLCD-R: ADMINISTERING MEDICATIONS TO STUDENTS PROCEDURES

A. Written Authorizations

Prescription Medications

In order for prescription medications to be given at school, the following shall occur:

1. The school nurse shall ensure that a written statement from the licensed prescriber containing the following be filed in the student's health record:
 - a. The student's name;
 - b. The name and signature of the licensed prescriber and contact numbers;
 - c. The name, route and dosage of medication;
 - d. Specific recommendations for administration;
 - e. The frequency and time of medication administration or assistance;
 - f. The date of the order; and
 - g. A diagnosis, if not a violation of confidentiality;
*a diagnosis is necessary as nurses may not dispense medications without one.
2. The school nurse shall ensure that there is written authorization by the parent and/or guardian that contains:
 - a. A list of all medications the student is currently receiving, as well as the student's complete medical history, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication be documented;
 - b. Approval to have the school nurse administer the medication, the student to possess and self-administer and/or the principal or his designee assist the student with taking the medication; and
3. The school nurse shall ensure the authorization or other accessible documentation contains:
 - a. The parent and/or guardian's home and emergency phone number(s); and
 - b. Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.



POLICY CODE: JLCD

APPROVAL:

Non-Prescriptions/Over-the-Counter Medications

Non-prescription and OTC medications shall be administered only with the written authorization of the parent/guardian. The authorization shall contain the same information, with the same access, as is required relative to prescription medications as prescribed by this policy.

The above procedures will also apply to students who require medication while participating in field trips or overnight trips.

To the extent consistent with NH Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

Students 18 years of age or older, and not under guardianship, are subject to the same rules set forth in this policy with the exception of parent authorizations and responsibilities, which shall be required from such student.

B. Delivery of Medication to School

1. A parent, guardian or a parent/guardian-designated, responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:
 - a. The prescription medication shall be in an original pharmacy or manufacturer labeled container;
 - b. The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered; and
 - c. The medication may be delivered by other adult(s), provided, that the nurse is notified in advance by the parent or guardian of the delivery and the quantity of prescription medication being delivered to school is specified.

C. Storage of Medication

1. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and prevent loss of efficacy. Parents/pharmacist must measure a single dose of medication from this container to a newly labeled container for the purposes of field trips or school sponsored activities.
2. All medication to be administered by the school nurse shall be kept in a securely locked cabinet, which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in a locked box in a refrigerator maintained at



POLICY CODE: JLCD

APPROVAL:

temperatures of 38 - 42 degrees. Emergency medications may be secured in other locations readily accessible only to those with authorization.

C. Recording Provisions

1. Each school will document the following information regarding medication taken by each student:
 - a. Name of medication prescribed;
 - b. Dose and route of administration;
 - c. Date and time of administration;
 - d. Signature or initials of adult present;
 - e. Other noteworthy comments.

2. Each school shall develop and maintain a paper or electronic system to document the information required in this section, which shall allow for secure communication of the information recorded in the items prescribed in Section C.

If student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded and parents/guardians shall be notified.

Recording cannot be altered; if an error occurs, a line is to be drawn through the entry and correct data recorded in line below and signed.

D. Student Health Records

Physicians' written orders and the written authorization of parents or guardians should be filed with the student's cumulative health record and kept for a period of time as determined by the New Hampshire Department of Education's Records Retention Schedule. Health records concerning students who receive special education services should be retained as long as the student is in a special education program and there is district liability for the education of the student.

Records shall be available to representatives from the State Division of Public Health and/or State Department of Education to the extent consistent with the Family Education Rights and Privacy Act (FERPA).



LITCHFIELD SCHOOL DISTRICT
PRESCRIPTION/OTC MEDICATION ADMINISTRATION AUTHORIZATION FORM

Student's Name _____ DOB _____
Teacher/Advisor _____ School _____ Grade _____
Name of Medication _____

TO BE COMPLETED BY HEALTH CARE PROVIDER:

Diagnosis/Condition _____

Dose, Route other Administration Instructions _____

Frequency & Time(s) to be given at school _____

Dates to be given _____ 20__/20__ school year or _____

Optional:

If an AM dose is given at home and is omitted, a dose of _____ mg may be given at school after omission is verified by a parent/guardian. School dose may then be given _____ hours later.

