

LITCHFIELD SCHOOL DISTRICT

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
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Approved Minutes for July 16, 2019

Location: CHS Board Meeting Room

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:15 p.m. He announced that due to technical difficulties the meeting was not able to be broadcast or recorded.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from June 19, 2019:

Mrs. Harrison made a motion to approve the non-public minutes of May 22, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to approve the non-public minutes of June 5, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Jill Pennington, CHS Music teacher, subject to finding a suitable replacement. The motion failed for lack of a second.

Mr. Meyers made a motion to accept the resignation of Jill Pennington, CHS Music teacher. Mrs. Harrison seconded. The motion carried 4-1-0, with Mr. Bourque opposing.

Summary of Non-Public Actions from June 20, 2019 Emergency Meeting: *No non-public actions.*

Summary of Non-Public Actions from June 27, 2019 Emergency Meeting: *There was no non-public session.*

E. Presentations and Recognitions

• CHS Booster Fundraisers

Jim Norton, from the CHS Booster Club discussed new fundraisers with the School Board. Fundraisers included a car show at CHS, a movie in the field at CHS, and a comedy night with a hypnotist that can either be held at CHS or Talent Hall. He explained that Fun Flicks will provide the inflatable screen, video and audio for the Movie in the Field fundraiser, for which they will charge admission and use the press box to sell concessions; the car show will be held in the CHS parking lot and admission will be charged for those showing the cars, with concessions and raffles being sold to the public; Joe DeVito is the Hypnotist for which they will charge admission and hold raffles.

Mr. Bourque asked about the timeframe for the fundraisers. Mr. Norton indicated it will be late spring.

Dr. Jette asked what time the movie will be held. Mr. Norton indicated it will be held from 7 pm to 9:30 pm.

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Mr. Bourque commented the fundraisers are all good ideas. He suggested that the Boosters come back to the Board with more information and potential dates for the fundraisers.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- Kindergarten Enrollment Update

The Superintendent provided an update on the number of students enrolled in Kindergarten for the 2019-2020 school year. He indicated that Mr. Thompson came to a Board meeting in June with a kindergarten enrollment report. He commented we discussed the number of students enrolled for 2019-2020 and that enrollment would have to be at 76 students in order to add a fifth class. Dr. Jette reported the enrollment for kindergarten is currently at 67.

- Kindergarten Staff Planning

School Board members discussed the necessity of hiring a fifth Kindergarten teacher, which will require a vote of the School Board.

Mr. Meyers asked about making a provisional motion to add a kindergarten teacher subject to the enrollment reaching 76 by August 13.

Mrs. Hershberger commented that the district has published additional notifications for Kindergarten registration and she believes that there has been good visibility in the community.

Mr. Bourque commented that the fifth teacher is in the budget and we have the enrollment cap. He did not feel a motion was necessary.

- 2019 CHS Graduation Report

Dr. Jette provided the 2019 Graduation report to the School Board, as well as information regarding enrollment changes for the Class of 2019 from their freshman year to graduation. He reported there were 114 graduates with 65% going to 4 year colleges and 19% going to 2 year colleges. He indicated an additional 7 students graduated from the Londonderry Adult Education Program for a total of 121 seniors.

Dr. Jette reported that the Class of 2019 enrollment was tracked for the last four years. Grade 9 began with 129 students in 2015 and ended with 121 graduates. He noted that 8 students either moved out, transitioned or graduated early.

Mrs. Hershberger asked if there are measurable changes from last year with regard to the percentage of the students that are attending colleges.

Mrs. Flynn indicated that a report was created in 2017 to track trending in the percentage of graduates that are entering colleges. She offered to update the report and share it with the Board.

H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE.

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The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

Margaret Norton, 24 Woodhawk Way, thanked the Board for their efforts in delivering the renegotiated teachers' contract to the Budget Committee. She informed the Board that she is coordinating people to send letters to the Budget Committee in support of the teachers' contract. She indicated the reason she and other community members are present this evening is to advocate for Aimee Gaspar and to have Emma Burns attend CHS. She commented that tuition waivers for staff members' children should be added as a perk.

Nancy Sott, 8 Buttonbush Lane, expressed her support for Aimee Gaspar. She commented that she is an excellent teacher and does a lot for the students. She agreed that the ability for staff members' children to attend Litchfield schools should be a perk in the job description. She believes that this community would suffer a loss if Mrs. Gaspar decides not to return to CHS. She indicated there should be a policy change, not just for Mrs. Gaspar's situation, but for all staff members.

Ed Glancy, 10 Lund Street, commented that Mrs. Gaspar was one of his teachers. He indicated she is a strong, maternal force that holds it all together. He noted that he has seen Ethan at CHS and he proved to be an asset to the school. He believes that Emma would be an asset as well.

Sheila Howley, 12 Deerwood Drive, mentioned she was involved in the plan to build CHS. She commented that the backbone of the school are the teachers like Mrs. Gaspar, who provide comfort to parents to have their children at CHS. She was concerned about the rapid staff turnover at CHS this year and believes that we did not have that type of turnover in the past with teachers. Mrs. Howley mentioned that she chaperoned the first trip to NYC, which was coordinated by Mrs. Gaspar. She commented that the trip gave the students a wonderful opportunity and valuable experience. She indicated that was the year we visited the 9/11 site, which was impactful. Mrs. Howley commented that Mrs. Gaspar has been at CHS since it opened and that she is the backbone of the school. She believes without teachers like that that she is not sure this school or district could rely on the strong reputation we have. She indicated the reputation of a school district attracts strong home buyers and for those who pay taxes, it helps to have good schools and a good town infrastructure. She noted that we do support our teachers and our schools. Mrs. Sott commented that it was mentioned there were no minutes taken when Mrs. Gaspar approached the Board requesting a waiver of tuition for Ethan and that paperwork is missing. She believes a precedent was set with Ethan. She noted if the Board needs to look at the policy then it should be done and the way the Board handles this situation tonight will tell us as a community whether or not the Board 'gets it'.

Chris Palladino, 39 Century Lane, mentioned he graduated from CHS this year. He explained the students decided to honor Mrs. Gaspar because of the impact she had on us and we did it in a way that did not disrupt the whole graduation. He commented there is no limit to what we will do for her. He indicated that he had a good experience at CHS and all the teachers and classes were amazing. He stated we are already losing teachers and if we lose Mrs. Gaspar there will not be a sound foundation for teaching. He mentioned that during the graduation ceremony it was decided that college names would not be stated. He noted a petition is circulating regarding that practice. Mr. Palladino expressed his support for Emma Burns to attend CHS. He indicated she has always helped with events at CHS, she is an amazing student, an athlete, a musician and a member of the Honors Society. He feels that she should be given the chance to attend CHS, but it is also about providing the opportunity for all teachers to have their children attend CHS.

Jim Norton, 24 Woodhawk Way, thanked the Board for their work on the renegotiated teachers' contract. He mentioned that we lost some of the best educators in the district this year and CHS seems to be in critical condition. He indicated that we need to work to keep the teachers we have and Mrs. Gaspar is one of those teachers. He expressed support in allowing her daughter to attend CHS next year. He encouraged the Board to revote the issue.

Nico Heller, 66 Pilgrim Drive, commented that he watched Ethan Burns during his years at CHS and saw him blossom. He mentioned that Ethan participated in sports, student government, maintained good grades and became one of the many leaders to our graduating class. He indicated that Ethan looked to his classmates as mentors as much as we looked to him. He stated as a Board you weighed the risk of whether to allow him to attend CHS.

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Mr. Heller expressed his support to have Emma Burns attend CHS. He explained that he spoke to people who knew Mrs. Gaspar and many relayed memorable experiences their children had with her and how much she helped students who struggled to recover in high school. He noted Mrs. Gaspar has been there for many students during their most trying times and has made a difference in their lives. He commented that all she has done at CHS and all she has done for the students of CHS shows the impact this family had on our school. He indicated she is one of the best teachers at CHS through peer work, involvement in the school and her willingness to help students. He mentioned that he met Emma Burns and ‘hung out’ with her and believes she is an excellent candidate for CHS.

Xavier Martinez, 1 Highlander Court, current Senior Class President, mentioned that Mrs. Gaspar was his advisor and has ‘bent over backwards’ for her students. He indicated that she taught him how to be a leader and that there are consequences for everything. He commented that she comes to CHS because she cares about the students. He noted that she is passionate about teaching, supportive, a caring mother with an infinite capacity for giving. He commented that she has always helped him when he had a problem. Mr. Martinez indicated Mrs. Gaspar has coordinated CHS fashion shows, proms, NYC trips, Boston trips and so much more and through it all her daughter has been there helping as well. He noted it is important for her and her daughter to be at CHS. He commented Mrs. Gaspar has so much to teach people.

Gabrielle Sott, 8 Buttonbush Lane, commented that she never had Mrs. Gaspar for a teacher, but her locker was next to her classroom door. She mentioned whenever she had a problem Mrs. Gaspar always found a way to talk to her. She indicated that she cares about her students, as well as those like her that were not her students. She noted people say the NYC trip and the fashion show were useless for the students, but that is not the case. She stated it is a way to get us out of a small town, which some may not have had the opportunity to experience. Ms. Sott mentioned that she has never met a kinder person and that we will be pushing away one of the most important teachers at CHS if her daughter is not allowed to attend.

Robin Kopaczynski, 13 Rookery Way, asked how the tuition waiver request can get back on the agenda.

Mr. Bourque indicated that a Board member would need to make a motion.

Dr. Jette clarified that Mrs. Gaspar would need to make the request to the Board. He indicated that one of the things the Board needs to do is have a conversation with Mrs. Gaspar, but she is not making that request at this time and it complicates the issue if she is not here.

Nancy Sott, 8 Buttonbush Lane, commented that she would like to see the policy revisited.

Dr. Jette indicated that is a separate question. He noted the Board can consider if they want to review that policy. He emphasized it is important for the Board to have a unified voice and make a unified statement, which the Board will discuss this evening. He asked the public to be patient for the statement to be published. He mentioned that there are other views and viewpoints regarding the issue.

Mrs. Harrison made the following statements:

We all agree with what has been said about Mrs. Gaspar this evening. It is impressive to hear descriptions used when speaking about her such as amazing, supportive, maternal voice, and infinite capacity for giving. If our goal is to give students Character, Courage, Respect and Responsibility then judging by what was presented here, we have done it. It is important to hear public input. She encouraged those in attendance to stay active, pay attention and come to the Board meetings. Many thanks to parents for raising these awesome children and giving support to our teachers. Hearing that support come from you that raising taxes is worth it to you to have good teachers and that you see it as a priority for our town. There is no doubt Mrs. Gaspar is an exemplary teacher and a model we expect all our teachers to strive for. We have many teachers who go above and beyond the classroom for their students. Teaching has changed over the last 20 years and, nowadays, teaching is parenting. We have teachers that do that on a regular basis; we have teachers that instill lifelong lessons; teachers that bring in a coat or clothing for students who need it; teachers who bring in snacks or pay for food for our students. The Board should revisit the policy and if we can add a benefit for our teachers that what we should do.

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The Board has done research and the perception that we lost paperwork and minutes is a misnomer. We are unable to talk about the conversation and facts due to privacy laws and collective bargaining, but we would like to disclose the information if we could.

Mrs. Harrison requested to bring the Admission and Tuition policy back and consider providing a reduced rate or benefit to teachers and staff for tuition.

Dr. Jette reported that we have gone through the files, scoured all documents on tuition waivers in the last 10 years and linked all documentation for the Board. He indicated there is a lot of misinformation out in the community. He explained there are details that are confidential and private, but have been provided to the Board. He noted when the Board makes a decision they make that decision based on all the information.

I. School Board Comments

- School Board Audit Questionnaire

The 2019 School Board Audit Questionnaire was provided for the School Board to review and complete for the FY19 District Financial Audit. School Board answered the questions and completed the form.

II. GENERAL BUSINESS

A. Public Minutes:

- June 19, 2019

Mrs. Harrison made a motion to approve the public minutes of June 19, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

Mrs. Hershberger left the room momentarily.

- June 20, 2019 Emergency Meeting

Mrs. Harrison made a motion to approve the public minutes of June 20, 2019. Mrs. MacDonald seconded. The motion carried 4-0-0.

- June 27, 2019 Emergency Meeting

Mrs. Harrison made a motion to approve the public minutes of June 27, 2019. Mr. Bourque seconded. The motion carried 4-0-0.

Mrs. Hershberger returned.

- Budget Transfers

Mrs. MacDonald made a motion to approve the final budget transfers for the end of FY19. Mrs. Harrison seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrators Report

The Business Administrators Report was provided for the School Board. Dr. Jette mentioned Mr. Izbicki is not in attendance this evening. He asked the Board if there are any questions and he will do his best to answer them.

Mrs. MacDonald inquired if the CHS weight room floor will be replaced. Dr. Jette indicated it will be replaced before the start of the school year.

Mrs. MacDonald inquired about the purchase of the district truck and noted that she heard two used trucks would be purchased.

Mr. Bourque indicated that they are looking for two different types of vehicles.

Dr. Jette commented that the district will be looking to purchase high quality vehicles. He explained one would be enclosed and for hauling tools for maintenance and the other would be to two the trailer.

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Mrs. Hershberger inquired about the Food Service deficit. She asked how much was carried forward from the district to cover the loss.

Dr. Jette indicated there was a balance coming into the FY19 year and this year the department ran a deficit. He commented that food sales have increased and that the cost of the food has increased. There were also investments made into the program and personnel in the department. He believes that the amount covered by the district was approximately \$40,000, which includes the \$6,000 in unpaid meal charges.

Mrs. Harrison asked if a final number on the food service loss.

Mr. Bourque was concerned that 21,000 more meals were sold, but we lost \$40,000. He requested that Mr. Izbicki can provide a breakdown for the Board.

B. FY19 Final Dining Report

The year-end report from the Food Services Department was provided for the School Board. Dr. Jette reported that approximately 22,000 more meals were sold this year over last year.

Mr. Bourque asked for a report on the sales dollars for food services.

C. Enrollment Report

The June 2019 District enrollment report was provided for the School Board. Dr. Jette reported the district ended the year with 1,314 students, an increase of 11 students over the year that were mostly at GMS.

IV. NEW BUSINESS

A. Policies:

- DFA, Investment Policy

The School Board is required to approve the district's Investment Policy annually.

Mrs. Hershberger made a motion to approve the district's Investment Policy. Mrs. Harrison seconded. The motion carried 5-0-0.

- JH, Student Attendance, Absenteeism and Truancy

The Attendance policy has been revised to reflect updated language regarding make up work, excused absences and protocols for truancy. This is a review for a 1st Reading.

Mr. Bourque made a motion to approve policy JH, Student Attendance, Absenteeism and Truancy as a 1st Reading. Mr. Meyers seconded. The motion carried 5-0-0.

- EBCB, Emergency Drills

The Emergency Drills policy has been revised to include new and/or updated descriptions and protocols for emergency situations. This policy is directly related to the District Emergency Drill and Preparedness Procedures.

Mrs. MacDonald left the room momentarily.

Mrs. Harrison made a motion to approve policy EBCB, Emergency Drills, as a 1st Reading. Mr. Meyers seconded. The motion carried 4-0-0.

B. Emergency Management Guide

The SAU has revised their emergency procedures in accordance with the recommendations from the NH Department of Homeland Security and Emergency Management.

V. OLD OR UNFINISHED BUSINESS

A. Student Handbooks

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Student/Parent Handbooks for each school have been reformatted to be consistent across the district. Some sections have updated and/or revised language that is highlighted. The handbooks will be published to the district and school websites upon approval of the School Board.

Mrs. Harrison made a motion to approve the GMS, LMS and CHS Student Handbooks for 2019-2020. Mrs. MacDonald seconded. The motion carried 5-0-0.

VI. MANIFEST

The manifest was circulated and signed by the School Board.

VII. PUBLIC INPUT

A. Community Forum

Nico Heller, 66 Pilgrim Drive, clarified the number of people that signed a petition he circulated regarding allowing the daughter of a staff member that does not reside in Litchfield to attend CHS. He indicated that 150 people signed the petition circulated door to door and the online petition. He noted the online petition is still open and will be closed on Tuesday, July 23. He offered to forward the results to the Board.

Community members asked questions regarding the Admission and Tuition policy, tuition cost calculation, and how the school district budget is funded. Negotiation procedures were also discussed. Board members and Dr. Jette explained that funding for the school district budget comes mainly from local taxation and a smaller percentage comes from education adequacy aid from the State. Per pupil costs are calculated with a formula used on the DOE 25, which is a financial form required to be completed and filed with the NH DOE annually. The final costs per pupil become the tuition rates charged by the district.

The Board indicated that any changes or suggestions for the Admission and Tuition policy will be reviewed and discussed by the Board. With regard to waivers of tuition for staff members' children, it was explained that without clarification of tuition waivers in the Collective Bargaining Agreement (contract), granting a tuition waiver for one staff member would create an inequity to all other union members. The contract purpose is equality for all union members across the contract. It is a process that is negotiated diligently.

Xavier Martinez, 1 Highlander Court, current Senior Class President at CHS, commented that it is easier to now understand that there is a system where everything has to be equal for those in the bargaining unit.

Nico Heller asked how Ethan Burns was able to enter CHS on a Waiver.

Dr. Jette indicated that was a non-public matter and cannot be discussed with the public. He added that the Board and district cannot discuss an individual student's private information with the public, unless the person making the request asks for an open meeting in public session.

Mrs. MacDonald indicated the Board respects Mrs. Gaspar regardless of the outcome of the situation.

Nico Heller asked about tuition assistance. Dr. Jette indicated that would have to be considered in the policy.

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 8:41 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes, Tara Hershberger, yes.

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IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 9:49 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:50 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27
Litchfield, New Hampshire 03052

Approved Minutes for August 19, 2019
Emergency Meeting

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION 11:30 a.m.

A. Call to Order

Mr. Bourque called the meeting to order at 11:38 a.m. He thanked all members for attending at short notice.

B. Pledge of Allegiance

C. Approval of Warrant Article for Special Meeting

The School Board is required to vote their recommendation for the Special Meeting warrant article prior to posting on August 20, 2019.

Mr. Bourque read Article 1:

Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association, which calls for the following increases in salaries and benefits at the current staffing level:

Table with 2 columns: Year, Estimated Increase. Rows: 2019-2020 (\$ 256,587), 2020-2021 (\$ 294,278), 2021-2022 (\$ 303,872)

and further to raise and appropriate the sum of \$256,587 for fiscal year 2020, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

Estimated Tax Impact: \$0.28

Mr. Bourque indicated that the cost (\$256,587) to be appropriated is not an additional amount, but the amount for the first year of the contract.

Mr. Bourque made a motion to recommend Article 1. Mr. Meyers seconded. The motion carried 5-0-0.

The 2019 School District Special Meeting Warrant will reflect that the School Board recommended Article 1 by a vote of 5-0-0.

II. PUBLIC INPUT

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the

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There was no public input.

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 11:42 a.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes, Tara Hershberger, yes.

A. District Business

The Board discussed the Superintendent’s evaluation process.

IV. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 12:19 p.m. 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.

V. ADJOURN

Mrs. MacDonald made a motion to adjourn the meeting at 12:20 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair
C. Harrison, Vice Chair

Approved Minutes for August 21, 2019

Location: Town Hall

In Attendance:

Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Mary Widman, Director of Curriculum, Instruction & Assessment
Michele E. Flynn, Administrative Assistant

(Note: Agenda items may not have been addressed in the order they were presented on the agenda.)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:08 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 July 16, 2019:

Mr. Meyers made a motion to approve the non-public minutes of June 19, 2019. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Meyers made a motion to approve the non-public minutes of June 20, 2019. Mrs. MacDonald seconded. The motion carried 4-0-1, with Mrs. Hershberger abstaining.

Mr. Bourque made a motion to accept the staff nomination clarification as presented. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Kathleen Oakes as a CHS Special Education teacher at a salary of \$65,114 for 2019-2020. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Brittany Milligan as CHS Music teacher at a salary of \$46,761 for 2019-2020. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Kara Robinson as a CHS English teacher at a salary of \$43,513 for 2019-2020. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Gary Venenga as a CHS English teacher at a salary of \$53,072 for 2019-2020. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Heidi Paris, CHS Social Studies teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Sarah Anstey, LMS Science teacher. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Jennifer Watson, CHS Spanish teacher. Mrs. Hershberger seconded. The motion carried 5-0-0.

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Mr. Bourque made a motion to accept the resignation of Jarod Mills, CHS Athletic Director. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no revisions to the agenda.

F. Correspondence

G. Superintendent's Comments

- Kindergarten Enrollment Update

Dr. Jette provided an update on the number of students enrolled in Kindergarten for the 2019-2020 school year. He reported that enrollment for Kindergarten is at 71 with a student entering in October; enrollment for Grade 1 is at 93. Dr. Jette indicated that Mr. Thompson has recommended that a fifth Kindergarten teacher not be added at this time.

Mrs. MacDonald asked how many students were enrolled in Kindergarten at this time last year.

Dr. Jette indicated he will get that information.

Mrs. MacDonald commented we were informed last year that we would not need more than four teachers and that did not work out.

Dr. Jette indicated that was a different situation.

The School Board requested enrollment numbers for this time last year.

- College Attendance by CHS Graduates Analysis

Dr. Jette provided an analysis on college attendance trends over the past 12 years by CHS graduates. He indicated last year there were 114 graduates, of which 84.21% went on to a two or four year school. He noted attendance at selective schools is also noted. He commented almost 20% of our graduates went on to a selective school.

School Board members requested a list of the selective schools that were attended.

- Principals and Curriculum Reporting Schedule 2019-2020
 - 2019-2020 School Board Meeting Calendar

Dr. Jette provided a draft schedule for principals and the curriculum director to present reports to the School Board for 2019-2020. He proposed staggering when the principals and curriculum director come to the Board to report.

School Board members were in agreement with the schedule.

- CHS Booster Fundraisers

Dr. Jette asked the School Board to approve the fundraisers requested by the Booster Club. More information on the dates and times will be provided for the School Board as those details are finalized by the Booster Club. Fundraisers include: Movie in the Field at CHS; Car show at CHS; Comedy Show with Hypnotist (location TBD).

Mrs. Harrison made a motion to approve the Booster Club fundraisers that include: Movie in the Field at CHS, Car Show at CHS and a Comedy Show with Hypnotist (location TBD). Mrs. MacDonald seconded. The motion carried 5-0-0.

- Opening Day Schedule and Invite

Dr. Jette provided information regarding opening day plans and activities in the district and invited School Board members to participate on opening day. He explained the first day is a district day and includes photos for new badges, recognition of staff, a guest speaker (Justice Broderick), technology time and ALICE recertification.

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- District Hiring Report
 - Open Positions
 - Cost of New Hires

Dr. Jette provided an overview of the positions filled and open positions in the district.

Hiring Summary:

- GMS: 2 paraprofessionals; 4 teachers
- LMS: 2 administrative assistants; 4 paraprofessionals; 5 teachers
- CHS: 1 athletic director; 5 paraprofessionals; 10 teachers; 1 social worker
- District: 1 mental health clinician.

Open Positions:

- GMS: paraprofessionals
- LMS: lunch monitor, coaches, food service technician
- CHS: part time physical education teacher, athletic administrative assistant, coaches, school psychologist and a paraprofessional.

- 2019 Special Meeting Warrant Article

Dr. Jette provided the signed special meeting warrant to the School Board and reported that the article was recommended by the Budget Committee on August 19 by a vote of 6-2-0. He recapped that the petition to hold a special meeting for voters to approve the renegotiated contract was presented in Superior Court at the beginning of the month. The ruling will be electronic. He added that because the judge could take up to 30 days for the ruling, we are on a tight timeline to Deliberative.

H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

Nancy Sott, 8 Buttonbush Lane, thanked the Superintendent for the information on hiring and open positions. She asked if the rest of the open positions has been filled.

Dr. Jette indicated that open positions have been filled.

Mrs. Sott commented that there has been better progress since the previous month.

Dr. Jette indicated that an aggressive stance was taken. He noted that there is a shortage of teachers across the state. He commented that we marketed all the great things about Litchfield and the high school specifically. He added many of the newly hired teachers bring much experience with them.

Mrs. Sott asked about selective schools. She commented that many students get accepted to more than one school and some of those schools could be selective.

Mr. Meyers asked if the percentage of schools to which students were accepted be included in the information.

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I. School Board Comments

Mr. Meyers thanked Dr. Jette for all the work that has been done this past year.

II. GENERAL BUSINESS

A. Public Minutes:

- July 16, 2019

Dr. Jette clarified some statements that were recorded in the July 16 minutes:

- Question by community member on how to get tuition request on the agenda
 - Chair stated Board member would have to make a motion
 - Dr. Jette stated that the parent would have to make the request and have a conversation with the Board

He explained the intended meaning of that statement is that the parent needs to make the request to the Board first.

Mrs. Harrison made a motion to approve the July 16, 2019 public minutes. Mrs. Hershberger seconded. The motion carried 5-0-0.

- Budget Transfers

Mr. Bourque made a motion to approve the Budget Transfers for July/August 2019. Mr. Meyers seconded. The motion carried 5-0-0.

III. REPORTS

A. Curriculum Report

- Work Study Practices

Ms. Widman provided final work study practices and ask for School Board approval. She indicated that changes were made to the rubrics for all three buildings and approved by the committee.

Board members were pleased with the changes and ties into the school core values. Mrs. MacDonald suggested putting posters of the rubrics in the classrooms.

Mrs. Harrison made a motion to approve the Work Study Practices as presented. Mr. Meyers seconded. The motion carried 5-0-0.

- General Summer Curriculum Updates

Ms. Widman provided the School Board with updates regarding summer curriculum work. She indicated that high school documents for Math will go to PERC in September and come to the Board in October; district competences were created and approved and will be used on the high school documents.

- Live to Learn Academy and the Design Studio Update

Ms. Widman provided an update to the School Board regarding the recently held Live to Learn Academy and the Competency Design Studio conference. She indicated that tech session that ran in the Live to Learn Academy were incredibly successful and well attended. Elementary and middle school ELA and Social Studies have been revised, with the exception of the competencies.

Ms. Widman indicated that 10 teachers and administrators attended the Design Studio and the discussions were so powerful. She noted they discussed how to move forward and set up a way to move forward to do the work that is needed during the year.

- Summer Data Camp

Ms. Widman reported that a summer data camp was held with administrators and teachers from all three buildings to discuss practices, data protocol and work to make the practices and protocols more meaningful.

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Ms. Widman reported 12 teachers and tutors participated in a 3 day Wilson training; 2 teachers participated in the NGSX Science training; teachers had PLTW training; and administrators attended conferences.

Dr. Jette reported that the Administrative Team had a two day retreat focused on administrative practices, team building and role playing skits practicing an elevator speech. He indicated a retreat is off site so there are no interruptions. He noted on day 2, there was a teambuilding event at Title Boxing Club.

Mrs. Hershberger asked if, when looking at the curriculum and setting it, are the number of assignments in each quarter weighted?

Ms. Widman indicated that the UBD process has three stages and if the assignments are truly competency based, they should be consistently weighted.

Mrs. Hershberger expressed concern for grade transparency to know what things count for.

Ms. Widman indicated those are practices we need to look at, but it will take some time. We have to have discussions at different levels. She noted that several discussions have occurred regarding consistency across grade levels, but we have to have common grading practices, for which we are having the discussions.

Mrs. Hershberger asked how newly hired teachers cope with a lack of consistency.

Ms. Widman indicated that there is mentoring for new teachers to help them learn and cope with the practices. She noted that Infinite Campus is set up for competencies to have equal weight.

Dr. Jette commented this year the high school has moved to common planning. Ms. Widman indicated that will help with the move toward consistency at the high school.

B. Business Administrators Report

- Summer Project Update

The business report was provided for the School Board. Dr. Jette indicated financial statements are pending from the auditor and the only findings were related to student activities procedures.

Mr. Bourque indicated that comes up every year and he does not understand why it has not been addressed.

Dr. Jette indicated that is not unique to this district as many practices are long standing to which auditors pay attention. He noted, for example, that tickets sales for plays are not being tracked consistently.

Summer Projects

Dr. Jette indicated all summer projects were completed and a list of those projects is provided for the Board.

Athletic Transportation

Dr. Jette reported that the SAU is looking into this. He commented as we run an analysis we are finding it will be more expensive.

Mrs. MacDonald asked about renting a coach bus for events that are further away.

Dr. Jette indicated we are looking at other districts who have purchased vans to transport their athletes. He commented the problem with longer trips is that the bus driver is sitting and waiting and we are charged for that time.

IV. OLD OR UNFINISHED BUSINESS

- #### A. Policies – Second Reading/Final Approval:

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- JH, Student Attendance, Absenteeism and Truancy (2nd Reading)

The Attendance policy has been revised to reflect updated language regarding make up work, excused absences and protocols for truancy. The School Board has approved the policy for a 1st Reading.

Mrs. Harrison made a motion to approve Policy JH, Student Attendance, Absenteeism & Truancy. Mr. Meyers seconded. The motion carried 5-0-0

- EBCB, Emergency Drills (2nd Reading)

The Emergency Drills policy has been revised to include new and/or updated descriptions and protocols for emergency situations. The School Board has approved the policy for a 1st Reading.

Mrs. Harrison made a motion to approve Policy EBCB, Emergency Drills. Mr. Meyers seconded. The motion carried 5-0-0.

V. MANIFEST

The manifest was circulated and signed by the School Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

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 Mrs. Harrison the Board entered into non-public session at 7:37 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes, Tara Hershberger, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 9:18 p.m. Mr. Bourque 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 9:18 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair
C. Harrison, Vice Chair

Approved Minutes for September 4, 2019

Location: Town Hall

In attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert Meyers, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
William Lonergan, Principal, CHS
Jodi Callinan, Guidance Director, CHS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revised agenda posted late afternoon.

D. Summary of Non-Public Actions from August 21, 2019:

Mr. Meyers made a motion to approve the July 16, 2019 non-public minutes. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Jamie Faulhaber as CHS Mental Health Clinician at a salary of \$45,000 for the 2019-2020 school year. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Daniel Duforney as LMS Physical Education teacher at a salary of \$53,820 for the 2019-2020 school year. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Joshua Knight as CHS Director of Athletics at a salary of \$76,127.27 for the 2019-2020 school year. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Babak Kavandi as CHS Math teacher at a salary of \$64,123 for the 2019-2020 school year. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Nicolas Sica as CHS Social Studies teacher at a salary of \$51,285 for the 2019-2020 school year. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Rachel Phillips as CHS English teacher at a salary of \$43,513 for the 2019-2020 school year. Mr. Bourque seconded. The motion carried 5-0-0.

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Mrs. MacDonald made a motion to accept the nomination of Matthew Colombo as LMS Science teacher at a salary of \$45,231 for the 2019-2020 school year. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. MacDonald made a motion to accept the nomination of Elizabeth Anderson as CHS Spanish teacher at a salary of \$55,538 for the 2019-2020 school year. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Hershberger made a motion to accept the resignations of:

- **Stephanie Wales, CHS School Psychologist**
- **Erin Brown, CHS English Teacher**
- **David Gilmore, LMS Physical Education Teacher**
- **Amy Perkins, CHS Part Time Physical Education Teacher**

Mrs. MacDonald seconded. The motion carried 4-1-0, with Mr. Bourque opposing.

Mrs. Harrison made a motion to approve the request for a student to attend Kindergarten at GMS on a paid tuition basis until the family becomes residents of Litchfield, with a refund of tuition if the family moves into Litchfield within 90 calendar days. Mr. Meyers seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

- Guidance and Counseling

Dr. Jette explained that principals will be submitting their monthly reports at the beginning of the month for Board members to read. He indicated principals' attendance will be staggered at every meeting and each principal will showcase a program in the school each month so Board members can ask questions of teachers, students, staff and the community can get a better understanding of what occurs in the schools.

Mr. Lonergan and Mrs. Callinan provided a report on the CHS Guidance program and activities.

Mr. Lonergan asked who impacts a student most over their 4+ years in high school? He indicated that school counselors impact student midway through grade 8 and all the way to grade 12. He noted that CHS has a very tight and strong group of counselors who do exceptional work.

Mrs. Callinan invited Bill Hicks, At Risk Counselor, and Travis Tucker, CHS student, to join her. She indicated the amount of work and time spent at CHS is twice the amount of time spent at a larger school because of the level of involvement in the students' school and educational lives. She highlighted new activities and events in 2019-2020:

- Career roundtable discussions in October, December and March with career representatives coming in to speak with students who participate
- Counselors will meet with advisors monthly to discuss their aspirations and expectations
- PSAT Day is October 15 with speakers, college application assistance, senior project boot camp and career development discussions
- Faculty / Student Mentor Program
- Weekly email to be sent in students' email soon
- ELO Assistance with help from Julie Green to find external opportunities for students.

Seniors: every senior is seen multiple times during the year to make sure every student has a plan before they leave CHS.

Juniors: start discussing their plans for senior years and beyond with them; college recruiters come in and speak with them several times per year; college admission representatives will be coming. An event in Nashua next week will include more selective schools discussing admissions and expectations and/or requirements.

Sophomores: there is much attention to grades and those with 504 plans; students are seen in advisory in small groups; start to get them to think during their classes about what they want to do when they graduate.

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Freshmen: Freshman Seminar is a great opportunity to speak with the students and try to get them to think about life after high school.

Grade 8: Over the summer every grade 8 parent is sent a login to Naviance to help them get ideas for their own children and help to tailor their expectations.

Mrs. Callinan commented that Travis Tucker is one of those students that you pray for in every building. He has a positive, upbeat attitude, was a student presenter on 8th Grade Parent Night, and wanted his four year plan when he was a freshman.

Travis Tucker, a junior at CHS, made the following statements:

The program with guidance starts in grade 8 because the transition to high school is a big one. It is a different social environment. When guidance works with the student council during Move Up Day, we get to meet our counselor. The counselor helps so much with scheduling and the transition; they are flexible and accessible. My four year plan was set up when I first came in as a freshman because I knew I wanted to go to college. Counselors accommodate student needs and make it easy to plan for life after high school.

Mr. Hicks made the following statements:

I run the Student Support Center and am known as the Alternative Counselor. I was asked to come to CHS and work with students who were acting out 12 years ago. These students had drug issues and were drop outs. My job is to make sure every student feels successful because I care about each one of them. The typical program does not always work. The State Department helped with grant funding for students who are struggling and cannot make the credits in the system. Through the years student issues have transitioned to those who were acting out to more emotional issues. My availability is every block, Saturdays and any time.

Most students in there have had no success since second grade; that is about 30-35 students per year and it is not an easy task to get these types of students to trust adults. My students are taught how to communicate their problems and the rewards are the successes of the students. Parents feel embarrassed and do not want to come in and talk, but they need support as well. If this program did not exist these students would be lost.

Peer Mentors: a workshop for students who want to be mentors. Their job is to talk with students who are struggling. There are teacher mentors to support one or two students who are struggling academically and/or socially. The workshop teaches them about the adolescent brain, how to talk to students, and how to have a personal relationship with a student.

Mediation Program: helping students being bullied by someone through texting or electronic means. In this program, students get together in a room and talk and each person gets to tell their side of the story. At the end we do a hand shake and 90% of the time, though they may not be friends, this will not have to occur again.

Mr. Lonergan mentioned that peer mentoring has been brought to the middle school as well. Mr. Hicks noted six students go down twice per week and help students who struggle.

Mrs. MacDonald commented that Mr. Hicks makes sure everyone has a Thanksgiving meal and makes a tremendous difference in students' lives.

Mrs. Hershberger asked if there are more students with problems with less enrollment than in the past. Mr. Hicks indicated in the beginning it was basically putting out fires, but many keep it hidden and it takes work to get them to talk.

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Mrs. Harrison asked if the CHS counselors work with counselors at LMS and GMS. She commented the more consistency we can give students begins in elementary school.

Mr. Hicks commented that the best teachers to start this work are elementary teachers because students fail starting in second grade and it carries with them throughout their educational years.

Mrs. Callinan indicated that the guidance department at CHS does work with counselors in the other schools helping them prep their students with course selection for high school, holding CHAT to CHAT meetings between schools, talking about each student and those concerns. She noted it helps pinpoint students to watch out for on Freshmen Orientation Day.

Mrs. Callinan offered to share an annual alumni report from Naviance with the Board, as well as the SAT Cohort for classes from 2011 to 2018.

Dr. Jette thanked Mr. Lonergan, Mrs. Callinan, Mr. Hicks and Mr. Tucker for coming to share a glimpse of what happens in the counseling program at the high school.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- College Attendance by CHS Graduates
 - Analysis of Colleges Attended
 - Analysis of College Acceptances
 - List of Schools – Selective and Non-Selective

Dr. Jette provided information regarding schools CHS graduates attended and college acceptance percentages. A list of selective schools and non-selective schools was provided. He reported that out of 114 graduates this year, 96 have gone on to a 2 or 4 year school (84.21%); 20 of those students who have gone on to a college attended a selective school (20.83%); the percentage of total graduates who attended a selective school is 17.54%. Dr. Jette reviewed the list of colleges to which students were accepted, pointing out that some colleges had multiple acceptances, but may not have had a student choose to attend.

Mrs. Callinan indicated that the list of selective schools is taken from the US World News report.

Mrs. Harrison asked about the characteristics of a selective school. Mrs. Callinan mentioned a few, such as above average SAT scores, low acceptance rates.

Mr. Bourque asked if there was any thought to announcing the school graduates will attend at graduation next year. Mr. Lonergan indicated that no challenges were faced by not announcing the schools.

Mr. Bourque asked how we will address grades submitted into Infinite Campus in a timely fashion this year. Mr. Lonergan indicated that the plan is for grades to be put into the system every two weeks; however, it is challenging for those running project-based classes.

Dr. Jette commented in this day and age people are so used to having instant results. He indicated it is incumbent on teachers to stay on top of it.

Mr. Bourque commented with regard to closing the portal down, that there should be no reason to close it. Mrs. MacDonald suggested putting in the due date so parents know the date for the end of the semester.

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Dr. Jette commented last year we closed the window down for a short period. We communicated to parents if you see it “live” it is like seeing the “sausage made”; however, if a parent sees a grade is not reported, they should report it directly to the principal so he can direct the teacher to enter the grade.

Mr. Lonergan expressed concern about parent calls when the grades are not entered quickly enough. Dr. Jette indicated that will be discussed at the Admin Team meeting.

Mr. Bourque asked for an ALICE update.

Dr. Jette indicated the Emergency Management team will be meeting on Friday. He noted that we have done the parent roll out and have to discuss how we go forward with students.

Mr. Lonergan indicated some teachers are already discussing emergency situations with their students.

- Debriefing of District Opening Days

Dr. Jette provided an update on the activities of the district’s opening days for faculty and staff, which included staff recognitions, a presentation from Justice Broderick about his experience with his son who was afflicted by a mental illness, suicide prevention, a staff barbeque, training on Data Governance and Student Privacy, and ended with ALICE recertification.

- Enrollment – First Day

Dr. Jette provided enrollment information for the first day of school in Litchfield. He reported the district had 1,265 student registrations, but 1,243 students were actually counted. He noted this number does not include PreK.

Mr. Bourque commented that it seems as if the numbers have stayed somewhat steady in comparison to last year.

- Special Meeting Update and Revised Warrant

- Court Decision for Special Meeting

Dr. Jette reported the court decision was received on Friday afternoon. He indicated the judge was very interested in what occurred in the courtroom and issued a 10 page ruling. He noted it was a thoughtful opinion.

- Revised Warrant for Special Meeting

Dr. Jette provided an update regarding the District Special Meeting. The Special Meeting was postponed to October 1 due to a procedural glitch. He explained that the court decision in favor of granting the special meeting was received late on Friday. The checklist is required to be posted four weeks prior to Deliberative Session and four weeks prior to voting for correction. The Supervisors of the Checklist did not hold the session prior to Deliberative Session, which raised concern that someone could challenge the process and invalidate the vote. Dr. Jette indicated we are following the process to the letter of the law and expressed he is hopeful the public understands. He noted that the School Board is required to sign the revised warrant.

The School Board signed amended warrant with the new meeting dates.

Dr. Jette confirmed the voting checklist was posted yesterday with an opportunity for people to amend the checklist on September 21. He commented this is a regular election and mentioned if any voters are unable to be in town that day an absentee ballot can be requested. The official ballot will be a paper ballot that will be hand counted.

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- ALiCE Recertification

Dr. Jette extended an invitation to School Board members to take the ALiCE recertification course. All Board members should have received an email from ALiCE with a link to the course.

- Historic Registration of Town Buildings

Dr. Jette reported that the Historical Society and Heritage Commission approached the Select Board to register certain older buildings in town, including the 1930 building at GMS. He commented that there was a question of ownership and we pulled the deed. Dr. Jette noted it is evident that the district owns GMS and the land it is on. He indicated the School Board would have to sign off on the petition to register the 1930 building. He mentioned that it was requested that a School Board representative attend the September 9 meeting of the Board of Selectmen to speak to the petition. Dr. Jette indicated they documented the building so there will be a record on file at the state, which can help in the future applying for grant money to preserve it.

Mr. Bourque and Mrs. MacDonald offered to go to the Select Board meeting.

- Status of State Education Funding

Dr. Jette discussed with the School Board an update received regarding the status of the NH State Budget and Education funding. He indicated Litchfield is proposed to gain \$420,000 in this coming budget year if the budget issue is settled at the state level, which should be by the end of September.

H. Community Forum

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Rob Meyers, 13 Nesenkeag Drive, provided clarification for a statement he made at the Select Board meeting during which he commented that there were times he did not support the town budget when voting on the Budget Committee. He indicated that he has often voted to support town budget items and mentioned the town representative has also voted to support school district budget items in the past.

Mrs. MacDonald commented that Mr. Meyers has always kept the School Board well informed of business discussed at Budget Committee meetings.

I. School Board Comments

Mr. Meyers commented that the Budget Committee asked for a status on the Capital Planning Committee.

Dr. Jette indicated that there was a meeting today that was specific to a presentation from Siemens regarding providing an energy performance contract. He noted meetings of the Capital Planning Committee are scheduled on Wednesdays prior to a Board meeting.

Mr. Meyers reported that the Budget Committee asked for costs for the special meeting and election.

Dr. Jette indicated the costs have not been calculated officially at this time. He noted that there are approximate costs and we can update the calculations to date.

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Mr. Bourque commented that it is worth having a contract for teachers for the cost of a few thousand dollars. Mr. Meyers indicated he did make that point to the Budget Committee.

Mrs. MacDonald asked when the GMS playground will be open.

Mr. Izbicki indicated the shade will be installed next Tuesday and we are waiting for Primex to schedule a safety inspection before the playground can be opened.

Mr. Bourque commented on transportation. He indicated that within the first two days a bus broke down. He noted that the district does not have all the new buses it was promised. He commented that there is now a pick up and drop off at a private program on Bus 9 and buses have been arriving late.

Mrs. Harrison agreed and noted that her children's bus was 12 minutes late.

Mr. Izbicki mentioned that there is a meeting with First Student coming up on September 13 and many issues will be addressed. He commented there are always some issues the first two weeks of school.

Dr. Jette reported that all the buses were shipped, but two were involved in an accident. He noted that temporary buses have been put in place.

Mr. Izbicki commented that with new drivers coming to a new town, one dry run for the routes is not enough.

Mr. Bourque commented on the pick-up and drop off system at GMS. He indicated that a solution had been discussed at the last meeting.

Dr. Jette indicated some changes have been implemented, but buses were late yesterday. He believes they are not holding the students waiting for the buses. Other options and ideas were exchanged.

- NHSBA Delegates' Assembly

Dr. Jette reported the NHSBA is notifying School Boards that they are accepting proposed resolutions for the upcoming Delegates' Assembly in January 2020. The deadline for submissions is November 4, 2019.

Dr. Jette asked Board members to select a delegate and submit ideas for new resolutions.

II. GENERAL BUSINESS

A. Public Minutes:

- August 19, 2019
- August 21, 2019

Mr. Meyers made a motion to approve the public minutes of August 19, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Meyers made a motion to approve the public minutes of August 21, 2019. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. REPORTS

A. Principals' Reports

- CHS Principals Report
- GMS Principals Report
- LMS Principals Report

Principals are now on a rotating schedule. The written reports will be submitted to the School Board at the first meeting of the month, but Principals will have a schedule for attendance at the meetings.

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B. Business Administrators Report

- DOE 25 and MS 25 Signatures

Mr. Izbicki provided cover sheets for the DOE 25 and MS 25 for Board member signatures. He indicated that the report will be emailed to the Board.

- Food Services Update

Mr. Izbicki provided some baseline information regarding Food Service finances. He indicated that the full report will be provided at the September 18 School Board meeting and will include information regarding staffing adjustments, portion adjustments for high school students, equipment investments and the reconfiguration of the kitchens.