Special Side Effects, Adverse Reactions or Contraindications _____

Additional information _____

Licensed Prescriber Signature _____ Date _____

Licensed Prescriber Telephone Number _____

PARENT/GUARDIAN AUTHORIZATION

PLEASE LIST ALL MEDICATION THE CHILD IS TAKING AT HOME (Prescription and over the counter medications) if not a violation of confidentiality

- 1. _____ 2. _____
3. _____ 4. _____

I hereby authorize the designated staff person or school nurse to administer the above medication as directed. In consideration for this service, I further agree that I will not hold liable, and will otherwise save harmless, the District and/or any department or employee thereof for death or injury resulting from administration or assistance in the administration of the medication described above. I understand that (a) not more than one month of prescribed medicine may be stored in school, (b) medication will be delivered directly to the School Nurse, Principal or designated staff member by the parent or guardian, if possible, and (c) the medication will be delivered in a container properly labeled with the student's name, the physician's name, the date of original prescription, name and strength of medication and directions for taking by the student.

Printed Name of parent/guardian _____ Date _____
Signature of parent/guardian _____

Yes ___ No ___ I give my permission for release/exchange of pertinent information by telephone, mail or electronic exchange including fax or e-mail between the school nurse and the physician's office regarding the above medication.

Yes ___ No ___ I give my permission for other school personnel to be notified of the medication and any adverse effects.

Signature of parent/guardian _____ Date _____



**LITCHFIELD SCHOOL DISTRICT
EPI-PEN MEDICATION ADMINISTRATION FORM (SELF-ADMINISTERED)**

Student's Name: _____ DOB: _____

Student's Teacher _____ School: _____ Grade: _____

Parent/Guardian Name: _____ Emergency Tel# _____

Diagnosis/Condition: _____

Please list any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of parents/guardian to keep confidential: _____

Name of Medication: _____

DOSE to be given at school and ROUTE: _____

FREQUENCY and TIME (s) to be given at School: _____

Should a second dose be given? Y N If so, when _____

Specific recommendations for administration: _____

Contraindications, Adverse Reactions and/or Side-effects of this medication:

Severe adverse reactions that may occur to another pupil for whom the epinephrine is not prescribed, should such a pupil receive a dose of the medication:

Dates to be given at school OR if all year put school year date: _____

PLEASE LIST ALL MEDICATION THE CHILD IS TAKING AT HOME (Prescription and over the counter medications) if not a violation of confidentiality:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

It is my professional opinion that _____ has the knowledge and skills to safely possess and use an Epi-Pen in school and should be allowed to carry and use that medication by himself/herself without supervision.

Lic. Prescriber's Signature: _____ Date: _____

Lic. Prescriber's Name (please print): _____

Business Telephone: _____ Emergency Telephone: _____

PARENT/GUARDIAN AUTHORIZATION

Yes ___ No ___ I give my permission for release/exchange of pertinent information between the school nurse and the licensed prescriber's office by telephone, mail or electronic exchange regarding all of the above medical/ medication information concerning my child.

Yes ___ No ___ I give my permission for other school personnel to be notified of the medication and any adverse effects.

Signature of Parent/ Guardian _____ Date: _____

My child has been instructed in the proper way to use his/her medications and should be allowed to carry and use that medication by himself/herself without supervision and I give my child permission to do so.

Signature of Parent/ Guardian _____ Date: _____



LITCHFIELD SCHOOL DISTRICT
INHALED MEDICATION ADMINISTRATION FORM (SELF-ADMINISTRATION)

Student's Name _____ DOB _____
Teacher/Advisor _____ School _____ Grade _____
Parent/Guardian _____ Emergency # _____
Name of Medication _____

Please list all medications student is taking at home (Prescription and Over-the Counter medications):

TO BE COMPLETED BY HEALTH CARE PROVIDER:

Diagnosis/Condition: _____

Asthma Triggers: _____

Please list any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of parents/guardian to keep confidential:

DOSE to be given at school and ROUTE: _____

FREQUENCY and TIME (s) to be given at School: _____

Specific recommendations for administration: _____

Special side effects, contraindications and adverse reactions of this medication to be observed for:

Dates to be given at school _____ or _____ 20__ -20__ school year

It is my professional opinion that _____ has the knowledge and skills to safely possess and use an inhaler in school and should be allowed to carry and use that medication by himself/herself without supervision.

Licensed Prescriber Signature _____ Date _____

Licensed Prescriber Telephone Number _____

PARENT/GUARDIAN AUTHORIZATION

Yes___ No___ I give my permission for release/exchange of pertinent information between the school nurse and the licensed prescriber's office by telephone, mail or electronic exchange regarding all of the above medical/ medication information concerning my child.

Yes___ No___ I give my permission for other school personnel to be notified of the medication and any adverse effects.

Signature of Parent/Guardian _____ Date: _____

My child has been instructed in the proper way to use his/her medications and should be allowed to carry and use that medication by himself/herself without supervision and I give my child permission to do so.

Signature of Parent/Guardian _____ Date: _____

Parent will provide backup inhaler to be kept in Health Office: YES___ NO___
Parent initials