Mrs. MacDonald mentioned that the lunch menus are posted on the District website, but not on the some of the school web pages.

Mr. Bourque mentioned that the School Board calendar needs to be updated on the District website.

IV. MANIFEST

The manifest was circulated and signed by the School Board.

V. PUBLIC INPUT

A. Community Forum

There was no public input.

VI. 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. MacDonald, the School Board entered into non-public session at 8:46 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; Mr. Meyers, yes; Mrs. Hershberger, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the School Board returned to public session at 9:56 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

VIII. ADJOURN

Mrs. MacDonald made a motion to adjourn the meeting at 9:56 p.m. Mr. Bourque seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for September 18, 2019

Location: Town Hall

In attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert Meyers, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Thomas Lecklider, Principal, LMS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:07 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 September 4, 2019:

Mrs. MacDonald made a motion to approve the August 21, 2019 non-public minutes. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

• **LMS Student Showcase:**

○ **PLTW and Computers**

Mr. Lecklider commented that Robin Corbeil and Eric Momnie (who was not able to attend) are joined by students to highlight two STEAM units and projects that have resulted from the classes. He noted the students are from the Tech Ed/STEAM class and the Computer Science class. He indicated that Project Lead the Way (PLTW) resources are the largest resource and the teachers are trained in the units. He commented that in these classes 21st Century skills are applied. Mr. Lecklider noted we are fortunate all of our grade 6 and 7 students are getting full STEM immersion.

Robin Corbeil provided a presentation on the Tech Ed and Computer Science units the students have been involved in.

Design & Modeling – Grade 6

Students were tasked with designing and building a solution to a problem that could be solved with an ankle-foot orthosis and to test their work.

Robotics & Automation – Grade 7

There are two parts to this unit – Mechanical Systems and Automation through Programming

Major projects included building mechanical systems with VEX-structural and gears, a windmill with simple gears, a pull toy with simple gears, and a Survival Challenge. Students also designed an obstacle course, spinning signs, a chainsaw and a Balsa Wood bridge.

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Innovators & Makers – Grade 6

Concepts of the unit include problem solving and design process, basic programming, simple electricity, and controllers and microbots. Projects included outdoor safety, community enhancement and a person or pet helper.

Students demonstrated their ankle-foot orthosis projects and their animation project using controllers and microbots. Students expressed that they were fully engaged, challenged and having fun.

App Creators – Grade 7

Concepts of the unit include problem solving and design process, basic programming, app development, and a platform using MIT App Inventor. Projects included digital doodle and medical related apps, with a final project to design and create a mobile app that solves a problem.

Mrs. Corbeil explained that students are graded on their ability and the subject and the difficulty of the project.

Mr. Lecklider noted it is not about perfection and getting it right the first time; it is about the process.

Mr. Bourque asked if most of the robotics students come from these classes.

Mrs. Corbeil indicated once they see what they can do on the computer and physically they make the connection to robotics. She commented we are giving these children a lot of opportunities with this program.

Mrs. Harrison commented that what they are doing is amazing. She indicated that she would like to see these students continue in the direction they are going with this program once they leave the middle school.

Mr. Meyers commented that other classrooms should be directed this way. He noted that it would be beneficial to get 3D printers for the Learning Commons.

Mrs. Corbeil indicated her robotics students model things and print the result on the 3D printer.

Mrs. Harrison commented the students mentioned having better servos. She asked if they needed anything and about the funding for robotics.

Mrs. Corbeil indicated that they can always use more and better equipment, which we will be adding into the budget as the program grows.

Mr. Lecklider indicated that robotics has some support at LMS with a budget and interest from UNH. He noted they are looking into some grants as well.

Mrs. Corbeil mentioned this is an after school program and we will have four teams going into the competition.

- **Promotion Ceremony**

Mr. Lecklider spoke to the 8th grade promotion ceremony. He commented during the spring 2019 ceremony parents and students experienced some uncomfortable heat. He indicated the ceremony is traditionally held in the LMS gym and runs 45 minutes to one hour. The acoustics are not good and parking is a challenge. Mr. Lecklider surveyed the parents who attended the ceremony this year and those results reflected that the CHS gym or auditorium were the most popular choices for a venue for the ceremony next year.

Mr. Lecklider indicated there is better seating, better ventilation and better parking. He commented with such a large Grade 8 class this year, we are recommending holding the ceremony in the CHS gym in the evening on the last day of school.

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Mr. Lecklider reported that a survey regarding Open House revealed that 99.5% of parents are positive about Open House. He noted they are looking at a two night event next year.

Mr. Bourque suggested staggering grades for Open House and parking on one side of the street.

Mrs. Harrison commented a second egress from LMS is necessary and should be included in the capital improvement plan.

Dr. Jette indicated emergency access is a concern at LMS during an event.

Mr. Lecklider reported that a table top ALICE drill was held today in which a scenario was announced and students had time to talk about how they would respond. He commended the staff for the way the drill was handled and staff were pleased to hear the students talk about the solutions.

Dr. Jette indicated our strategy currently is to communicate this as much as we can. He commented that scenarios and videos were shared with parents/guardians and a live drill will take place on October 7. He noted there will not be a live actor posing as an intruder for this exercise. He reported the SAU Office participated in the table top drill and talked through responses to scenarios.

Mr. Lecklider provided a clarification regarding enrollment and projections. He indicated that in the projections report there was a table embedded regarding enrollment. He noted that that number is LMS' actual enrollment as of August 30. He added we already have four more students and enrollment is at 399. Mr. Lecklider acknowledged that enrollment last year was higher and smaller classes are moving through the middle school. He commented that the projection a year ago was the total enrollment would be 378 and we are 21 students above where we were expected to be.

Mrs. Hershberger asked about the impact of having no homeroom period at LMS.

Mr. Lecklider indicated they have gained 6 or 7 minutes of instructional time.

- **Historic Registration of Town Building Update**
 - **Memorandum of Understanding**

The Litchfield Historical Society was invited to the meeting by the Board and provided an update on the discussion between the Historical Society and the Select Board regarding the consideration of listing GMS 1930 building on the NH Registry of Historic Places. A draft Memorandum of Understanding has been prepared for the School Board to review.

Kimberly Queenan, Litchfield Historical Society, commended the students on their presentation this evening. She explained the Historical Society informed Select Board that they are seeking permission from the owners of the five buildings in Litchfield that they would like to register in the New Hampshire Historical Registry. She commented that the Historical Society was under the impression that the GMS 1930s building was owned by the Town, but after researching it, it was discovered the District owns the school. Dr. Queenan indicated that once the Historical Society applies to the State, they will do a preliminary review and ask the Historical Society to ask for permission from the owners of the buildings prior to final review. She noted that the membership worked with the Town Administrator and the Town's legal department to research the deed. In 1957, the Town sold the District the school building.

Dr. Queenan explained that the owners of the property on the State register are free to maintain, manage, make changes and dispose of their property. Further, if the school building were listed on the register it would be eligible for moose plate funds, offered special consideration with ADA and safety codes and help with tourism.

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She added these buildings were built by the people and have meaning and significance, while representing our community values.

Dr. Queenan mentioned that they told the Select Board the Historical Society would like to have approval of the town buildings. She indicated that they are here tonight to seek approval from the School Board to place the school building on the register. She noted the State Registry does see historic value in the properties we listed. She commented that LCHIP funds (Land and Community Heritage Investment Program), which are available to communities and no-profits to conserve and preserve the State's most important natural, cultural and historic resources, could help alleviate the taxpayers with the 1930s building.

Gail Barringer, Litchfield Historical Society, commented that she attended the 1930s school in 1946. She explained her grandmother, Bertha Griffin Crowell, thought she could help the school district obtain the land to expand the Litchfield Grammar School. She appealed to her cousin, Grace Johnson Paul (then of Newton, MA and formerly of Litchfield, NH) to donate a tract of land she and her husband owned to the school district. Mrs. Pauls' stipulations were that Bertha Griffin Crowell ensure there were no other heirs who may want to lay claim to the property and that the school be renamed Griffin Memorial School. The transaction took place on September 1, 1971.

Mrs. Barringer indicated the school building, the Aaron Cutler Library, the original fire station, the old Town Hall and the Litchfield Presbyterian Church are all representation of the effort residents, down over the generations, made to provide services to the citizens of Litchfield. She commented these buildings are our civic history and our responsibility to honor, and if possible, preserve them. She noted she is speaking on behalf of all Griffin heirs to appeal to the Board to allow the school to be named on the Historical Register.

Heidi Miller, Litchfield Historical Society, commented that preserving the buildings helps to preserve the character of the town. She indicated many families were educated in that building. She added many towns across the state are preserving their older buildings because they are a link to the past. She noted once the historic building is lost, the history is lost.

Mr. Bourque asked for clarification that the subject referred to is the 1930s building.

Dr. Queenan indicated it is the 1930s building, but it would include the whole building.

Mr. Bourque commented that the Historical Society brought forth warrant articles regarding what could be done with buildings in town.

Dr. Queenan clarified that had to do with the demolition ordinance. She explained if the town wanted to demolish an older building it would have to go to the Heritage Commission who would seek interest from any person or party who wished to purchase it. She noted that it would not stop the demolition, but could delay it

Mrs. Harrison commented it is a reasonable request and as we work on our capital plan it is a consideration.

Mrs. Hershberger expressed appreciation that there may be funds to help with the building. She was concerned about the youngest students in the school and would not want any special consideration or relief to downgrade any fire or safety code.

Dr. Steven Calawa, President of the Litchfield Historical Society, indicated there is no reason to downgrade any of this. He commented that it is not going to be downgraded because it will be on the register. He explained if there were a reason the building could not meet code, some type of consideration would be granted.

Mr. Bourque commented that the concern of the Board is if we want to change the building or perhaps tear it down. He asked if there is a level where you cannot destroy a building.

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Dr. Calawa indicated that would be if the building were listed on the national register. He noted the State Register is free and the designation is Honorary.

Mr. Meyers made a motion to approve the petition submitted by the Litchfield Historical Society. Mrs. MacDonald seconded.

Mr. Bourque amended the motion to approve the petition submitted by the Litchfield Historical Society to list GMS on the NH State Register of Historic Buildings, as well as approval of the Memorandum of Understanding between the Litchfield School Board and the Town/Litchfield Historical Society. Mrs. MacDonald seconded.

Dr. Jette commented that as we do not know what the future will hold, it would be beneficial to have a signed MOU on file that all parties agreed with the parameters of the petition and application. He explained the District is just asserting that we own the building, that the building is an honorary listing on the register with no restrictions, acknowledgement that we cannot use the building at this time due to its current condition. He indicated he is open to revision of wording in the MOU.

Dr. Calawa commented that an MOU is not necessary since the State recognizes all of this. He explained there are no restrictions or regulations on this building. The District owns it and is free to do whatever they wish with the building. He mentioned that the State will provide assistance for free.

Mrs. Barringer mentioned in 2011 and 2013, the Historical Society presented a proposal to use the original school rooms to display an artifact, but a decision was never made. She noted they would still like to display the tapestry. Further, she provided information regarding a course developed by the Historical Society regarding the Early History of Litchfield, NH for Litchfield students.

Dr. Calawa clarified it has been moved on to another location.

The amended motion carried 5-0-0.

F. Correspondence

Mrs. Harrison reported that correspondence was received from Samantha McClellan, 31 Chasebrook Circle, regarding the split recess at GMS. She does not support splitting up the grade 3 class during recess and feels it is detrimental to the socialization of the students.

G. Comments

- **Superintendent:**
 - **GMS Lunch**

Dr. Jette reported that he met with Mr. Thompson and detailed the lunch schedule, communication, flow, etc. He mentioned that he also met with parents who came to the SAU office to discuss the topic. He indicated the GMS PTO held an open forum on the lunch/recess schedule. He noted Mr. Thompson received much feedback and is working through the complexity of the problem. Dr. Jette commented we are trying to work through a variety of things to identify the best solution going forward. He indicated he has reinforced to Mr. Thompson that he is the principal of the building and needs to be able to run the building. He noted there are competing schedules that will result in a conflict.

Mrs. Harrison commented last year people complained about starting lunches too early and ending too late. She noted there were five lunches last year. She suggested it would be ideal if we could combine a lunch without splitting a grade. She indicated when thinking about what is most important it is the socialization and interaction. Mrs. Harrison commented she has not spoken with the teachers, but assumes a snack will be added.

Dr. Jette asked if instruction is interrupted to make the time for an additional snack.

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Mr. Bourque commented that since Kindergarten is first lunch they will most likely have an additional snack in the afternoon. He suggested having five lunches and starting them 15-20 minutes earlier.

Dr. Jette indicated there were five lunches last year. He noted that we have to keep in mind food service workers' hours as they made require additional time to do their work.

Mrs. Harrison commented it is not our job to come with the solutions. She indicated that she spoke to parents who are monitors and the feedback is that it is much harder with seven classes and even with a split class it is difficult.

Dr. Jette commented if the Board is giving us the green light to examine staffing and parameters, Mr. Thompson can come up with a solution.

Mrs. Hershberger indicated that another issue brought up at the meeting was the teachers' contract.

Dr. Jette explained that looking back at the CBA from 1996 to 1998, teachers were expected to do duties in the café and on the playground. When grade 5 moved up to LMS, the language changed to include common planning time and combining lunches.

Mrs. Hershberger commented because of the split lunches they say they will not get their planning time.

Dr. Jette clarified half the teachers with grade 4 will have that time, it is just not common time, and some will have planning time at a different period.

Mr. Bourque suggested when Mr. Thompson comes to the next meeting he can bring answers to these questions and a cost analysis to add a fifth lunch. He commented this topic and busing are the two issues surfacing and these are the topics we can discuss with Mr. Thompson at the next meeting.

Heidi Ames, 21 Moose Hollow, parent and president of GMS PTO, commented that each of the teams was invited to the meeting and if they could not be there they were asked to send a statement. Kindergarten, Grade 2 and 3 teams sent a statement that they do not support the policy; Grades 1 and 4 sent a representative that read a statement and none agree with the decision to split grades at lunch. Grade 3 provided a lunch plan outlining a 10:50 a.m. start with the end of last lunch at 1:40 p.m. Currently lunch starts at 11:05 a.m. and there is five minutes transition time in between the lunches, which is most common after polling the other schools. Last year there were five lunches with 10 minutes of transition time. When the transition time was reduced the monitors were not able to bet over to the playground in time for recess.

Dr. Jette indicated that Mr. Thompson can answer to that.

Mrs. Ames indicated that Mr. Thompson responded and said it was a fallacy that monitors could not be out to recess in five minutes. She asked why the monitors cannot stay where they are, if Kindergarten students can eat in the classrooms, and if paraprofessionals can monitor lunch. She commented that they were told that is not an option. She indicated her concern is that with the split lunches, her daughter does not have any interaction with her grade level friends because they are in a different lunch. The teachers do not like the split lunch, the student do not like the split lunch and the answer is consistently that "we looked at it all and it doesn't work".

Dr. Jette commented the third grade team proposed a 30 minute lunch for grades K-2 and a 25 minute for higher grades. He indicated the concern was inequity.

Mrs. Ames commented that she is here to ask the Board to have a directive or open conversation with Mr. Thompson to discuss all options. She indicated that forming a committee will take too long and a more fast tracked solution is needed. She believes the responses people are getting are dismissive.

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Mr. Bourque commented that Mr. Thompson already has his directive. He indicated he needs to get the information we are asking for so we can discuss it at the next meeting and come to a solution.

Mrs. Ames thanked the Board for their time.

- **GMS Playground**

Dr. Jette reported the playground is open. He explained that after the installation, Primex required a safety inspection. Mr. Izbicki reached out to the installer and sent a letter to Primex indicating that the installation was completed according to all safety inspection requirements. He noted there is a discussion regarding winter closure, for which he will keep the Board informed.

- **LMS Robotics**

Dr. Jette reported that two additional positions were added for LMS Robotics.

- **House of Spirits Book Update**

Dr. Jette reported that Ms. Widman is researching all literature at CHS and when it had gone through PERC in response to a parent concern regarding the House of Spirits book.

- **Website Updates: Meeting Calendar and Menus**

Dr. Jette reported that the meeting calendar was updated on the website and the method for linking lunch menus has been restructured to provide consistency between all schools.

- **Busing**

Dr. Jette provided an update to the Board regarding transportation in the district. He commented that Mr. Thompson has been logging when the buses arrive and depart at GMS. He indicated that dismissal begins at 2:50 p.m. Those students go down to the gym and parents sign out their children. The bus students wait in the classroom. Once the buses arrive, they start to call students down. The issue between after school activities and Kiddie Connection has been resolved. Dr. Jette noted that the buses are arriving at 3:10 p.m. He shared the arrival/departure bus information with the Board.

Mrs. Harrison was concerned that students are sitting for almost 20 minutes with no instruction. Board members discussed different bell options.

Dr. Jette commented that he wanted to share the information with the Board before the October 2 meeting. He mentioned that he attended a meeting regarding the Pick Up Patrol App.

- **Mental Health Clinician**

Dr. Jette reported that they are using what is in the Special Services grant budget for the Psychologist position to fund the Mental Health Clinician.

- **ALICE Drill Update**

Dr. Jette reported that the district received very positive feedback from the Police Department regarding the ALICE drill.

- **Special Meeting Update**

Dr. Jette mentioned that an appeal was made to the judge that allowed the district to hold the special meeting and election. He indicated George Lambert will appeal to the Supreme Court. Dr. Jette noted that according to legal counsel the finding will only be implemented if there is an injunction and that a ruling could take a year or two.

- **School Board Comments**

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Mr. Meyers reported that the Budget Committee is touring town facilities. On another note, he brought up a suggestion that the high school ask the clearing house for sophomore projects to add assisting homeowners in the community as well as the town for some improvement projects.

Mrs. Harrison asked if the Budget Committee will tour school facilities.

Mr. Meyers indicated they mentioned they wanted to tour the kitchens to see the improvements that were implemented.

Mr. Bourque asked about cameras on the buses.

Dr. Jette indicated all 10 brand new buses are in district with three internal cameras. He noted the exterior cameras will be installed soon to capture the action, license plate and driver who passes any bus when the lights are flashing.

H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE.

The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

Melissa Raikey, 13 Naticook Avenue, commented that her daughter was dress coded three times at LMS; once for a romper that was deemed too short that was appropriate to wear to church. She indicated her daughter lost instructional time and was called out for clothing that was appropriate for her to wear. She added students wearing the same or similar outfit, but a different body type, were not coded. Mrs. Raikey indicated that what is being coded needs to be addressed, especially at the middle school level, as there is no consistency.

Marsha Finnegan, 147 Talent Road, commented that she has seen students at CHS wearing pajamas, slippers, thongs with spandex pants, shorts with buttocks cheeks showing, super mini-skirts, tube tops with the midriff showing and v-neck shirts that are very deep, as well as boys wearing tank tops with super long arm openings and slouching pants. She indicated many teachers do not address it because most are men and they do not want to say anything. She noted there is a need for having uniformity and enforcement of the dress code. Mrs. Finnegan commented dress code violations are not distracting to education, but to other students. She indicated when students dress like that it is for attention and it is time for the students to face repercussions for violations without parent intervention.

Robin Corbeil, 4 Nesmith Court, commented that teenage girls are smarter than us because they know how to pull their shorts and skirts down enough and as soon as you are out of sight, they hike them up.

Mrs. Corbeil commented that she noticed in the minutes that there is a possibility of the district receiving \$420,000 from the State.

Mr. Bourque commented that is part of the budget discussions between the Legislature and the Governor. Dr. Jette noted the Governor vetoed the budget and they are trying to work it out.

Mrs. Corbeil asked what the money will be used for if it comes to our district.

Dr. Jette indicated it is revenue and would offset the amount of money we need to raise for taxes.

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Mr. Izbicki added there will be a change in the adequacy grant calculation and that revenue will offset the tax rate going forward.

Dr. Jette commented we are asking the taxpayers to fund a bargaining agreement and here is the extra funding to offset that increase. He mentioned there is a continuing resolution until the end of September. He noted that an announcement should be made soon.

Mr. Bourque asked that the dress code discussion be moved to the next meeting in the interest of time and the lateness of the hour.

II. GENERAL BUSINESS

A. Public Minutes:

- **September 4, 2019**

Mr. Meyers made a motion to approve the public minutes of September 4, 2019. Mrs. MacDonald seconded. The motion carried 4-0-0.

(Mrs. Hershberger was out of the room during the vote on the public minutes.)

III. REPORTS

A. Business Administrators Report

- **Food Services Update**
 - **Sales FY2019**
 - **Loss Breakdown FY2019**
 - **Student Balances FY2019**

Mr. Izbicki provided an update regarding inquiries about Food Services issues from the Board. He reported:

- the GMS kitchen was reconfigured and new ovens purchased
- a food bar was purchased for CHS
- Mosaic software was purchased for FY20
- there has been a change in hours for some staff
- food portion sizes were examined at the high school and found to be elementary portions
- greater utilization of USDA commodities
- there was a reduction in food costs of 3.6% from 2018 to 2019.

- **Athletic Transportation**

Mr. Izbicki explained that there was a billing problem with athletic transportation. He indicated that when the contract was developed the district chose billing for mileage rate (plus hourly) over hourly, which resulted in higher billing when coupled with wait time on a long distance event. He reported that the district met with First Student and agreed to amend the contract to return to hourly billing.

- **2019 DOE 25 / MS 25**

Mr. Izbicki reported there has been a change in Medicaid funding and we will not be allowed to budget it as unanticipated revenue. He noted there is a possibility it may have to be made up by local taxation.

Dr. Jette clarified that it means we cannot bill toward the revenue we would budget and it will not pay for consulting unless an actual doctor signs. He indicated this has been appealed by the NHSBA.

B. Dress Code and Policy Discussion

- **Policy JICA, Dress Code**
- **Roanoke County Public Schools Dress Code Policy**
- **History of Dress Code Policy in Litchfield**

The School Board postponed the Dress Code and Policy Discussion until the October 2, 2019 meeting.

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C. Music Lessons

• **Memorandum of Understanding**

Dr. Jette discussed the status of the School Board decision to waive policy requirements for facility use for teachers that provide private music lessons to Litchfield students. A draft Memorandum of Understanding has been prepared for the School Board to review.

Mrs. Harrison made a motion to approve the Memorandum of Understanding between the School District and the Music Program. Mr. Meyers seconded. The motion carried 5-0-0.

IV. MANIFEST

The manifest was circulated and signed by the Board.

V. PUBLIC INPUT

A. Community Forum

There was no public input.

VI. 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 School Board entered into non-public session at 9:34 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

VII. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the School Board returned to public session at 11:06 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

VIII. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 11:07 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn

Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for October 2, 2019

Location: Town Hall

In attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert Meyers, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Scott Thompson, Principal, GMS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION 6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:03 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 September 18, 2019:

Mr. Bourque made a motion to approve the non-public minutes of September 4, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

- **GMS Student Showcase:**
 - **Kindergarten and its Impact**

Mr. Thompson, Kindergarten faculty and the first class of Kindergarten students (now first grade students) presented a video and information on the impact of Kindergarten in the Litchfield School District and the Litchfield community. Last year was the first year of full day kindergarten in Litchfield. Kindergarten teachers were asked to compile a list of questions for students from the first year class to reflect on their experience in kindergarten last year. Parents were also available to answer questions on the impact of the program.

Board members watched the video as Kindergarten teachers asked some of their former students about their experience in kindergarten the prior year. Responses from students were positive and articulate.

Dr. Jette observed that first grade teachers emphasized how well they were able to get into their routine with the students from the previous year kindergarten. He indicated teachers felt there were better academic components and that full day kindergarten is a great program.

Mr. Bourque expressed curiosity for what kindergarten teachers saw going from part time classes to full time classes.

Mr. Thompson indicated they saw larger classes; however, they did see improved reading skills and improved soft skills. He commented that students now have pre-reading skills for grade 1 and both kindergarten and grade 1 teachers see this as a beneficial program. He added there is improved continuity of the transition to grade 1.

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Mr. Bourque thanked all the students for coming in and doing a great job on the video. He wished them continued success in school.

- **Student Council Proposals**
 - **Fundraisers**

The Student Council Representatives presented proposals for School Board approval for two fundraisers: Donating Dots and Lawn Signs for Graduation.

Donation Dots consist of a sheet full of dots and individuals donate \$1, \$2, or \$3 to rub off a dot. All funds go toward funding the class trip, graduation caps and gowns, and senior activities.

Lawn Signs for Graduating Seniors are signs parents can buy to advertise their child is graduating. They can put the signs on their own lawns.

Mrs. Harrison made a motion to approve the Donation Dots and Lawn Signs for Graduating Seniors fundraisers. Mr. Meyers seconded. The motion carried 5-0-0.

Mrs. Gaspar, Senior Class Advisor, commented the Board that a proposal for a class trip to Boston was submitted, but more information was required. She indicated that she brought more information with her to provide to the Board.

Dr. Jette clarified that the proposal for the trip was not vetted through the building administration and more information was required. He indicated that the information and updated proposal was not returned to the SAU for review by the Board. He noted that the trip proposal can be placed on the October 16 Board agenda if building administration has vetted the trip and details and the information is provided to the SAU at least one week prior to the Board meeting.

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent:**
 - **October 1, 2019 Enrollment**

Dr. Jette provided the October 1 enrollment numbers to the Board. He reported that the total number of students in grades PreK – 12 is 1,307. He indicated that enrollment projection data will be updated and provided to the Board at the next meeting.

- **Debrief Deliberative Session**

Dr. Jette reported that he met with town officials prior to Deliberative Session for the purpose of clarification of the election process and roles/responsibilities of those involved in the procedures. He indicated that he informed town officials there will be a challenge of the Special Election to the Supreme Court. He emphasized the reason for the meeting was to ensure all procedures are being followed to the letter of the law is because the challenge to the Supreme Court should be on the grounds of the merits of the case and not for formalities that may or may not be followed.

- **4th Grade @ Historical Society**
- **Sophomore & Senior Projects**

The grade 4 visit to the Historical Society and Sophomore/Senior Projects topics were postponed.

- **GMS Lunch**

Dr. Jette reported that there are four lunches at GMS and after reviewing all the data provided, it appears the grade split was the best option. He indicated each year a different grade will be split at lunch/recess. He noted this year grade 3 will be split at lunch/recess.

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Mr. Thompson provided more information regarding the process for making the decision to split a grade at lunch. He indicated that there were several considerations on devising a lunch/recess schedule and we tried squeezing it all together and adding a fifth lunch, but it did not work. He noted that we had to go to a four period solution and that is when we split a grade last year. He commented there were many challenges with the additional first grade class and adding a fifth special as well.

Mrs. Harrison asked about moving the kindergarten lunch to an earlier time. She asked, in reference to the upcoming budget sessions, if more kitchen staff would be needed to make this work.

Mr. Thompson commented if we begin to move lunch prior to 11 am for the kindergarten program, even with an afternoon snack that is a long day for kindergarten students. He indicated that grade 3 and 4 specials have to be kept back to back to give those students access to the computer special. He noted we could run into problems finding time for computer class and some students would have a very early lunch.

Mrs. Harrison asked if making the computer position full time would help the situation.

Mr. Thompson indicated it would give us more flexibility to schedule specials for each grade as there are challenges with the part time class.

Mr. Bourque commented if we do end up splitting grades next year, parents of students that would be impacted need to be notified in advance.

Dr. Jette mentioned a parent commented regarding food choices, with a focus on choking hazards. He complimented Mr. Thompson's actions and mentioned that the school nurse will be assisting. He indicated that guidelines received from the AMA are followed and we are making sure our lunch monitors are trained in the methods to assist with choking.

○ **GMS Busing**

Dr. Jette reported that bus routes are improving and departure times are earlier at GMS, as the average time buses are departing from the school is 3:08 p.m.

Mrs. Harrison was concerned about dismissal time at 3:10 p.m. She was concerned students are missing 20 minutes of instructional time waiting in classrooms for the buses.

Mr. Thompson clarified that 2:50 p.m. is the end of the instructional day.

Dr. Jette heard that the preparation for dismissal at 2:50 pm for some classes begins at 2:35 pm. He indicated we will keep these things in mind as we examine school start and end times.

Mrs. MacDonald asked who watches the kindergarten class students for kindergarten teachers that have bus duty?

Mr. Thompson indicated they group the students in all the classrooms by where they are going (i.e. Kiddle Connection, After School Program, Buses 1-9) in the hall and the remaining teachers watch those children. He commented it works and the teachers share that responsibility.

Mr. Bourque asked if GMS students are dismissed differently than LMS students.

Mr. Thompson indicated that dismissal is called by the office in the order of arrival of the buses. He explained there is a bus buddy system where every student in kindergarten is accompanied to the bus by a fourth grade student.

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- **School Board**

Mr. Bourque mentioned there have been a few instances where Board members are reaching out into areas they are not authorized to do (example: sending questions to principals, school visits). He indicated questions and requests should go through the Chair. He asked Board members to be mindful in the future.

H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

Heidi Ames, 21 Moose Hollow, commented that she is frustrated with responses from the Superintendent regarding the GMS lunch periods. She indicated she has grave and serious concerns and that follow up would have been key. She noted there has been significant input from parents about the Grade 3 being split at lunch as well as feedback from staff that they do not agree with the changes. Mrs. Ames expressed that she feels that these individuals are being ignored. She asked how to go about the next steps in reconsideration of splitting up Grade 3 at lunch. She indicated that there was discussion about a parent survey to all elementary parents, but that survey has not been done. She believes that parent and staff feedback was ignored because there was no change to the lunches. She expressed frustration at the lack of communication about the policy from the Principal, but also from the Superintendent and School Board after the discussion at the last meeting. Mrs. Ames commented that materials were printed out for the meeting and there is a schedule with a lunch starting 10 minutes earlier so the grade levels can eat together. She indicated that the problem is greater than starting lunch 10 minutes earlier and that there is no feel of community trying to work together.

Mr. Meyers believes this is a school decision and the Board cannot make policy on this. He commented he is not trying to push anyone off about this issue, but feels that it should be addressed at the school level. He indicated he does not want to "step on the Superintendent's toes" on this issue.

Mrs. Ames commented that she understands the point, but she worked her way through the chain of command process, but she is frustrated that she has not received any follow up from the Superintendent. She asked what happens when you follow the chain of command and the answer is that the decision has not changed. She agreed that Mr. Thompson has done his due diligence, but there was no open forum or open communication and no parent feedback solicited. She indicated that she feels as if she were dismissed and is asking what the next steps would be in terms of parents and teachers who do not agree with this.

Dr. Jette commented he feels this lies in the principal's hands. He indicated that he met with Mr. Thompson and based on the feedback he went back and re-examined the issue. He noted he is the principal of the school and we all have to trust that the principals know how to run the schools and to let them run the schools. Dr. Jette commented there are many moving parts to this situation and unless there is evidence to support otherwise, he feels that it is up to the principals. He noted that he has spoken with parents that have stated they were not in agreement with the split lunch in the beginning, but their children have made friends in other grades and they feel more comfortable with the situation. He advised that Mrs. Ames follow up with Mr. Thompson.

Mrs. Hershberger commented that she knew this was a passion point for Mrs. Ames and many others. She indicated that she reached out to Mr. Thompson to try to help. She noted there were a few issues that were raised, such as monitors with lunch and recess. Mrs. Hershberger commented although the solution is not a

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perfect one, it seems like the lesser of two evils. She indicated feedback she received from her observation and speaking with monitors, paraprofessionals and tutors was that lunches started too early and ended too late, coupled with a short transition time. She noted that there are many factors involved in this.

Mrs. Ames agreed, but feels that a parent survey is necessary.

Dr. Jette advised Mrs. Ames to have a conversation with Mr. Thompson and offered to join in that conversation. He indicated that a survey can be sent to parents, but noted that we cannot run the schools on surveys as it will bog down the ability to run the schools safely.

Mrs. Ames commented that parents and teachers will provide the best feedback. She indicated she is willing to meet with Mr. Thompson.

Paula Izbicki, 3 Kokokehas Drive, indicated that she tuned into the last Board meeting and feels it is appropriate to inform the public this is not the forum to bring up this issue. She commented that Board meetings appear to be running late into the night and encouraged the Board to stick to their agenda. She noted it is frustrating to live in a community where things occur at Board meetings that have no place in this forum. Mrs. Izbicki commented half of the opinions that are being brought out are not my opinions. She indicated that it is preferable for the district to talk about things that will settle issues or new building planning. She does not agree with changing everything about the third grade schedule. She noted that her children have been in the school for four or five years. She commented this is a small town and children need to learn how to make new friends. Children can still see their friends at different times during the day.

Mrs. Izbicki believes that 25 minutes is sufficient timing for lunch and that hiring more monitors will take away from other things we need to do in the building. She indicated it is up to the teachers who contractually owe this time to our students. She pointed out this is a problem in every school building. She recommended letting students sit where they would like because they eat their lunch quicker and letting kindergarten students eat in the classrooms as the paraprofessionals can get the lunches for them. Mrs. Izbicki believes that Mr. Thompson has done his due diligence, as in her capacity as a principal she sees other principals in the state reply to him on this issue.

Mrs. Izbicki commented that her initial reason for coming to the meeting this evening was different and more important. She was concerned about enrichment position warrant article vote last year and this year. She indicated she did not support it and does not plan to support it. She indicated that she prefers the district put their attention into data from assessment and getting teachers to use best practices to work.

Mrs. MacDonald asked if the district she works in uses enrichment teachers. Mrs. Izbicki indicated they differentiate instruction.

II. GENERAL BUSINESS

A. Public Minutes:

- **September 18, 2019**

Mr. Meyers made a motion to approve the public minutes of September 18, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.

B. Job Descriptions and Facilities Reorganization

- **District Facility Director**
- **District Custodial Supervisor**

Dr. Jette presented revised job descriptions to the Board. He explained the job description for the District Facility Director will replace the Facility Manager job description, and the District Custodial Supervisor will replace the Maintenance Manager job description. Dr. Jette indicated that the custodial supervisor will take the pressure of supervision of custodial work and evaluations off the facility director, who can focus on maintenance projects for

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the schools. He mentioned that Dave Ross has been appointed Interim District Facility Director while the district goes through the hiring for the position.

- **Facilities Organizational Chart**

Dr. Jette and Mr. Izbicki provided an explanation of the facilities department reorganization. Dr. Jette indicated that the facility organization flows from the Business Administrator to the Custodial Supervisor down to the custodians and grounds.

Mrs. Harrison asked if the district is now fully staffed.

Mr. Izbicki indicated all positions are filled, but the grounds department is still understaffed.

Dr. Jette commented that the district had two daytime manager positions, but no supervision in the evening. He explained that the custodial supervisor will be 80% second shift. He indicated part of the budget process is looking at our staffing in facilities and staying ahead of it. Dr. Jette noted we are asking for Board approval of the job descriptions. He added there are 30 applicants for the director position.

Mr. Meyers made a motion to approve the job descriptions for District Facility Director and District Custodial Supervisor. Mrs. Hershberger seconded. The motion carried 5-0-0.

III. REPORTS

A. Principals Reports

- **GMS**
- **LMS**
- **CHS**

Written reports were provided for the School Board to review.

IV. OLD BUSINESS

A. Policies:

- **EFAA, Food Services Meal Charging Policy**

Dr. Jette discussed changes to the Meal Charging Policy with the Board. He indicated that Ms. Crowley, Director of Food Services, has proposed that if there a child's account is significantly outstanding (\$15) that the child be offered a choice of an alternative meal. He explained that he met with Ms. Crowley regarding expectations that this be done with dignity and to ensure students are not spending well into the negative. This policy will move to a 1st Reading upon Board approval.

Mrs. Harrison was concerned about discretion when addressing the student with a balance well into the negative.

Mr. Izbicki assured the Board this will be done very discretely. He explained the lead technician will approach the student prior to them getting in the line and will be one on one with the student. In some cases, the teacher will speak to the student before they get in line. He noted we will not deny a meal to a child.

Dr. Jette commented that he felt the same way as Mrs. Harrison, but with our system it is very anonymous and technicians have been trained.

Mrs. Harrison made a motion to approve policy EFAA, Food Services Meal Charging, as a 1st Reading. Mr. Bourque seconded. The motion carried 5-0-0.

- **JECB, Tuition Policy**

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Dr. Jette discussed with the Board clarification of the policy and its parameters. He indicated that it was discovered through research that when the policy was amended several years ago it was never moved to a first or second reading and therefore, the amendment was not recognized in the policy. He noted that it has been notated on the policy approval record.

Mr. Bourque made a motion to approve policy JECB, Admission, Tuition and Non-Resident Students, as a 1st Reading. Mr. Meyers seconded. The motion carried 5-0-0.

- JICA, Dress Code and Policy Discussion
 - Policy JICA, Dress Code
 - Roanoke County Public Schools Dress Code Policy
 - History of Dress Code Policy in Litchfield

The School Board discussed the dress code policy, history and enforcement in the schools.

Dr. Jette reported that he brought the proposed policy with the picture to the Admin Team and they liked the simplicity of the picture. He indicated that we would like to come up with a dress code policy for both staff and students.

Mr. Bourque suggested forming a small task force to address issues regarding flexibility of thoughts and beliefs. He indicated there are some things that should be addressed, such as if the current dress code is sufficient and not being enforced.

Mrs. Harrison believes the current dress code policy is too restrictive, graphic and complex.

Mr. Bourque indicated that currently it is not being enforced.

Mrs. Harrison commented it is hard to enforce because it is so restrictive.

Mr. Bourque made a motion for Christina Harrison to serve on the Dress Code Policy Task Force. Mr. Meyers seconded. The motion carried 5-0-0.

V. MANIFEST

The manifest was circulated and signed by the School Board.

VI. PUBLIC INPUT

A. Community Forum

Janine Antil, 43 Tanager Way, commented she was glad the dress code will be addressed and that there will be a task force. She suggested to handle it delicately to prepare students for the real world and not focus it on making young girls feel more self-conscious or compare body types. She indicated that their attention should be brought to dressing for success. Mrs. Antil commented that she feels strongly about students expressing their spirit of individuality. She added she is happy to see in the Roanoke policy there is a section on athletic event dress and other event dress. She indicated there are examples where girls were coded on shorts worn for cross country running and not coded when they were required to wear shorter shorts for Volleyball; or girls coded for a sports bra that hooks around the neck that is not covered by a tank top, but girls that do not wear undergarments are not coded.

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 Mrs. Harrison, the School Board entered into non-public session at 8:22 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

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open meeting. Mr. Bourque 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 Mrs. Harrison, the School Board returned to public session at 10:00 p.m. Mr. Bourque 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 10:00 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for October 16, 2019

Location: Town Hall

In attendance:

- Brian Bourque, Chair**
- Christina Harrison, Vice Chair**
- Elizabeth MacDonald, Board Member**
- Robert Meyers, Board Member**
- Tara Hershberger, Board Member**
- Dr. Michael Jette, Superintendent**
- Cory Izbicki, Business Administrator**
- Mary Widman, Director of Curriculum, Instruction & Assessment**
- Michele E. Flynn, Administrative Assistant**

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Removal of Budget Transfers from the agenda.

D. Summary of Non-Public Actions from October 2, 2019:

Mrs. Harrison made a motion to approve the non-public minutes of September 18, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to approve a 3% salary increase for the Superintendent and add three personal days to his contract to be in line with other district administrator contracts. Mr. Bourque seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

G. Comments:

● **Superintendent:**

○ **Announcement: Gift of Flag to GMS**

Dr. Jette informed the Board that an all weather flag was donated to GMS by Mr. Barry Bean. He thanked Mr. Bean for his generosity. He indicated that lights were installed at the base of the flagpole to shine on the flag.

He

mentioned there is an RSA that says the US Flag must be flown at every school and if not flown school board members will be fined. Dr. Jette noted we are working to get the State flag up there as well.

○ **Mental Health Clinician Funding Update**

Dr. Jette provided an update from Mrs. Bandurski regarding the funding for the mental health clinician. He indicated that the funding will come from the school psychologist line in the budget. He reported that Mrs. Bandurski will use the additional grant funding that we received to find a contracted school psychologist position.

Mrs. Hershberger asked for the rationale for funding the clinician out of the budget.

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Dr. Jette indicated that we are not able to find a school psychologist and the person we had last year was on an alternative plan. He explained the clinician can provide services to students during that day when those services should be available.

Mr. Bourque asked if a psychologist is hired next year, what will happen to the clinician position.

Dr. Jette offered to check with Mrs. Bandurski if the clinician position is a one year position.

o Enrollment Projections

Dr. Jette provided the 2019-2020 Enrollment Projections to the Board. He indicated enrollment is declining at LMS and CHS over the next four years and is up at GMS. He noted staffing should remain neutral. Dr. Jette commented we are monitoring the kindergarten number closely and he recommended to carry the fifth teacher position salary in the budget.

Mr. Bourque asked if Dr. Jette had a discussion with Mr. Lecklider regarding grade 8 enrollment. Dr. Jette indicated he had a preliminary discussion.

Mrs. MacDonald asked if that is when the combined Lit/Tech class is offered. She expressed concern over the necessity of the course.

Ms. Widman indicated we have an opportunity as we revise the curriculum to look at the course. She commented the two teachers were at the summer academy to help merge the classes better.

Mrs. Harrison asked if the double math course is working in grade 7. She was concerned that math scores are low and about the continuity of instruction.

Ms. Widman indicated that the data shows a significant jump between grade 6 and grade 7 scores, so it appears to be working.

Mrs. Harrison was concerned about the dip in gr 4 and 5 scores. She asked what can be done to improve the scores.

Ms. Widman indicated that math support that targets grades 5 and 6 is necessary.

Dr. Jette commented the enrollment numbers are projections and when the projections are reviewed with the principals, they may have recommendations to change the staffing numbers. He indicated he expects principals to verbalize the impact on instruction with regard to the projections.

o Grade 4 Historical Society Visit

Dr. Jette updated the Board on the Grade 4 Historical Society visit. He indicated that the curriculum for the course has been communicated to our staff.

o Special Election Costs Update

Dr. Jette provided up to date cost items for the Board, which were determined as of October 2, 2019. He indicated costs to date include legal notices published in the newspapers, delivery of the signed petition, ballot printing, labor for Deliberative Session for a total of \$2,436.10. He noted an additional \$2,000 is projected for voting day. He mentioned that he is going through the legal invoices to determine which costs are attributed to the re-negotiations, special meeting and election.

o Education Funding Update

Dr. Jette provided an update on the recent notification regarding education funding and the revenue that

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Litchfield would receive. He commented the State has recommended that new ongoing education funding will be considered unanticipated funds. He indicated there is a one time education infrastructure grant of \$666,738 that will be received in FY21 and will be available next year.

Dr. Jette indicated we will have to decide how we want to use it as it is one time only. He suggested we could put it toward capital planning and structure it as we move forward.

There was some confusion over the total funding that the school district will receive. The School Board asked for clarification on the total revenue.

- **School Board**

Mr. Bourque announced that the special election will be held October 29. He indicated that this Saturday, October 19, the School Board will meet for the FY21 Budget Work session. He noted the public is invited to attend and provide input or listen. Mr. Bourque congratulated all sports teams that have been successful in making it to the playoffs and championship games.

H. Community Forum

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Marsha Finnegan, 147 Talent Road, commented that Mr. Meyers made a good point with regard to the time the School Board wastes on petty things. She indicated that there is much time spent on discussing matters that should be left to the principals, such as lunches, recess. She pointed out that the discussion on the GMS lunches lasted approximately 50 minutes and could have been postponed until the following meeting when Mr. Thompson would be present. Mrs. Finnegan noted a comment was made that 'children do not know how to open their milk cartons' and asked what that has to do with the School Board. She commented that the Board should trust in the principals and let them make those decisions.

Mrs. Finnegan commented on the attempt by Mrs. Gaspar to present the senior trip. She commented that Mrs. Gaspar was told she could not present because no information was provided. She indicated that the School Board could have spoken up and asked her if she had the presentation with her and reviewed it for the next meeting. She commented that it sounded as if she was told to contact the Superintendent and that she would be able to present at this meeting.

Dr. Jette indicated that the matter was delegated back to the principal and the proposal is not ready to come forward yet.

Mrs. Finnegan commented if the principal has seen her plan he has not taken the next step.

Dr. Jette indicated the plan is not complete and clarification is needed on several points.

Mrs. Finnegan commented Mrs. Gaspar said she cannot complete the plan until the Board grants approval for the trip.

Mrs. Harrison commented that the School Board cannot approve a trip without information.

Mrs. Finnegan commented that Mrs. Gaspar had the details. Dr. Jette indicated that she did not have the details and that they were vague and sketchy at best. He commented once it is completed and is brought forward the Board can address it.

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Mrs. Finnegan commented that if she were a Board member, she would not have voted in favor of the Superintendent's salary increase.

Mr. Bourque commented that Mrs. Finnegan complained the Board spends too much time discussing matters that should not be in their purview and Mrs. Finnegan is talking about something that is wasting the Board's time.

With regard to School Board Comments, Mr. Bourque commented it was stated at the Budget Committee meeting that the town presented hiring another full time highway employee.

Mr. Meyers commented that the Town Administrator indicated the voters supported more staffing with regard to the MRI report recommendations.

Mr. Bourque would like to know if the Budget Committee will be looking for that to be placed on the warrant.

II. GENERAL BUSINESS

A. Public Minutes:

- **October 2, 2019**

Mr. Meyers made a motion to approve the public minutes of October 2, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.

III. REPORTS

A. Curriculum Report

Ms. Widman provided the curriculum report to the School Board. She reported the K-8 ELA and Social Studies revision process began over the summer and is almost completed; she met with the CHS Humanities group to start the revision discussion; high school math documents are going through PERC and should be coming to the School Board in November; K-8 Math met in August to review documents and discuss resources. Ms. Widman commented that there was much conversation and information around supporting resources. She reported that new teacher orientation was very successful and less pressured holding it over two days. She indicated the bus tour of the town was well accepted. She thanked Trevor and Tyler Scopelites as our tour guides.

- **Competency Based Education Presentation**

Ms. Widman provided a presentation about competency based education and the training that has been occurring with staff.

- Live to Learn Academy
 - Goals:
 - Learn the structure and process to writing (UbD Stage 1 or Curriculum Training Stage 1)
 - Review how to read Stage 1 and begin writing performance assessments
 - Build comfort level and capacity with tech tools and information
 - Google Classroom
 - Kami
 - Smart Tools
 - HB 1612
 - Infinite Campus
- Data Camp / Work with Demonstrated Success
 - Goals:
 - Training in data review processes and protocols
 - Create common norms, procedures and protocols for data review
 - Set a district structure for data meetings, a common goal, and action plan tracking mechanisms.

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Mrs. Hershberger asked if the data is assessments or assignments and quizzes.

Ms. Widman indicated it can be anything. She noted the Data Team was asked to look at all data for the norm they are drilling down. She reported that a goal was created to implement a district-wide PLC model analyzing data for a minimum of 20 minutes per week and track in PLC logs, which will be monitored monthly by building administration and quarterly by district administration.

- Competency Design Studio
 - Goals:
 - Help build teacher and administrative capacity around what is Competency Based Education
 - Explore a variety of topics around competency based education such as grading and reporting, focused learning time and multiple pathways to success
 - Assess where we are as a district and start to explore our entry points into the 5 tenets.

Ms. Widman indicated that group decided to meet quarterly to assess and look at all the different pieces through all the committees to drive us ahead in competency based education.

Mrs. Hershberger asked if the goals will be accessible to the Board or public when they are established for each grade.

Ms. Widman indicated there is a discussion to bring them through our administrative team, but we will definitely filter them through the district data team.

Mrs. MacDonald commented every district is struggling with this.

Ms. Widman commented there is not one recipe for it, but we want to ensure we are ready and know what we are doing when we move forward.

Mrs. Hershberger commented it sounds like an inclusive process that puts teachers in the center of where we are headed.

Mr. Bourque commented it is a big group and sounds like a good buy in.

Ms. Widman commented she was impressed by the involvement this summer.

B. Business Administrator's Report

Mr. Izbicki provided the district financial report and district updates to the School Board. He provided an update on the status of projects or purchases funded through the FY19 unassigned fund balance:

- CHS track was resprayed and lined to extend the useful life of the track
- A dump truck and utility van were purchased for the district to use to replace the district truck that is nearing the end of its useful life
- The CHS weight room floor was replaced over the summer
- The installation of the CHS Dark Room ventilation system is scheduled for December 2019
- The upgrade to a new access control system and security vendor is in process and approaching completion
- The replacement of the intercom system with a system with all call capability through the phone system at LMS and GMS will be installed in December 2019.

Mr. Izbicki included a snapshot of the financial statements as of October 11 and reported at this point 97% of the budget has either been appropriated or encumbered.

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Mr. Izbicki reported there are ongoing issues with the finance software that led to the personnel budget being delayed.

Dr. Jette commented an upgrade in eFinance has issues across the board in payroll, leave requests and budgeting. He indicated he spoke with the district sales representative for eFinance and told him they failed us. He noted the representative agreed stating they are doing the best they can.

Mr. Bourque suggested considering a change in finance software going forward.

Mr. Izbicki commented a new system will have a learning curve and there may be other issues with new software.

C. 2019-2020 Tuition Rates

Mr. Izbicki presented the proposed 2019-2020 Tuition rates to the Board. He explained that they are calculated as the per pupil cost in the DOE 25.

Tuition rates for 2019-2020 are as follows: \$16,728 Elementary; \$16,214 Middle School; \$16,885 High School.

Mr. Meyers made a motion to approve the tuition rates for 2019-2020 as presented. Mrs. Hershberger seconded. The motion carried 5-0-0.

IV. OLD BUSINESS

A. Policies - 2nd Reading

● **EFAA, Food Services Meal Charging Policy**

Policy EFAA was approved by the School Board as a 1st Reading on October 2, 2019. This will be the second reading and final approval of the policy.

Mr. Meyers made a motion to approve EFAA, Food Services Meal Charging, for a final reading. Mrs. MacDonald seconded. The motion carried 5-0-0.

● **JECB, Tuition Policy**

Policy JECB was approved by the School Board as a 1st Reading on October 2, 2019. This will be the second reading and final approval of the policy.

Mrs. Harrison made a motion to approve JECB, Admission & Tuition and Non-Resident Students, for a final reading. Mrs. MacDonald seconded. The motion carried 5-0-0.

● **JICA, Dress Code Update**

○ **JICA, Dress Code Draft Policy**

● **Policy JICA, Dress Code (current)**

● **Roanoke County Public Schools Dress Code Policy**

The School Board discussed revision of the current dress code policy based on the Roanoke, VA policy. A draft rewritten policy was provided for the School Board to review and discuss.

Dr. Jette commented that a committee will be established. He asked Mrs. Flynn to provide a policy template the committee can edit. He pointed out that the suggested title of Personal Appearance Policy moves the policy away from dress code. He noted it addresses students and staff dress in a way that is appropriate for a school setting. The policy, when completed and approved, will reside in both staff and student sections of the policy manual.

Mr. Meyers believes some training at the schools is necessary. Mrs. Harrison agreed that staff needs to be educated to enforce the dress code properly.

V. MANIFEST

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The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

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 Mrs. Harrison, the School Board entered into non-public session at 7:40 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; Mr. Meyers, yes; Mrs. Hershberger, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the School Board returned to public session at 8:38 p.m. Mr. Bourque 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

Mrs. Harrison made a motion to adjourn the meeting at 8:38 p.m. Mr. Bourque seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for October 19, 2019

Location: Town Hall

In attendance:

- Brian Bourque, Chair**
- Christina Harrison, Vice Chair**
- Elizabeth MacDonald, Board Member**
- Robert Meyers, Board Member**
- Tara Hershberger, Board Member**
- Dr. Michael Jette, Superintendent**
- Cory Izbicki, Business Administrator**
- Michele E. Flynn, Administrative Assistant**

I. PUBLIC SESSION

8:00 a.m.

A. Call to Order

Mr. Bourque called the meeting to order at 8:10 a.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Review and Acceptance of Arbitrator’s Report - LSSA Grievance

The Superintendent discussed with the School Board the Arbitrator’s Report for the LSSA grievance filed recently. Dr. Jette reported a grievance was filed by the support staff association regarding a professional development issue. He explained that the administrative assistants at one school in the past had together attended the annual conference in New Hampshire. The CBA reflected one member could attend from each office. He further explained that if all three staff members attend the conference at the same time it would be problematic. Dr. Jette feels it is important to have professional development, but equally important to have the office coverage in each school to service students and parents. The issue worked its way to an arbitrator who interviewed staff, reviewed contract language, history and, based on testimonies and legal briefs, issued a ruling. Dr. Jette announced that the Award of the Arbitrator is that the grievance must be denied. The Arbitrator states the language in the CBA does not say only one person can attend, nor does it say more than one can attend, and that it is ultimately the Superintendent’s decision what is important for the school. The Arbitrator stated the Superintendent’s decision to allow only one office staff member from each school to attend the conference was not arbitrary or capricious and was based on the needs of the school.

Dr. Jette mentioned in the CBA it talks about problem solving situations and there is language that outlines the steps. The arbitrator has issued an advisory opinion and the Board makes the final decision to either uphold the decision or vote against it.

Mr. Bourque asked for clarification if it is one member from each school that is allowed to go, but all administrative assistants in each school want to go to the conference.

Dr. Jette explained that three administrative assistants from one school put in requests to go to the annual conference. He noted the first one came in and was approved, then the other two came in and were denied because two administrative assistants should cover the office. He indicated that there was one request from another school and no requests from the third school.

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Dr. Jette commented the decision was based on having personnel in the office over the three days and the district's stance is that this has been the interpretation of the language all along and the Arbitrator agreed.

Mr. Meyers made a motion for the School Board to accept the Arbitrator's Award and deny the grievance. Mrs. Hershberger seconded. The motion carried 5-0-0.

Dr. Jette added he will provide the cost for the arbitration for the Board.

E. Presentations

- **2019-2020 Requested Budget Presentations:**
8:00 AM SUPERINTENDENT'S BUDGET OVERVIEW

Dr. Jette presented an overview of the FY21 School District Requested Budget to the Board. The development of budget this year has been difficult because of the upgrade to eFinance, which resulted in some loss of information, such as notes in various areas that were not meant to be there. The budget was reviewed line by line; large ticket items were reviewed carefully. Dr. Jette mentioned any items that appear out of place will be fixed. He reported that he called the vendor and they took responsibility for the problems. He noted the budget is more drafty at this point, but we are committed to get it into shape.

Key Components of the Budget

- Revenue Plan: was released today and the late approval of the budget from the State and the additional allocation of funds to schools puts the revenue plan in flux.
- Budget outlines the expenditure framework
- Have a long term plan as an institution.

Major Goals include a budget the voters can approve. Dr. Jette indicated that he anticipates scrutiny by the Budget Committee and because of the nature of student needs you can find yourself in a precarious position. He commented the LEA CBA will be voted upon on October 29 and if the agreement is approved by the voters we will know where we stand, but if it is not approved we have to go back into negotiations. He added that he hopes the voters understand this is the best agreement. Dr. Jette reported that negotiations have begun with the support staff association as there was no agreement last year. He reported there is an active Capital Planning Committee that are reviewing facility needs. He reminded the Board that 78% of the budget is salaries and benefits and that having the best people we can and supporting our people to do their jobs is important to keep in mind.

Dr. Jette reported that enrollments are monitored and drive decisions such as staffing. He indicated the Board is committed to a transparent process. He commented that we continue to receive negativity from people about the Board's lack of transparency; however, we have been posting information and providing that information to the public.

Mrs. Hershberger commented that she attended the LMS PTO meeting and asked them about priorities for budget. She indicated technology should be added to the list of needs. She suggested explaining the budget process and how the budget was prepared.

Dr. Jette indicated that the process started with the Administrative retreat where the Leadership team gelled around major concepts to focus on. Directors are plugging ahead in their own areas. The preliminary budget was provided and Mr. Izbicki and Dr. Jette reviewed the budget line by line with administrators and directors. Increases, decreases and rationale were discussed, as well as suggested personnel changes by administrators and directors.

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Mr. Bourque stated that the public is invited to come to the meeting and provide input.

BUDGET OVERVIEW (Cory Izbicki)

Mr. Izbicki repeated the budget process as outlined by Dr. Jette. He noted salaries and benefits make up 78% of the operating budget. Pending the outcome of the October 29 CBA contract vote, the tax rate is estimated at \$15.68 for this year and should remain around that number. Mr. Izbicki indicated that the district returned \$149,000 this year and will plan to return \$200,000 in June 2020. He explained that more than \$200,000 would have been returned for FY19, but the district received a late transportation bill on June 30. He commented the FY21 budget is 2.16% higher than this year.

Mrs. Harrison asked if the additional funding Litchfield is receiving for the next two years is included in the revenue budget.

Mr. Izbicki indicated the funding for FY21 is not included at this time. He reminded the Board there is also a one time payment of \$666,000 that will provide funding for infrastructure. He noted that the funding of \$425,000 for FY20 is included in the revenue budget.

F. Community Input 15 Minutes

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

9:00 AM BUILDINGS & GROUNDS REQUESTED BUDGETS

Mr. Ross presented the FY21 requested budget with a total of \$1,267,860, which is a decrease of \$45,321 from FY20.

Mr. Bourque asked why supplies have increased. Mr. Ross indicated that is due to supplies needed for the additional portable classrooms.

Mr. Bourque about the drivers for the increase of \$31,000 in repairs and maintenance for GMS

Mr. Ross indicated items that need to be addressed in next year's budget include exterior door replacements, windows for rooms 8-10 which will be ongoing in the older part of the building, asbestos abatement, and replacement of the main office counter. He noted that the window replacement will provide savings in heating.

Mrs. MacDonald asked if there is any ballistic film on the windows in the school.

Mr. Ross indicated that the film has only been installed on the front entrance areas of the school.

Mrs. Hershberger asked about the storage shed lighting budgeted at CHS.

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Mr. Ross indicated that the lights are not working and not safe when they break. He noted installing motion sensor LEDs would save money.

Mr. Bourque indicated that patching for the loading dock stairs is budgeted and believes that the stairs should be replaced.

Mr. Ross explained that when the original concrete was poured it was done in colder temperatures and never cured. He believes chiseling the stairs out is not the answer and it is less expensive to patch.

With reference to the grounds budget, Mr. Bourque asked how many tons of salt are used during the winter months. Mr. Ross indicated he will look into it and provide that information for the Board.

Mr. Bourque asked about the roof replacements for dugouts budgeted at CHS. He asked if the entire roof has to be replaced on each one.

Mr. Ross indicated there are two dugouts for each field. He explained the roofs are in bad shape and need to be replaced.

Mr. Bourque asked if back up batteries for emergency lights and the fire system are actually used up every year.

Mr. Ross indicated they go through these types of batteries each year and there are many emergency lights at GMS.

Mr. Bourque asked about the replacement of the swing set at GMS.

Mr. Ross indicated that the swing set is 30 years old and Primex has recommended replacement.

Mrs. Harrison asked if bathrooms can be installed in the modular classrooms at LMS.

Mr. Ross indicated that running water to the portables would be extremely problematic.

She commented that the students need to be inside the school building.

Dr. Jette asked Mr. Izbicki to schedule a meeting with the vendor to evaluate the portable classrooms.

Mr. Ross mentioned they need windows, doors, carpeting and the siding needs to be replaced. He noted the portables are old and beyond their useful life.

New and Expanded Positions

Dr. Jette mentioned there are two requests for new/expanded positions for Buildings & Grounds. One request is to expand the part time (50%) grounds position to 75% to reduce the need for summer help. The other position requested is for an additional custodian at CHS. After completing an analysis of each building, it was revealed there is a severe shortage at CHS.

Mr. Ross indicated that the additional custodian would be beneficial because there is not enough coverage with the increased demand.

Mr. Bourque asked if there is still a need for the School Dude software system.

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Mr. Izbicki indicated there may be an opportunity to use Google for a work order system and preventive maintenance; however, Facilities Direct is still valuable.

GMS REQUESTED BUDGET

Mr. Thompson presented the FY21 requested budget to the Board with a total of \$170,612, which is a \$2,642 decrease from FY20. He explained full day kindergarten has had an impact on the GMS budget. He indicated there is funding in the budget for a fifth kindergarten teacher if needed and he recommended to keep that funding in the FY21 budget. He noted that he met with Mrs. Bandurski, Ms. Widman, Mr. Pelletier and Mr. Ross to review the needs for GMS.

Mr. Thompson listed the budget drivers and increases/decreases in the FY21 budget:

- \$1,278 increase for storage furniture for a room with little storage and 2 standing desks for students
- \$1,716 increase for services for the Teacher of the Deaf and Tutoring, which are student specific
- \$1,583 decrease (from the prior year) in Additional Furniture, which will focus on replacing student desks rather than chairs
- \$2,876 decrease in Replacement Furniture
- \$1,524 decrease in Reading supplies
- \$1,084 decrease in Student Activities that represents the one time purchase of the lunch wagons in the prior budget.

Mr. Meyers asked about disposable headphones that were budgeted in General Supplies. He asked if more sustainable supplies can be budgeted or if students can bring their own headphones.

Mr. Thompson indicated that they have tried using mid-grade headphones in the past and found they would not last. He noted it is more cost effective to purchase disposable headphones.

Mrs. Harrison was concerned that children would have to bring their own headphones from home. She agreed disposables would be less expensive.

Mrs. MacDonald asked who requested the standing desks. Mr. Thompson indicated OT requested them as they are beneficial for students with specific issues.

Mr. Bourque commented that he is looking at all the other costs, excluding salaries/benefits, that are associated with a fifth kindergarten that have not been spent. He asked if a reserve fund can be established to deposit these monies in the event that a fifth kindergarten is necessary.

Mr. Izbicki indicated we have to establish the fund and the voters have to approve it.

With regard to Student Activities, Mr. Bourque asked why we do not budget for the Great East Festival.

Mr. Thompson indicated that transportation is budgeted, but families/students pay for the other costs.

Mr. Bourque made a motion to add \$4,500 to GMS Co-Curricular Activities, Account 1011141000-810, to fund the Great East Festival costs. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque asked if the higher transportation costs in Co-Curricular Transportation includes out of school trips.

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Mr. Thompson indicated he did not have that information at this time, but will provide it for the Board.

Mr. Bourque commented on the increase in Co-Curricular transportation. He indicated that number will increase.

Mr. Izbicki indicated that the district re-negotiated the hourly rate and it has been adjusted back to the original contract rate.

Mr. Bourque asked for the percentage of the increase over the previous year. Mr. Izbicki indicated the Regular Education Transportation increase is 3.5%. He noted the Co-Curricular Transportation rate was changed from mileage plus hourly rate to straight hourly rate, which reflected an increase of 15%-20%, but should now be 3.5%.

Mr. Thompson added that funding has been included for kindergarten field trips as the PTO structure has changed and they no longer fund field trips.

Mr. Bourque asked about the request for \$7,500 for the new playground set.

Mr. Thompson indicated that this was a recommendation from Primex. Mr. Ross explained all the connections are rusted and the swingset is not safe.

New and expanded positions

Mr. Thompson presented a list of new and expanded positions to the Board:

- Expand Administrative Assistants' hours by 2.5 hours per week as we need to have coverage in the office until 4 p.m.
- Expand the Library Monitor hours to 5.5 per day as many activities have been added, there are 16 Chromebooks and a 3D pen.
- Request for an additional Grade 3 teacher due to the size of the Grade 2 class that will move on to Grade 3.
- Request to expand the part time Computer teacher to full time, which is more beneficial for the students.

Mr. Thompson commented that expansion of the Library Monitor hours is needed because there has been a change in access of the online library database. He explained for many years volunteers have assisted students who check in and check out books in the database, but now that there has been a change in access due to security reasons, volunteers can no longer access the Destiny program. He indicated that now the Librarian has to check in and check out the books, which limits interaction with the students.

Mrs. Hershberger suggested a portable scanner device for volunteers to use to check books in and out.

Mr. Bourque asked if the administrative assistants can come in later or stagger their arrival times so there is coverage in the later afternoon.

Mr. Thompson indicated that would be problematic and may lead to having one administrative assistant in the office later than 4 p.m.

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Mrs. Harrison commented they are contracted for 7.5 hours per day and paid lunches. Dr. Jette indicated the district will be speaking to legal counsel on this issue.

LMS REQUESTED BUDGET

Mr. Lecklider presented the FY21 LMS Requested budget to the Board with a total of \$148,288, which is a \$1,610 decrease from FY20. He indicated that the budget contains many of the same trends and priorities as last year. He mentioned that enrollment has increased by 20 students and he is not confident on the projections for next year. He commented that LMS is focused on sustaining a rigorous academic program with teachers who are content specialist, supporting 21st Century skills and continuing to build support around STEAM resources. Mr. Lecklider indicated that paper agendas will be phased out in favor of more digital platforms; there has been significant progress in the transition to a Learning Commons model; social-emotional learning needs result in increasing supports; Project Lead the Way (PLTW) is an important resource for STEAM programming.

Mr. Lecklider presented increases and decreases in the budget:

- Increase of \$1,500 in Science for PLTW refill kits
- Increase of \$543 in Co-Curricular Activities for additional supplies for the Lego Robotics team and for the Green Raiders recycling team to attend a recycling conference in the spring
- Increase of \$2,500 for tutoring needs for 504 students
- Decrease of \$900 for phasic out paper student agenda books
- Decrease of \$2,693 in Library furniture that was purchased last year.

Mr. Bourque asked about the cost of the annual service agreement for the copiers. Mr. Lecklider indicated the copiers have been breaking down more often.

Mrs. Harrison suggested that teachers should be trained on how to use the copiers. She wondered if the breakdowns are due to user error.

Mr. Lecklider indicated that the breakdowns are not occurring from user error. He noted that one copier was handed down from the town.

Mr. Meyers was concerned over the cost of sheet music and wondered if purchases are being duplicated.

Mr. Bourque indicated only one person is purchasing the sheet music.

Mrs. Harrison commented when Mrs. Corbeil was at a previous meeting, she mentioned there were things that she needed, but they do not appear to be listed in the budget.

Mr. Lecklider indicated that was more of a request for robotics. He explained she has a PLTW class, but when asked if she had any needs she did not provide any.

With regard to athletics, Mr. Bourque commented that athletes are now required to wear white uniforms as well as colors. Mr. Lecklider affirmed that is accurate.

Mr. Bourque made a motion to add \$600 to LMS Athletics supplies, Account 1021142000-610, for uniforms. Mrs. MacDonald seconded. The motion failed 2-3-0.

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Mr. Bourque asked if the same amount of chairs will be needed for promotion. Mr. Lecklider indicated he is not sure at this time.

Mr. Bourque asked if transportation reflects the old rates. Mr. Lecklider believes the rates are correct.

New and Expanded Positions

Mr. Lecklider indicated there are no new or expanded position requests for LMS.

Dr. Jette commented that the enrichment position will not be brought forward. He asked Mr. Lecklider to explain the plan going forward.

Mr. Lecklider commented the Grade 5 numbers are increasing and we are trying to address enrichment through our core program. He indicated that areas such as STEAM, the Learning Commons, more digital resources and resources in our classrooms.

Mrs. Harrison asked if teachers are differentiating. Mr. Lecklider indicated that term has become an educational term, such as the term personalizing. He noted that is what teachers are trying to do as they are seeking that out.

Ms. Widman commented over half the team of staff that attended the summer academies and programs were middle school teachers.

Impromptu Recognition

Dr. Jette recognized that the Supervisors of the Checklist are at the Town Hall today. He asked Mr. Redding,
Chair,
to explain what the Supervisors of the Checklist do.

Mr. Redding explained before any election we have to provide people a chance to register to vote or change party affiliation. He indicated people can register with the Town Clerk or on the day of election. He commented that proof of age, residency, citizenship and identification are required. He noted if a person does not have those documents, the person can sign an affidavit under oath.

Dr. Jette thanked the Supervisors for providing citizens with this opportunity.

CHS REQUESTED BUDGET

Mr. Lonergan presented the FY21 CHS Requested budget to the Board with a total of \$673,826, which is a \$46,479 increase over FY20. He presented budget drivers and increases/decreases in the budget with Board:
Increase of \$10,515 in Athletics with requests for changing over athletic banners, additional kettle bells, a national conference and increases in referee costs

- Increase of \$4,673 for supplies for computer classes, textbook replacements for AP Computer Science, and a 3D Printer for ICT Pathways
- Increase of 4,796 in Library Services for updated, easily movable desks and chairs
- Increase of \$39,341 in Athletic Transportation
- Increase of \$2,840 in Co-Curricular Transportation
- Increase of \$3,198 in Technical Education, Equipment Replacement, due to the need for a combination mitre and chop saw and a new shaper
- Increase of \$2,596 in Music Education for new electronic keyboard and stands for a new music course, Intro to Piano, planned to be offered

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- Increase of \$5,279 in Science Furniture Replacement as the first step of a 3 year plan to replace lab stools that are at the end of their useful life
- Increase of \$4,111 in CHS Vocational Education due an increase of students in the CTE programs
- Decrease of \$2,000 in Regular Education for an updated lease on copier machines
- Decrease of \$1,758 in FACS as there are no more requests for Reality Babies

- Decrease of \$13,900 in Guidance Services Tuition as tuition for a Litchfield resident attending Pinkerton has been eliminated
- Decrease of \$7,974 overall in Music Education, which includes a decrease of \$11,808 in the Equipment Replacement line
- Decrease of \$3,546 overall in Science Education.

Board members discussed the costs for copier leases and transportation for athletics and co-curricular.

New and Expanded Positions

Mr. Lonergan presented a list of new and expanded position requests:

- National Art Honor Society Advisor (stipend)
- We Are All the Same (WAATS) Club Advisor (stipend)

Mr. Lonergan explained that CHS is adding several student clubs to attract a wider student interest, which will be offset by organizations and clubs that are not currently running.

CURRICULUM DEVELOPMENT REQUESTED BUDGET

Ms. Widman presented the FY21 Curriculum Requested budget to the Board with a total of \$165,993, which is a decrease of \$9,723 from FY20. She indicated that the focus this year will be on vertical alignment and on the Humanities program at the high school. She presented increases and decreases in the budget:

- Increase of \$9,450 in Textbooks as we are seeing that current online textbooks are no longer being supported in Social Studies and pockets in ELA. These subjects are being revised this year and want to ensure we have appropriate resources to support the implementation of the new curriculum.
- Increase of \$20,140 in Course Reimbursement, which is the result of moving the In District Professional Development line (320) into the Course Reimbursement line (271) so that there is one pool of funds for reimbursement. The elimination of funds in line 320 actually makes this level funded.
- Decrease of \$22,500 in In District Professional Development (as noted above)
- Decrease of \$4,000 in non-union course reimbursement
- Decrease of \$2,000 in Contracted Services, which will be funded by a grant.

LUNCH *****

The School Board recessed the meeting for lunch at 12:45 p.m. The meeting was reconvened at 1:20 p.m.

SPECIAL SERVICES REQUESTED BUDGET

Mrs Bandurski presented the FY21 Special Services Requested budget to the Board with a total of \$1,305,261, which is an increase of \$104,202 over FY20. She indicated the budget was created with the needs of the student currently being serviced in mind. She noted everything included in the budget is there to meet a need required by an IEP. She presented increases and decreases in the budget:

- Increase of \$27,679 in Special Education Tuition due to a change in student need and increased tuition rates
- Increase of \$1,059 in LMS Special Education Software for Reading Plus licenses for students with disabilities

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- Increase of \$3,709 in CHS Special Education Furniture Replacement for a conference room table and chairs
- Increase of \$55,437 in Psychological Professional Services for contracted school psychology services
- Increase of \$25,385 in Transportation costs
- Decrease of \$3,161 in Special Services Travel for staff
- Decrease of \$3,58 in Speech Services for a change in need.

Mr. Bourque commented that over the last couple of years the amount spent on supplies for the program at LMS has been below \$1,000.

Mr. Bourque made a motion to reduce LMS Special Education Supplies, Account 1021120100-600, by \$1,455. Mr. Meyers seconded. The motion carried 4-1-0.

Mr. Bourque felt that three printers would not be needed if there is an accessible print release station.

Mr. Bourque made a motion to reduce CHS Special Education Equipment-Additional, Account 1031120100-734, by \$1,000. Mrs. Hershberger seconded. The motion carried 5-0-0.

New and Expanded Positions

Mrs. Bandurski explained the need for the following request:

- Special Education Facilitator \$45,000

Mrs. Bandurski indicated that she has a caseload of 10-20 students, 8 homeless students, home schooled students, in addition to her responsibilities as Director of Special Services, which often require home visits, court appearances, attendance at several meetings, and district truancy services. She noted it is taking much time and a facilitator who can assist with this caseload would benefit the department and reduce the overload on the Director.

G. Community Input

There was no public input.

FOOD SERVICES REQUESTED BUDGET

Ms. Crowley presented the FY21 Food Services Requested budget to the Board with a total of \$302,474, which is a decrease of \$11,732 from FY20. She indicated the focus this year is on food quality, service and to decrease student debt. She noted new vendors were brought in and more things are being made in-house. She highlighted budget drivers:

- Purchase of Meals Plus software, which is more user friendly
- Replacement of all equipment for the upgrade, including registers and key/scan pads
- Supplies have been purchased to increase the overall quality of service, appearance and presentation of meal items.

TECHNOLOGY REQUESTED BUDGET

Mr. Pelletier presented the FY21 Technology Requested budget to the Board with a total of \$414,553, which is an increase of \$4,438 over FY20. He indicated budget drivers include Chromebook purchase for the incoming 5th grade and incoming 9th grade; the 5 year replacement plan, which was reduced from to \$87,700. He highlighted increases/decreases in the budget:

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- Increase of \$65,971, which is a combination of all data and phone funds out of the school budgets and into a district line in the technology budget (this is a lateral move of funds and decreases to offset this will appear in the school lines)
- Increase of \$9,000, which is a subscription fee for GoGuardian (classroom management tool for 1:1 and computer labs)
- Increase of \$30,750 for the cost of incoming freshmen to be equipped with Chromebooks for their tenure at CHS.

Mr. Bourque asked why incoming freshmen are getting new devices when they received a device in Grade 8.

Mr. Pelletier indicated those devices are on a life cycle and Google will not support them. He noted we are trying to get on a schedule where the fifth graders get Chromebooks for their tenure at LMS and then a new one for their tenure at CHS.

Mr. Bourque asked what will happen to the used Chromebooks. Mr. Pelletier indicated they will be recycled down to GMS.

It was pointed out during the review of the technology budget that the total of Line 1000284000-446, DW Software Lease, was inaccurate. The total reflected was \$16,500, but in actuality should be \$34,320, which is a difference of \$17,820 that was added to the bottom line of \$414,553 for a total of \$432,373 and is an increase of \$22,258 over FY20.

Mr. Bourque asked for more detail on the fiber replacement.

Mr. Pelletier indicated that is for the computers for teachers, labs and high speed hard drives that the servers use.

Mr. Bourque mentioned that in terms of software and security, volunteers are unable to access the Destiny software in the Learning Commons at GMS and the librarian now has to take care of check ins/check outs. He asked if there is a possibility of getting a hand scanner or using a kiosk to check books in and out.

Mr. Pelletier indicated that students are already beginning to be set up using their lunch number and the system, either a hand scanner or kiosk style Chrome device, will be rolling out soon.

SAU & SCHOOL BOARD REQUESTED BUDGET

Dr. Jette presented the FY21 SAU Requested budget to the Board with a total of \$27,466, which is a decrease of \$330 from FY20.

Dr. Jette presented the FY21 School Board Requested budget to the Board with a total of \$83,340, which is an increase of \$10,514 over FY21. He indicated that the total reflects an increase in legal services driven by the CBA.

BUSINESS/TRANSPORTATION REQUESTED BUDGET

Mr. Izbicki presented the FY21 Business Requested budget to the Board with a total of \$50,037, which is an increase of \$2,801 over FY21.

Mr. Izbicki presented the FY21 Transportation Requested budget to the Board with a total of \$574,310, which is an increase of \$16,728 over FY21.

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HR / SALARIES & BENEFITS REQUESTED BUDGET

Mrs. Messenger presented the FY21 HR Requested budget to the Board with a total of 8,476, which is an increase of \$116 over FY21.

Mrs. Messenger presented the FY21 Salaries & Benefits Requested budget to the Board with a total of \$17,496,577, which is an increase of \$380,882 over FY21 or 0.98%. She indicated that:

- There are no salaries included for union members
- There is a pool of money for non-union staff (\$29,000) and administrators (\$45,000) raises
- Substitute salaries are based on 3 year averages
- 6th period classes are contractual (\$43,000)

- Teacher and Paraprofessional grade changes (\$14,785); these are degree changes for teachers and certification changes for paraprofessionals
- Severance Payouts (\$169,290) based on employees that sent in intent to retire letter (3 at the end of this current school year; one was from last year that was not received until after Nov 1)
- Health Insurance rates have not been released; budgeted for a 10% increase
- Dental Insurance increase of 3.9%
- NH Retirement had no change.

Expanded positions are requests by departments and have not been included into the budget. The total Salaries cost is \$12,254,159; total Benefits cost is \$5,242,418.

Mr. Bourque asked what is the total just for health insurance. Mrs. Messenger indicated the total is \$2,402,726.

Mr. Meyers was concerned about the \$6,000 budgeted for Special Education Meeting salaries. He believes that it should be included in early release days. He indicated they are getting paid more than their contract.

H. Community Input

There was no public input.

Dr. Jette announced there will be an additional School Board meeting scheduled for October 23, 2019 at 7:00 p.m. for the presentation of additional information the Board with regard to questions from this session and to vote on any changes to the budget.

II. 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 3:10 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. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

III. RETURN TO PUBLIC SESSION

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Upon a motion made by Mrs. Harrison, the Board returned to public session at 4:30 p.m. Mr. Meyers seconded. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IV. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 4:30 p.m. Mrs. Hershberger seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for October 23, 2019

Location: Town Hall

- In attendance:**
- Brian Bourque, Chair**
 - Christina Harrison, Vice Chair**
 - Elizabeth MacDonald, Board Member**
 - Robert Meyers, Board Member**
 - Tara Hershberger, Board Member**
 - Dr. Michael Jette, Superintendent**
 - Cory Izbicki, Business Administrator**
 - Michele E. Flynn, Administrative Assistant**

I. PUBLIC SESSION

7:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 7:01 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Correspondence

There was no correspondence.

E. FY21 Requested Budget Review and Approval

- **FY21 Budget Update**
- **Enrollment Projections Updated**

The School Board requested additional information from administrators on various budget items. The School Board may make adjustments to the budgets and approve the bottom line for submission to the Budget Committee.

CHS

Mr. Lonergan and Joshua Knight, Athletic Director were present. Board members had questions regarding the Athletics budget for 2020-2021.

Impact Testing

Mr. Bourque asked about the testing cost. Mr. Knight indicated that although concussion testing is not required, he prefers to test each athlete. He noted the testing is \$1,000 for each school.

Mr. Bourque asked about adding testing for basketball athletes and the cost for the athletic trainer to read the results. Mr. Knight indicated he would need to gather more information with regard to the athletic trainer.

Game Officials

Mr. Bourque indicated that he is aware the rates for game officials have increased. He asked how much the cost has changed. Mr. Lonergan indicated it depends on the sport.

Mr. Bourque asked about the mileage stipend for each sport. Mr. Knight explained if a referee travels 40 miles or more s/her gets an additional \$14. He indicated that when preparing the budget, he actually went through and "paid out" every game official to determine the resulting budget request.

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Repairs/Maintenance

Mr. Bourque commented that the athletics budget never had a line for repairs/maintenance. Mr. Lonergan indicated it may have been an oversight. He noted that the former athletic director used to transfer funds out of another account to pay for repairs.

Mr. Bourque asked what the money is being spent in the supplies lines as he sees the same justification in this line from year to year (i.e. mouthguards, nets, balls).

Mr. Knight indicated that we took what the former athletic director had done the prior year to prepare the budget. He noted that many items were not budgeted in the right place and we will have to move money around until it is straightened up. He commented this is his first year and he will have to rework this budget.

Mr. Bourque asked about the uniform replacement schedule.

Mr. Knight explained the oldest uniforms are for girls lacrosse. He indicated in looking through the uniforms, he did not see any labeled prior to 2015. He added that for sports such as golf, spirit, and wrestling he could not find the years they were purchased. He believes no uniforms will need to be purchased this year.

Mr. Bourque asked about the typical cost for a uniform.

Mr. Knight indicated the cost can range from \$2,000 to \$4,000 depending on the sport and size of the team. He commented he will be speaking with vendors this week and if we can make a deal with a brand name vendor, such as Nike, we will get a discount on uniforms and sometimes even a rebate for spending over a specific amount of money that will go back into the athletic program.

Mr. Bourque asked about the replacement banners budgeted. Mr. Knight indicated the cost of \$6,500 is accurate. The championship years will be listed on one banner per sport to replace the individual banners hanging in the gym as there is no more room to hang individual banners.

Dues and Fees

Mr. Bourque indicated that the budget for dues and fees goes up and down each year. Mr. Knight explained all these numbers come from NHIAA and it is possible they could have increased fees and backed them down for a year.

Mrs. Harrison asked about the drivers for the supplies. Mr. Knight indicated \$2,900 of the increase is due to the banners. He noted there are some equipment costs with the transition over to Wilson athletic balls, which we are being required to purchase for playoffs.

Mrs. MacDonald asked if there are any redundancies in the budget lines, such as mouthguards, helmets, gloves, etc. Mr. Knight indicated that he prefers to provide mouthguards for each athlete.

Mrs. Harrison asked if there are any one time items that can wait in the athletic budget.

Mr. Lonergan indicated that there is a need for storage in the weight room. Mr. Knight commented there is a need for the lower weights in terms of kettle bells.

Mr. Bourque made a motion to reduce Account 1031142000-610, Athletic Supplies, by \$4,900. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Izbicki commented that he completed an analysis of all athletic transportation. He indicated the new hourly rate that was increased is in effect for this year. He took the numbers and applied 20.75% to the FY17 budget for a number more in line with what should have been budgeted this year. He took that amount and applied the new rate increase, which would decrease athletic transportation to \$83,800.

Based on Mr. Izbicki's recalculation of the actual hourly rates, the Board made the following motions:

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Mr. Bourque made a motion to reduce Account 1031272400-519, CHS Athletic Transportation, by \$20,000. Mr. Meyers seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to reduce Account 1031272500-519, CHS Co-Curricular Transportation, by \$2,842. Mr. Meyers seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to increase Account 1021272400-519, LMS Athletic Transportation, by \$514. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to increase Account 1021272500-519, LMS Co-Curricular Transportation, by \$957. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to increase Account 1011272500-519, GMS Athletic Transportation, by \$62. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque commented each year the Board inquires about fundraisers and the reason for raising funds. He mentioned in the past student athletes could not answer regarding what they were fundraising for.

Mr. Knight indicated that from his perspective, they are fundraising to get their sweaters.

Mrs. Harrison commented that team sweaters, jackets and such should be paid for by their families.

Mr. Meyers commented there should be a process to go through to get approved for the team apparel.

Mr. Knight indicated that he does not wish to be in a position where 19 of the 23 students have the money to pay for these items and the remainder cannot afford it.

Mr. Meyers suggested selling ads in a program to raise funds.

The School Board thanked Mr. Knight for coming to the meeting to provide explanations for their questions.

CHS (other than athletics)

Mr. Lonergan indicated that some of the language was cleaned up in the budget. He provided numbers for the library database requested by the Board. He commented what we included in the budget, with respect to technology, was recommended by the IT Director.

The School Board went through the budget and made recommendations.

Tech Ed Digital Arts and Computer Education

Mr. Bourque asked about the subscription cost for Lynda.com as well as an explanation for Lynda.com.

Mr. Lonergan indicated it is a program that allows teachers to access technical manuals. He noted this is not for students to use. He commented it is not as expensive as is budgeted and Mr. Pelletier is looking at it as well.

Board members were concerned about security and students accessing the software.

Mr. Bourque made a motion to reduce Account 1031110019-644, Information Access Fees, by \$175. Mr. Meyers seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to reduce Account 1031110025-644, Information Access Fees, by \$540. Mrs. Hershberger seconded. The motion carried 5-0-0.

Vocational Education

Mr. Bourque asked if the students who attend vocational programs are identified.

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Mr. Lonergan indicated these are current students going to CTE. He noted some will age out, but we will not know that information until sophomores become juniors.

Regular Education

Mrs. Hershberger indicated that she had some concerns in the budget. She felt that based on what was spent over the past three years, the line can be level funded and there will still be more in the total than was spent in previous years.

Mrs. Hershberger made a motion to reduce Account 1031110000-610, Regular Education Supplies, by \$1,343. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Lonergan agreed that is not an unreasonable number.

Computer Education

Mrs. Hershberger commented there is a large jump in supplies.

Mr. Lonergan indicated that is due to Project Lead the Way supplies as it is a new expense.

Mrs. Hershberger made a motion to reduce Account 1031110025-610, Computer Education Supplies, by \$900. Mrs. Harrison seconded.

Mrs. Harrison believes one of the last places the Board should reduce the budget is computer education.

The motion failed 1-4-0.

Co-Curricular Activities

Mrs. Hershberger asked about the increase in supplies.

Mr. Lonergan indicated that the increase is due to supplies for the Mock Accident and for the portable PA system.

Mrs. Hershberger asked if the notes in the budget can reflect what is a one time purchase. Mr. Lonergan indicated that would be a challenge.

Library

Mrs. Hershberger asked about the \$3,358 budget for library furniture replacement. Mr. Lonergan indicated that is for the last of the mobile shelving for the Learning Commons.

Special Services

Mr. Meyers asked what the training for special education teachers is for.

Mrs. Bandurski explained that there is specialized training she needs to send them to and some is training they would like to attend. She noted this is to pay for the training, not the teacher. She indicated the training depends on the specific need of the student(s). Mrs. Bandurski commented specialized training is very expensive.

Mr. Meyers commented that he is struggling with it as no other department has that. He indicated it should be coming out of professional development and not special services.

Mrs. Bandurski explained these funds are not just for a teacher to be sent to a training, but we can also have someone come in-district to train.

Mr. Meyers believes this does not belong in special services.

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Dr. Jette commented this was an effort to earmark the funds for special needs. He indicated there is a big distinction between money contractually promised and this type of funding where we direct them what to train in.

Mr. Meyers made a motion to reduce Account 1000120100-272, DW Special Education Conferences/Workshops Reimbursement, by \$5,999 and increase Account 1000222100-272, DW Improvement Instruction Conferences/Workshops Reimbursement, by \$3000. Mr. Bourque seconded.

Mrs. Harrison amended the motion to move \$6,000 from Account 1000120100-272 to 1000222100-272. The motion failed for lack of a second.

The main motion made by Mr. Meyers carried 5-0-0.

LMS Special Education

Mr. Bourque made a motion to reduce Account 1021120100-610, LMS Special Education Supplies, by \$1,455. Mr. Meyers seconded.

Mr. Bourque based his reduction on three year actual expenditures.

The motion carried 4-1-0.

CHS Special Education

Mr. Bourque made a motion to reduce Account 1031120100-734, Equipment Additional, by \$1,000. Mrs. Hershberger seconded.

Mr. Bourque believes that the printer line is too high.

The motion carried 5-0-0.

Psychological Services

Mr. Bourque asked about the budgeting for psychological services.

Mrs. Bandurski explained the district lost the psychologist position. She noted that position did all the adaptive, social-emotional testing and services. She indicated if we contract out for those services the costs will be extremely high. She commented if we paid a school psychologist to do all student evaluations every day, it would cost over \$100,000.

Mr. Bourque asked if the psychologists at the other schools can provide some of those services.

Mrs. Bandurski indicated that we tried that when she first arrived in the district and it did not work from a needs perspective. She noted that we hired a third psychologist two years later and things worked out much better. However, now that she has resigned we cannot find a replacement, so we hired a mental health clinician to take care of the IEPs and we contract out for psychology services. She pointed out we intend to do this next year as well. Mrs. Bandurski indicated if we maintain the clinician, the needs of the students are being met, counseling is being met and psychology services are done on a contracted basis.

Mr. Bourque commented if you hire a psychologist you will be in the same position as you were. Mrs. Bandurski indicated the clinician was being paid out of a grant and now is being paid out of the psychologist salary line. She noted if we cannot find a psychologist it makes sense to use the budget for the clinician and this person is readily available for the students.

Mrs. MacDonald commented there are 24 paraprofessionals at GMS and 23 at LMS. Mrs. Bandurski indicated all paraprofessionals are IEP specific.

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Mr. Bourque asked who oversees the paraprofessionals and determines where they would be more beneficial.

Mrs. Bandurski indicated most of the time it is up to the principals. She noted special education teachers should be providing feedback on paraprofessionals and if students are progressing in class.

Mr. Bourque asked about the responsibilities of a special education facilitator (new position).

Mrs. Bandurski under this director's purview is special education, section 504, students in transition, home school program, case management for 12 students, court appearances, foster care liaison, and truant officer. At the building level there are no coordinators or facilitators; principals, assistant principals or the director sits in on IEP meetings. She is concerned that there are too many responsibilities and not enough assistance. She noted with out of district meetings there are many people sitting at the table.

Mrs. Harrison indicated this is a critical need and has been for years. She asked if more students are being identified.

Mrs. Bandurski indicated many years ago a significant changes was made. Since then numbers have stayed consistent, but the level of need of the students has expanded to different areas.

Other Budget Questions

Mr. Izbicki reported that a Capital Reserve Fund can be established in order to fund the maintenance and operations costs of a fifth Kindergarten class. He indicated that the district will bring forward a warrant article to move the funds for the fifth Kindergarten class (\$28,801) into the Capital Reserve Fund.

Mr. Thompson provided further information regarding the costs for the Great East Festival at GMS. In his memo, he noted that the original cost budgeted was \$60 per student for 76 students. He proposed for the budget, \$30 per student for 75 students and families can pay for the parking portion (\$30).

Mr. Bourque made a motion to reduce Account 1011141000-810, Co-Curricular Dues and Fees, by \$2,250. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Izbicki reported that he:

- Discussed replacement of the LMS portables with the vendor and will provide further information on November 6;
- Indicated that we can discuss a copier replacement plan with one vendor once the accountant returns from vacation;
- Received quotes and other estimates for the CHS dugouts and will reach out to other companies;
- Adjusted the budget for oil and propane based on four year average of per gallon prices.

The Board discussed the fund balance and what is a reasonable number to budget. Mr. Izbicki indicated the auditors recommend budgeting to 2.5% of the bottom line.

Mrs. Hershberger commented many of the items in the buildings and grounds budgets for GMS and LMS will be replaced or completed over the summer. She asked if we can use some of the \$200,000 in the fund balance to reduce the amount in the budget.

Mr. Izbicki explained \$200,000 is the minimum expected to be returned to the taxpayers.

Mr. Bourque added if we end up with a higher fund balance we encumber for items for the next budget year.

Salaries & Benefits

Mr. Meyers made a motion to reduce Account 1000120100-110, Special Education Salaries, by \$6,000. Mrs. Harrison seconded.

Mr. Meyers commented all other departments have meeting requirements and do not get paid for them.

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Dr. Jette explained she budgets the pool of money because it is difficult to get teachers to go to the special education meetings during the school day.

Mr. Meyers felt that it was not fair to the other teachers.

The motion carried 5-0-0.

Mr. Bourque made a motion to reduce Account 1011213400-120, GMS Nurse Services Substitute Salaries, by \$400. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to reduce Account 1021213400-120, LMS Nurse Services Substitute Salaries, by \$600. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to reduce Account 1031213400-120, CHS Nurse Services Substitute Salaries, by \$2,000. Mrs. Hershberger seconded. The motion failed 2-3-0.

Mrs. MacDonald made a motion to reduce Account 1031213400-120, CHS Nurse Services Substitute Salaries, by \$500. Mrs. Harrison seconded. The motion carried 5-0-0.

New and Expanded Positions

Board members discussed new and expanded position requests.

Mrs. Harrison was concerned about the request for the special education facilitator. She suggested if we are going to put it on a warrant article we need to make it clear to voters it is such a critical need. She commented we do have the right as a Board to add a position.

Dr. Jette indicated they are working out the administrative assistant request with LSSA negotiations; the library monitor will be rectified with a piece of technology; the third grade teacher is based on enrollment numbers; we will work out the fifth kindergarten issue with the Budget Committee.

F. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations.

In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE.

The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

There was no public input.

II. OLD BUSINESS

A. LSSA Grievance - Arbitrator Costs

The Superintendent provided costs for the arbitrator presiding over an LSSA grievance. He indicated that legal counsel costs for the school district were: \$4,225 (Attorney Elwell), \$8,808 (Attorney Phillips); Arbitrator Gary Altman \$2,880; for a total cost of \$15,913. He indicated if lost time for employees meeting with attorneys on the day of the arbitration were added into the cost it would be even greater than the legal costs.

B. 2020 NHSBA Resolutions

- **Delegate Assembly (Jan 25, 2020)**
- **Continuing Resolutions**
- **Current Resolutions and Statements of Belief**

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● **Proposed Resolutions by the School Board - Due 11/4/19**

School Board members did not suggest any resolutions to submit.

III. MANIFEST

There wa no manifest.

IV. PUBLIC INPUT

A. Community Forum

There was no public input.

V. 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 10:55 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes, Tara Hershberger, yes.

VI. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 11:40 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.

VII. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 11:40 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board.

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for November 6, 2019

Location: Town Hall

In Attendance:

- Brian Bourque, Chair
- Christina Harrison, Vice Chair
- Elizabeth MacDonald, Board Member
- Robert G. Meyers, III, Board Member
- Tara Hershberger, Board Member
- William Lonergan, Principal, CHS
- Dr. Michael Jette, Superintendent
- Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from October 16, 2019:

Mr. Bourque made a motion to approve the non-public minutes of October 2, 2019. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● **CHS Science Program**

Catherine Devine, colleagues (Raheem Chowdry, Shane Keyes, Bill Pothier, Roseanna Dube, Joanne Ray) and students presented highlights from the CHS science program and inquiry based instruction. Many courses are offered: Freshman Science/Honors Option, CP/Honors Biology, CP/Honors Chemistry, Honors Physics, Principals of Biomedical Sciences, Forensics, Science of Natural Disasters, AP Environmental Science, and AP Biology. Future additional offerings include PLTW (Project Lead the Way) Principles of Engineering and Human Body Systems, and AP Chemistry.

Inquiry Based Science: students gather data to form explanations based on evidence and communicate their findings while developing greater knowledge about the world around them. Students build models, draw and record molecular structures and construct knowledge through a variety of venues.

Teachers shared their experiences and samples of the experiments their students have done in class.

Ms. Devine commented that much rigor has been brought to our courses and students are scoring higher on assessments. There is higher context in the PTLW curriculum according to Bloom’s Level of Learning application model. Students learn the 21st century skills for college and career, which includes working as a team member, citing sources of information, designing experiments, notebooking, making data charts and graphs. Mentoring Science Students includes students assigned as departmental assistants, Star Parties, Girls Tech Day, Women in Science & Technology (WIST), and Field Trips. The Science Department emphasizes the Growth Mindset and motivates students to keep learning.

Michelle Freeman, CHS student, commented that she has taken many of the courses mentioned, but her favorite is AP Science. She indicated she was able to do so much with DNA. She felt she is prepared for classes in college.

Isabelle Ristaino, CHS student, commented that she likes the opportunities the Science program affords. She enjoys the research projects and has learned so much by doing the hands on experiments.

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Elliot Gavrin, CHS student, indicated he is being prepared for college and the future with good study habits. He commented AP Biology is so much more than just Biology and is a very interesting subject.

Board members agreed that the curriculum sounds exciting. Mr. Bourque thanked the Science Department teachers and students for their presentation.

- **Senior Projects, Sophomore Projects**

Mr. Lonergan spoke about conflicts with requirements for service hours for other student organizations such as NHS, NAHS, Tri-M Music Honor Society and ELOs. He indicated that he is considering how much value sophomore projects add and how students can find the way to allocate those hours.

- **PSAT Testing and Senior Activities**

Mr. Lonergan spoke about testing and senior activities offered the same day.

Dr. Jette commented last year all college visits were in-house. Mr. Lonergan indicated we had recruiters in the high school talking with students about resumes and cover letters, as well as Chris Sullivan and his wife shared their experience with their high school child who passed away and inspire students to make good decisions.

Mrs. Harrison commented there are a lot of community service hours between sophomore project and the National Honor Society.

Mr. Lonergan indicated it is challenging for students to allocate hours. He noted there are so many questions relative to the value of sophomore project.

Mrs. Hershberger commented she has received feedback regarding senior projects, the majority of which is to start the senior project earlier than senior year so it can be part of the college application.

Mr. Lonergan indicated senior project coordinators are looking into how juniors can begin the senior projects in their junior year.

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent:**

- **Personnel Contact Charts**

Dr. Jette reported all schools have personnel contact charts, which can be found on their websites. He noted each school has a menu item on their web page to make these charts available to parents and families in order to contact the appropriate person with a specific issue.

- **Special Election Update and Costs**

Dr. Jette provided final cost information for the special election to the School Board. He thanked all the voters that turned out to vote. He indicated the warrant article was approved 624 yes; 520 no. He commented it is the right thing to do for our teachers and we will be quickly trying to get this in place. He noted the LEA has a copy of master agreement with the tentative agreement language, which they are editing and will be returning to us. Dr. Jette indicated once the contract is signed we will re-issue new contracts and input the new pay rates and retroactive pay into the payroll system.

Mr. Bourque asked about the tax rate information.

Dr. Jette indicated that once the School Board has signed the MS-22, Mr. Izbicki will upload the data to the NH DRA who will begin calculating Litchfield's tax rate. Dr. Jette thanked all the workers who worked at the election polls, the School Board members who spent the day at the polls, and the Town as well.

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Mr. Bourque asked if the Town does anything differently than the school district when advertising for the election. He commented that he has heard several people say they did not know about the election.

Dr. Jette commented people generally tend to think about voting in March. He indicated the district took extraordinary steps to advertise by putting notices in the HLN, holding interviews with staff, social media presence and putting out electronic signs. Dr. Jette reported the final costs for the special meeting and election: \$12,607.47. He commented in the grand scheme of getting the contract approved, it is a minor amount to pay.

Mr. Meyers commented most of that cost would have been incurred had we waited for the March election.

o Funding Update

Dr. Jette provided a clarification on the adequacy aid and one time infrastructure grant. He reported that he had a conversation with the Capital Planning Committee about the amount of funds available to the district.

o Report Cards and IC Portal Update

Dr. Jette reported that the district did not shut the Infinite Campus portal down this year and there was no negative feedback.

o Co-Curricular Job Descriptions

- **GMS Books and Bites Advisor**
- **GMS Student Council Advisor**

Dr. Jette presented co-curricular job descriptions to the Board. He explained these positions are during the school day because students are not able to stay after school at GMS. He noted that these teachers will be using their lunch or planning time -

Mrs. MacDonald was concerned with teachers being paid during the workday for a co-curricular position. Dr. Jette indicated he will speak to Mr. Thompson about it.

Mrs. MacDonald raised a concern over the fairness of Unified Arts teachers having 1.5 hours of extra time during the day.

Mr. Bourque requested that Mr. Thompson provide the Unified Arts teachers' schedules.

- **CHS Environmental Club Advisor**
- **CHS WATS Club Advisor (We're All the Same)**
- **CHS National Art Honor Society Advisor**

Dr. Jette presented and explained the draft co-curricular job descriptions to the School Board for approval. He explained what the co-curricular committee looked at and the breakdown of tiers for setting a stipend for the advisor.

Mrs. Harrison felt that the tiers listed in the job descriptions are not equitable between schools and club descriptions and hours that teachers spend.

Dr. Jette indicated he will get clarification.

• School Board

Mrs. Hershberger wished good luck to the Robotics team. She thanked all the teachers that participated in the Meet the Teacher interviews. She thanked Shawn McDonough and Nate Cooper for their interviews.

Mr. Bourque thanked all voters who came out to vote in the special election. He thanked the LEA for the work and the School Board for putting the time into the contract. He wished the Boys Soccer team good luck, noting that Litchfield is well represented with three teams in the playoffs.

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H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

There was no public input.

II. GENERAL BUSINESS

A. Public Minutes:

- **October 16, 2019**

Mrs. Harrison made a motion to approve the public minutes of October 16, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

- **October 19, 2019**

Mrs. Harrison made a motion to approve the public minutes of October 19, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

- **October 23, 2019**

Mrs. Harrison made a motion to approve the public minutes of October 23, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

B. Budget Transfers

Mrs. Harrison made a motion to approve the budget transfers from August to October 2019. Mr. Bourque seconded. The motion carried 5-0-0.

III. REPORTS

A. Principals Reports

Written reports from the Principals were provided to the School Board.

B. Business Administrators Update

- **Year End Encumbrances**
- **CHS Expenditures**

Mr. Izbicki updated the School Board on year end encumbrances and an explanation of the increase in CHS expenditures. He indicated he will share this documentation with the Budget Committee. He provided information regarding actual expenditures for CHS that was requested by Mrs. Hershberger. Mr. Izbicki also provided a reconciliation of School Board adjustments to the FY21 budget.

C. Enrollment Report Oct 2019

Dr. Jette provided the October 2019 enrollment report to the School Board. He noted that the district gained 3 students in October.

D. Dining Report Sep & Oct 2019

Dr. Jette provided the district dining report to the School Board.

Mrs. MacDonald asked if these are the amounts of lunches that are purchased. Dr. Jette indicated they are the total of reimbursable lunches.

Mr. Bourque requested that the prior year numbers (2 years ago) be added to the report for more comparison.

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Mrs. MacDonald asked about the student meal debt. Dr. Jette indicated that approximately \$2,000 has been collected on the original \$6,000 debt.

Mrs. Harrison was concerned about the meal charging policy threshold of \$15.00 for negative meal charges. She felt that the language was not specific enough and was concerned that students would be turned away if they have any amount of negative charges.

There was much discussion regarding the language in the policy relative to students with negative balances and the practices that are followed by food service personnel.

Mrs. Harrison asked for clarification of consistent practices with regard to students with negative meal charges. She asked for an overview of the process for students with debt.

IV. OLD BUSINESS

A. Vote on Final School Board Budget

The School Board took action on the FY21 Proposed Budget in order to move it forward to the Budget Committee.

Mr. Izbicki indicated that after applying the Board's adjustments to the budget, the total operating budget is \$22,847,056, which is a 3% increase over FY20. He noted three additional special education students have come into the district and there is currently a deficit in the special education tuition budget. He indicated we will be bringing a request to the Board to withdraw funds from the Capital Reserve Fund.

- **New and Expanded Positions**

The School Board voted on the new and expanded position requests for FY21:

Mr. Bourque made a motion to add a Grade 5 teacher at LMS. Mr. Meyers seconded. The motion failed 0-4-1.

Mrs. Harrison made a motion to expand the hours of the GMS Administrative Assistants by 2.5 hours per week. Mr. Bourque seconded. The motion failed 0-5-0.

Mr. Bourque made a motion to add a Library Monitor at GMS for 5.5 hours per day. Mrs. Hershberger seconded. The motion failed 0-5-0.

Mrs. Harrison made a motion to add a Grade 3 teacher at GMS. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to expand the part time computer teacher at GMS to full time. Mr. Bourque seconded. The motion failed 1-4-0.

Mr. Meyers made a motion to hire a part time (75%) DW Groundskeeper. Mrs. Hershberger seconded. The motion failed 0-5-0.

Mr. Meyers made a motion to add an additional custodian at CHS. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to place a Special Education Facilitator position on a warrant article for FY21. Mr. Bourque seconded. The motion failed 0-5-0.

The Board discussed hiring a case manager to handle the overload of the Special Education Director.

Mrs. Harrison made a motion to add a Special Education Case Manager to the FY21 budget. Mr. Bourque seconded. The motion failed 2-3-0.

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Mr. Izbicki adjusted the budget per additional changes by the Board for additional personnel.

Dr. Jette indicated the budget will be provided for the Budget Committee tomorrow evening. He noted that Budget Committee members are frustrated about the delay in delivery of the budget, but we are still having problems with eFinance and are backed up about a month. He commented that they are suggesting adding meeting nights.

Mr. Bourque indicated the Board does not want to go back to the way it was, meeting twice per week, after the former Chair and the Board streamlined the process.

B. Review of Draft Warrant

Dr. Jette provided a draft warrant for the School Board to review and discuss.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

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 9:15 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. 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 Mrs. MacDonald, the Board returned to public session at 9:55 p.m. 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.

IX. ADJOURN

Mrs. MacDonald made a motion to adjourn the meeting at 9:55 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for November 20, 2019

Location: Town Hall

In Attendance: Brian Bourque, Chair (*excused*)
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Tom Lecklider, Principal, LMS
Dr. Michael Jette, Superintendent
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 6:07 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

The Board added a non-public session at 6:30 pm to discuss LSSA negotiations.

D. Summary of Non-Public Actions from November 6, 2019:

Mr. Bourque made a motion to approve the non-public minutes of October 16, 19 and 23, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● **E3 Award Recognition: D Walsh, LMS PTO**

The School Board recognized Dave Walsh, President of the LMS PTO, for his support of staff and students. Mr. Lecklider commented this is Mr. Walsh’s last year as president. He has provided relentless support of students and coordination of events during the year. Mr. Walsh supports enrichment events for the school, has raised money for students to attend Nature’s Classroom and has tremendous respect for staff at LMS.

● **LMS: English Language Arts Performance Tasks and Digital Tools**

Principal Lecklider and the ELA staff presented information regarding performance tasks and digital tools used in the English Language Arts program. He recognized the many families in attendance for their support. He indicated the students have been doing a lot of work in ELA this year with literature, informational text and writing, writing as a global area, and language skills. He noted that 21st Century skills are the focus. Mr. Lecklider indicated that the Journeys program is used for Grade 5 and StudySync is used for Grades 6-8.

Heather Stein, Grade 5 and some of her students showcased Google Classroom tools that they use daily. The students use Google Classroom as a blog to respond to questions and share their responses with each other. Students practice voice typing, use Google Docs formatting and spell check. The teacher can provide feedback by commenting in the document. Students also use Kami, which is a pdf documenting tool that has been instrumental in instruction. Students can load paper documents into Kami and students can mark them up, as well as do worksheets online. Students can use voice typing in Kami and do presentations.

Jessica Guerrette, Grade 8 and some of her students presented an audioRadio Play project that they are doing in the StudySync unit of Suspense. Students listened to “Sorry Wrong Number” and “The Hitchhiker” as examples for writing and publishing their own play. WeVideo is used for sound effects. Students have guidelines for the assignment and competencies are assessed.

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Mr. Lecklider commented the content of the script was really good and it is interesting that technology is moving so fast.

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 6:33 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. Meyers seconded. The motion carried by roll call vote: Mrs. Harrison yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

III. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 7:12 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mrs. Harrison yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

F. Correspondence

Dr. Jette announced that John Regan has resigned as School District Moderator. He indicated that a Moderator pro tempore must be appointed by the School District Clerk. An appointment for Moderator has been selected and verified and will be appointed and sworn in on December 5, 2019 and will serve the remainder of Mr. Regan's term.

G. Comments:

● **Superintendent:**

○ **Deliberative 2020 Date**

Dr. Jette informed the School Board that Deliberative Session for the School District will be held on February 8, 2020 and provided the district meeting planning calendar to the Board.

○ **Unified Arts Schedules - GMS**

Board members asked for schedules for the teachers of Unified Arts at GMS. Some basic information regarding Specialists at GMS was provided by Mrs. MacDonald. Dr. Jette informed the Board that he requested Mr. Thompson address that information at the December 4 meeting.

○ **Meal Charging**

Dr. Jette discussed Board member concerns regarding the meal charging practices at the schools. He reported that he and Mr. Izbicki met with Ms. Crowley, Director of Food Services, to discuss the issue with the charging of milk. He indicated that the issue has been addressed and any child at GMS who has a negative meals balance will be allowed to purchase milk with a monetary limit.

○ **Co-Curricular Job Descriptions**

Board members asked for clarification on the equity of co-curricular payment tiers. Dr. Jette informed the School Board that the job descriptions were sent back to the Co-Curricular Committee for further review.

● **School Board**

Mrs. Hershberger congratulated the three Robotics teams that qualified for State competitions. She also congratulated the Boys Basketball team on their victory.

Mrs. Harrison commented that she met with PERC today and discussed several new courses that were approved by PERC, which will come before the Board and if approved by the Board will be included in the CHS Program of Studies.

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Mrs. Hershberger disclosed that she asked Ms. Widman if she could join the grading and reporting committee as a parent member.

Mr. Meyers reported that Nicole Fordey was nominated by the Budget Committee to be a non-voting member of the District Capital Planning Committee.

H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations.

In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

There was no public input.

IV. GENERAL BUSINESS

A. Public Minutes:

- **November 6, 2019**

Mrs. Harrison made a motion to approve the public minutes of November 6, 2019. Mr. Meyers seconded. The motion carried 4-0-0.

V. REPORTS

A. Business Administrators Report

- **Development of FY21 Default Budget**

Mr. Izbicki indicated that he has not begun the default budget calculations at this time.

- **Tax Rate Information**

Mr. Izbicki reported the current school tax rate for Litchfield is \$15.35, which is an increase of \$0.20 over last year's rate as opposed to the projected increase of \$0.65 in March 2019. He noted this includes teachers' contract and is impacted by the additional State funding.

Mrs. MacDonald commented that members of the public have been stating on Facebook that they want to have input regarding the additional funding.

Mr. Izbicki indicated the State has recommended to use the one time funds toward infrastructure. He noted the other funds are fiscal disparity aid and is part of the adequacy funding that goes toward education. He added that is district discretionary funding so the public does not get to comment on it.

Dr. Jette indicated that the district has just received the final spreadsheet based on October 1 enrollment numbers. He commented the tax burden including the teachers' contract is minimal as the total tax rate for Litchfield is \$23.65, which is a tax increase of \$60 on a home valued at \$300,000.

B. FY21 Budget Reviews Update

Dr. Jette provided feedback from the Budget Committee relative to the FY21 Recommended Budget to the School Board.

- **Health Insurance Rates**

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Mr. Izbicki provided the health insurance rate information recently received to the School Board. He reported the district will see no increase in premium next year. He indicated we were able to reduce the FY21 budget by \$264,000.

Dr. Jette noted that the district initially budgeted an increase of 10% for health insurance because we were told by School Care that is the highest increase any district will see. He indicated that we are in fact at a -.5% (negative .5%) due to our premium holiday.

VI. OLD BUSINESS

A. Draft Warrant Articles Review

Dr. Jette asked the School Board for feedback regarding draft warrant articles.

Mrs. Harrison suggested that the warrant article review be deferred to December 4 when there is a full Board.

VII. NEW BUSINESS

A. Policy Review

● **Policy ICA, School District Calendar**

The school district calendar policy has been revised to align with the language in the recently approved LEA CBA.

Mr. Meyers made a motion to approve Policy ICA, School District Calendar, as a 1st Reading. Mrs. Hershberger seconded. The motion carried 4-0-0.

VIII. MANIFEST

The manifest was circulated and signed by the Board.

IX. PUBLIC INPUT

A. Community Forum

There was no public input.

X. 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. Hershberger, the Board entered into non-public session at 7:40 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. Meyers seconded. The motion carried by roll call vote: Mrs. Harrison yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

XI. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 8:20 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mrs. Harrison yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

XII. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 8:20 p.m. Mr. Meyers seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for December 4, 2019

Location: Town Hall

- In Attendance:** Brian Bourque, Chair
 Christina Harrison, Vice Chair
 Elizabeth MacDonald, Board Member
 Robert G. Meyers, III, Board Member
 Tara Hershberger, Board Member
 Scott Thompson, Principal, GMS
 Dr. Michael Jette, Superintendent
 Cory Izbicki, Business Administrator
 Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:06 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 November 20, 2019:

Mrs. Harrison made a motion to approve the non-public minutes of November 6, 2019. Mr. Meyers seconded. The motion carried 4-0-0.

E. Presentations and Recognitions

● **GMS: Unified Arts and STEAM**

Principal Thompson and the UA staff presented information regarding the Unified Arts program and STEAM at GMS. Barbara Labelle (music), Melina Prevel Turmel (library), Kristen Starrett (art) were in attendance to give more information on their respective courses and how STEAM is incorporated into the curriculum.

Included in the presentation:

Computer Tech: students learn hands on skills and practices; grade 4 students are challenged to write a story and incorporate images into their story; grade 2 students insert their own picture into a graphic; grade 3 students work with data and create graphs with images.

Library Reading: students learn digital citizenship, internet safety, coding, and logic skills; maker spaces encourages activity and cooperation among the students.

Art: more activity is being brought to Art; activities are group based activities both indoors and outdoors.

Music: students learn with interactive music, how to read notes, compose, arrange and improvise.

STEAM: 7 week sessions that foster interpersonal skills, collaboration and problem solving.

Mr. Thompson commented that there is a large increased use of technology in Unified Arts content areas and in the innovation that is happening in the school.

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Mrs. Hershberger asked how the co-teaching with Physical Education is working out.

Ms. Starrett indicated it is working out well and we are doing so many activities with the students, such as scavenger hunts using pictures of other students to teach them how to interact, socialize and learn each other's names.

Mrs. Hershberger asked the teachers if there is anything they need and where they want to take their departments.

Mrs. Prevel Turmel indicated that she would like to have five more Chromebooks because she is still borrowing devices from a mobile cart.

Mrs. Labelle indicated that she would like to keep the music room as using a mobile cart to deliver class is limiting.

Ms. Starrett indicated that in Art we go through so many consumables and children love markers, which do not last. She noted that she has six tablets this year and she is helping the students explore how to stop a moving action.

Dr. Jette asked about the upgrading of tables in the room.

Ms. Starrett indicated the tables that were ordered are smaller than those that were in the room, but they fit the children. They are also color-coded. The children are closer together and the volume in the room has decreased.

- **Specialist Schedules**
- **Response to Inquiries: Specialists Time**

Principal Thompson provided responses to Board member questions from the previous meeting. The School Board received the information digitally and were satisfied with the responses.

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent:**
 - **Budget Committee Budget Review Update**

Dr. Jette reviewed the Budget Committee review of budgets on November 21. He reported that the Budget Committee was scheduled to meet Thursday evening, but the meeting was cancelled. He noted that Mr. Cutter rescheduled the meeting with the Superintendent and Mr. Izbicki to review his analysis of the FY21 Budget proposal to Thursday evening at the SAU office. Dr. Jette commented it is important to understand the analysis and have the opportunity to clarify any information that may not be accurate. - Chair was open to not holding 3 voting sessions -

- **PD Day**

Dr. Jette commented that parent/teacher conferences were held on Monday, November 25; a professional development conference was held on Tuesday, November 26 with a speaker who handed out a copy of her book on how to deal with trauma ("Teachers Guide to Trauma"). He noted the book reflects what the research is showing on how trauma affects a child and the impact that it has. He indicated that it is important for teachers to know how to help students who exhibit those types of behavior become more resilient.

Mr. Thompson commented it was an effective presentation and teachers are reading and discussing the book at faculty meetings.

Dr. Jette thanked Mrs. Bandurski and Ms. Widman for making the conference successful.

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)

- **Snow Days**

Dr. Jette indicated that on Sunday, texting started at 8:30 a.m. between Superintendents, but the forecast for Monday was not correct as it was stated the snow would stop at 6 a.m. and we would get freezing rain, which is why we decided to cancel school. He noted on Tuesday, the models were conflicting and we waited for further information. He commented we were going to announce a two hour delay on Tuesday, but decided to close when the Road Agent reported the road conditions were bad and the weather was impacting the clearing of the roads.

Mr. Bourque indicated that this is good information for the public as the feedback he has heard is that parents have to go to work early and it is hard for them to make arrangements on short notice.

Dr. Jette reminded the viewing public that the district posts closures and delays on WMUR and on the District website at 5 am and then pushes notifications out to homes at 5:30 am.

- **School Board**

Mrs. Hershberger commented that there were many students at the Kids and Canvas event. Mrs. MacDonald indicated it was a great fundraiser.

Mr. Bourque commented that all the teacher conferences went smoothly. Mrs. Hershberger commented the scheduling was fabulous.

H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

Robin Corbeil, LMS teacher, brought Robotics students to present their challenge: "Improvement in the Community", for which the team won two awards and won best project. Student representatives from the team (Jocelyn and Jayden) explained that they proposed a project to improve the LMS courtyard by turning it into a place everyone can use during the school day. The space would be enhanced with picnic tables, a teacher's desk, and reseeding of the grass. They were hoping that they could plant flowers or vegetables and have a summer program for students to work on the garden. They noted they surveyed the teachers and received positive feedback. Some teachers whose classrooms are facing the courtyard were concerned about distractions, which can be avoided with shades or blinds. The students indicated the benefits of an outdoor classroom is that it improves the grade point average and reduces stress.

Mrs. Corbeil commented it was fun teaching the students how to measure the courtyard and classroom space.

Mr. Bourque commented it would be nice to utilize the courtyards at both LMS and GMS.

II. GENERAL BUSINESS

A. Public Minutes:

- **November 20, 2019**

Mrs. Harrison made a motion to approve the public minutes of November 20, 2019. Mrs. Hershberger seconded. The motion carried 4-0-1, with Mr. Bourque abstaining.

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)

III. REPORTS

A. Principals Reports

- **GMS**
- **LMS**
- **CHS**

Principals reports were provided to the School Board in writing.

B. District Dining Report - Nov 2019

The November report for reimbursable meal sales was presented to the School Board. Dr. Jette indicated that Ms. Crowley added the 2017-18 data in comparison with the following years, which shows the increase of meal sales between years.

Dr. Jette noted that there were concerns that the lunch menus were not available to parents at the beginning of December. He explained that although we set up a folder where the lunch menus can be available for the public, we found that users had to be logged in to view them. He indicated the issue has been rectified.

C. Enrollment Report - Nov 2019

The November enrollment report was presented to the School Board. There were 1,316 students enrolled in the Litchfield schools as of the end of November.

IV. OLD BUSINESS

A. Draft Warrant Articles Review

Dr. Jette asked the School Board for feedback regarding draft warrant articles.

Mr. Bourque suggested adding an article to replenish the Special Education Capital Reserve Fund.

Dr. Jette commented that the district was questioned by the Budget Committee about the budgeting of an additional custodian at CHS next year and our stance is that it is not a new position and is within appropriate guidelines and parameters of the 2004 warrant article.

Mr. Meyers believes the Budget Committee will cut the custodian position from the budget.

V. NEW BUSINESS

A. Policies: 2nd Reading

- **Policy ICA, School District Calendar**

The school district calendar policy has been revised to align with the language in the recently approved LEA CBA and is ready for School Board approval.

Mrs. Harrison made a motion to approve policy ICA, School District Calendar. Mr. Meyers seconded. The motion carried 5-0-0.

VI. MANIFEST

The manifest was circulated and signed by the Board.

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 by Mr. Bourque, 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.

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)

(b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. MacDonald, the Board returned to public session at 8:15 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 8:16 p.m. Mrs. Hershberger seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School 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)



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for December 18, 2019

Location: Town Hall

In Attendance:

- Brian Bourque, School Board Chair
- Christina Harrison, Vice Chair
- Elizabeth MacDonald, Member
- Robert G. Meyers, III, Member
- Tara Hershberger, Member
- Dr. Michael Jette, Superintendent
- Cory Izbicki, Business Administrator
- Mary Widman, Director of Curriculum, Instruction & Assessment
- Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revision of the agenda included the addition of Introduction of Student Representatives to the School Board under Presentations and Recognitions.

D. Summary of Non-Public Actions from December 4, 2019:

Mr. Meyers made a motion to approve the non-public minutes of November 20, 2019. Mrs. Harrison seconded. The motion carried 4-0-1, with Mr. Bourque abstaining.

Mr. Bourque made a motion to accept the nomination of Dave Ross as District Facility Manager at a salary of \$73,000, prorated at \$40,958.02 for the 2019-2020 year. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● **Introduction of Student Representatives to the School Board**

School Board Student Representatives were introduced to the School Board. Trevor Scopelites and Chloe Steiniger were chosen last year and retained as the student representatives this year as well. Their advisor is Shawn McDonough and they represent students across the district.

● **Curriculum Report**

Ms. Widman provided the curriculum report to the School Board. She reported that work is well underway with ELA and Social Studies curriculum writing; teams are working with a plan to look at K-12 competencies and full alignment in February; review has begun on K-12 guidance curriculum. Courses that have gone through PERC are being presented this evening. Professional development that has been impactful includes the Innovations in Learning Conference (a 2 day conference highlighting trends and advances in educational practice); Portrait of a Graduate Workshop (the K-12 vertical team will focus on moving forward); Teachers' Guide to Trauma, Dr. Sadin - (timely and relevant presentation with mixed reviews; the topic will continue to be a focus moving forward).

● **Math Courses**

- **Geometry**
- **Algebra I**
- **Algebra II**
- **PreCalculus**

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Ms. Widman presented the approved math courses to the School Board. She reported that the competencies are completed and we are bringing forward the curriculum itself. She noted most of the high school math courses can be adapted from these documents.

Mrs. Harrison made a motion to approve the Geometry, Algebra I, Algebra II and PreCalculus courses as presented. Mr. Meyers seconded. The motion carried 5-0-0.

- **PERC Approved Courses**

Ms. Widman presented the following course proposals to the School Board. She indicated these courses were approved through PERC. AP Courses and PLTW are more scripted courses. She asked the teachers to include the overview, basic idea, and documentation that outlines what the courses would include.

- **AP Chemistry** Proposed by Mrs. Ray
- **AP Government** Proposed by Mr. Cooper - response to student interest
- **Ceramics II** Proposed by Mrs. Barry - response to student interest
- **Intro to Piano** Proposed by Performing Arts - discontinued Dance Exploration
- **Men's Self Defense** Proposed by Ms. Szepan - men's version similar to RAD course
- **Music Theory I** Proposed by Performing Arts - entry course semester long course
- **PLTW POE** Proposed by Mr. Chowdry

Mrs. Hershberger made a motion to approve the following courses to be added to the CHS Program of Studies: AP Chemistry, AP Government, Ceramics II, Intro to Piano, Men's Self-Defense, Music Theory I, PLTW Principles of Engineering as presented. Mrs. Harrison seconded. The motion carried 5-0-0.

- **Portrait of a Graduate**

Ms. Widman provided a slide presentation to the School Board regarding Portrait of a Learner. She explained it is the vision of a Litchfield student. The graduate profile is a document that the school or district uses to specify the cognitive, personal and interpersonal competencies. She noted it is essentially a set of guiding ideas that ensure all students leave the district with a common set of knowledge and skills, and a shared vision that keeps all stakeholders moving in the same direction. She commented that much time was spent building capacity with teachers on what we would like all the things we want to move forward to look like.

Mr. Perez reported that he attended the workshop and the goal of the training was to help educators better understand the process of creating a Portrait of a Learner. He explained it is a process that brings clarity to the district vision of our students. He indicated that students need to be part of the team, which involves stakeholders from school to community. Mr. Perez noted there will be a task force and the process is consists of four meetings that cover: how the world has changed, essential skills/mindsets/competencies, the shared local vision for our community portrait, and making it a reality for all students. He indicated that once completed, the Portrait of a Learner should be on the website. He commented that it is important to ensure we have every type of community member present in this task force.

Ms. Widman indicated the important piece is to try to keep a 1:1 balance of student to employee to community members.

Mrs. Hershberger asked if there was research done on this initiative ahead of time.

Ms. Widman indicated this has been around for a while and is very strongly connected to the work we have done around work study practices and college/career ready programs. She noted the idea is to make it a community mission.

Mr. Perez commented that it falls in line with the high school and district mission. He indicated we need to solidify group membership, hold meetings, finalize the profile and bring the profile to the Board for approval.

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Dr. Jette commented the new NEASC standards for 2020 are built around this. He indicated a school that will be accredited in the future has to have the portrait of a graduate embedded in it. He added it is a great opportunity to further unify the district.

Ms. Widman noted the pre-scripted process gives us the opportunity to finalize this by May.

Mr. Meyers made a motion to begin development of the Portrait of a Learner (Graduate) process. Mrs. Harrison seconded. The motion carried 5-0-0.

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent:**
 - **Tuition Update**

Dr. Jette provided an update to the School Board regarding student tuition. He explained in the fall a couple of families were looking to move into Litchfield and enroll their children in the school system. He indicated that the policy for Residency and Tuition indicated that a family may enroll their child(ren) into the school system and pay tuition and if they become residents of the town prior to January 1, the tuition will be refunded. He noted one family quickly found a home and their tuition was refunded. Another family had a purchase and sale agreement on a home that fell through, but were able to secure another residence and have moved into Litchfield. He added both families are now residents.

- **NHSBA Delegate**

Dr. Jette asked the School Board for a member to serve as the NHSBA Delegate for the Delegate Assembly in January 2020.

Mrs. Hershberger offered to represent the Litchfield School Board at the NHSBA Delegate Assembly.

- **Town-Wide Communications**

Dr. Jette provided information to the School Board received from the Town IT Manager, John Brunelle, regarding communications between the town departments and agencies and the schools. This involves placing a communications tower on school property (CHS) and approval from the School Board. Board members discussed several location options, but were apprehensive about providing approval to put a tower on the CHS site.

Trevor Scopelities mentioned there is an open area behind the CHS fence near the track that may be a good location.

Dr. Jette indicated that they will look into it and communicate with the town.

- **Vision of Our District Surveys**

Dr. Jette explained that the surveys sent out are a requirement of the federal grants we received. He reported the staff surveys are now closed, but student surveys are still open. He indicated that 482 students responded with the majority being middle school students, and GMS students are doing the survey in class. 179 parents have responded. He encouraged the high school students to take the survey. He indicated the goal is to bring a summary report to the Board and community.

- **Snow Storm**

Dr. Jette reported that an early dismissal was called for the recent snow storm and parents were more accepting. He indicated that attendance was at 86.29% as some families most likely kept their children home. He reached out to bus drivers who were concerned about the roads, but took it slow and got the children home safely.

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- **School Board**

Mr. Bourque was concerned that buses 4 and 7 were late to LMS.

Mr. Izbicki indicated that the SAU was not aware of that.

Dr. Jette indicated that we will look into it. He noted that the First View app is still being piloted by some families.

H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

There was no public input.

II. GENERAL BUSINESS

A. Public Minutes:

- **December 4, 2019**

Mrs. Harrison made a motion to approve the public minutes of December 4, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

- **FY21 Default Budget**

Mr. Izbicki indicated he is still working on the default budget. He reported that at this time the Default Budget is approximately \$585,000 less than the Operating Budget.

Mrs. Harrison commented we reduced the health care 10% budgeted increase and reduced salaries and benefits by \$695,000.

Mr. Izbicki clarified that we did reduce benefits by \$263,000 and the Budget Committee reduced \$297,000 from salaries and benefits.

- **FY21 Budget Committee Recommendations**

Mr. Izbicki reported that the Budget Committee would like to reduce \$610,000 from the FY21 Proposed budget. He indicated that to date they have reduced \$460,000 and will meet tomorrow night to continue their budget deliberations.

IV. OLD BUSINESS

A. Draft Warrant Articles Review

Dr. Jette presented the revised draft warrant articles for 2020 to the School Board. He suggested reordering the warrants for priority. The School Board discussed revisions to the warrant.

Mr. Meyers made a motion to include on the warrant the article that authorizes the Board to call a special meeting in the event the collective bargaining agreement article fails. Mr. Bourque seconded. The motion failed 0-5-0.

The warrant articles will return to the Board for final approval at the next meeting.

V. NEW BUSINESS

A. Policies: Draft Review

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)

- **Policy JICA, Student Dress Code**

The student dress code policy has been revised by a Dress Code policy committee and based off of the Virginia model. The Superintendent would like some feedback and direction from the School Board. Dr. Jette noted there are three Assistant Principals on the committee, parents, Mrs. Harrison, and the Superintendent, as well as students from all three schools, but the CHS representative only attended the last meeting. He indicated the committee inserted the four core values listed in the policy and the graphic reflects areas that are required to be covered.

Mr. Meyers was concerned about the minimum requirement for hats worn in the school and the language in the policy with regard to the permitting of hats in classrooms.

Dr. Jette commented most high school faculty feel they are enforcing a rule they do not believe in.

The Board and student representatives discussed the topic of wearing hats in schools. The Board asked for clarification of the language and for the committee to revisit the policy and revise some of the language. They asked the CHS staff be polled regarding the wearing of hats in the hallways and/or classrooms.

VI. MANIFEST

The manifest was circulated and signed by the School Board.

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 Mr. Bourque, the School Board entered into non-public session at 8:20 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. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald the School Board returned to public session at 9:15 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. ADJOURN

Upon a motion made by Mr. Meyers, the meeting was adjourned at 9:15 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn

Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

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

Approved Minutes for January 2, 2020

Location: Town Hall

In Attendance: Brian Bourque, School Board Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Member
Robert G. Meyers, III, Member
Tara Hershberger, Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Hollie Falzone, Director of Human Resources
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION 6:30 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:40 p.m.

B. Pledge of Allegiance

II. RATIFICATION OF LSSA COLLECTIVE BARGAINING AGREEMENT

Dr. Jette announced the LSSA has ratified their tentative agreement. The School Board is required to vote to ratify the collective bargaining agreement between the Litchfield Support Staff Association and the Litchfield School District. If approved, the CBA will be placed on the ballot in March 2020.

The Collective Bargaining Agreement includes the following:

- Year 1 3% Step Increase - Total Cost \$67,521 (includes insurance savings of \$1,440)
- Year 2 3% Step Increase - Total Cost \$44,377 (includes insurance savings of \$27,190)
- Total Contract Cost - \$111,898

- Insurance Year 1: Keep Green HMO plan, reduce district contribution to 80%
- Insurance Year 2: Move to Yellow Choice plan, district contribution 88%
Yellow w/o Choice, district contribution 90%

All support staff are covered in the agreement.

Mrs. Harrison made a motion to ratify the agreement between the Litchfield Support Staff Association and the Litchfield School District. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. ADJOURN

Mrs. MacDonald made a motion to adjourn the meeting at 6:43 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

School Board Edition

Approved Minutes for January 16, 2020 (Emergency)

Location: CHS

In Attendance:

- Brian Bourque, Chair
- Christina Harrison, Vice Chair
- Elizabeth MacDonald, Board Member
- Robert G. Meyers, III, Board Member
- Tara Hershberger, Board Member
- Dr. Michael Jette, Superintendent
- Cory Izbicki, Business Administrator
- Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

A. Call to Order

5:30 p.m.

Mr. Bourque called the meeting to order at 5:36 p.m.

B. Pledge of Allegiance

C. FY21 Default Budget

Mr. Izbicki provided the FY21 Default Budget and calculation to the Board. He noted that there was much team work through the process this year. He apologized to the Board for the delay in providing the default budget calculation.

Mr. Bourque commented that it is the wish of the Board to receive draft default budget information a few weeks prior to the budget hearing.

Mr. Izbicki indicated all costs associated with the LEA CBA were included in the FY20 budget and revised MS-22 was filed with the NH Department of Revenue Administration. He reported the FY21 Default budget is \$159,000 higher than the Operating budget. The total for the FY21 Default Budget is \$23,660,450.

Mr. Bourque made a motion to approve the FY21 Default Budget in the amount of \$23,660,450. Mrs. MacDonald seconded. The motion carried 5-0-0.

D. FY21 Warrant Articles

The School Board will revise, vote and sign the FY21 Warrant following the Budget Committee meeting after the Budget Hearing.

Dr. Jette reported that he met with Mrs. Douglas, Budget Committee Chair, and reviewed the warrant and all associated numbers and amounts.

II. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 6:33 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

School Board Edition

Approved Minutes for January 16, 2020

Location: CHS

In Attendance:

- Brian Bourque, Chair
- Christina Harrison, Vice Chair
- Elizabeth MacDonald, Board Member
- Robert G. Meyers, III, Board Member
- Tara Hershberger, Board Member
- Dr. Michael Jette, Superintendent
- Cory Izbicki, Business Administrator
- Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

A. Call to Order

Immediately following Budget Committee meeting

Mr. Bourque called the meeting to order at 8:47 p.m.

B. Pledge of Allegiance

C. Review of Budget Committee Actions

Board members discussed the actions taken at the Budget Committee meeting held prior to this meeting. The Budget Committee did not vote on Article 1, FY21 Budget, because they felt that closer review of the calculation was warranted and reconciliation to their recommended budget number was required. Budget Committee members also did not vote on Article 5, Feasibility Study, requesting the Board consider creating an Expendable Trust Fund for the feasibility study and planning for future school construction and/or renovation of existing facilities.

Article 1 - Operating Budget

The Board decided not to take action on Article 1 until after the Budget Committee meets on January 20, 2020.

Article 5 - Feasibility Study/Planning

Board members discussed the consideration of creating an expendable trust fund to fund a pre-construction feasibility study / planning to determine the possibility and cost of new construction and/or renovation of existing facilities. Board members felt that the funding of such a study would gain more support if the funds were placed into a trust fund and taken from the unassigned fund balance at the end of the year.

Article 5 (revised)

Shall the Litchfield School District vote to establish a Capital Improvement Expendable Trust Fund under the provisions of RSA 198:20-c,V for the purpose of the study, planning and cost of new construction or renovation of existing facilities in the Litchfield School District as recommended by the Capital Improvement Committee, and to raise and appropriate the sum of \$70,000 to be placed into the fund? This sum to come from the June 30 unassigned fund balance available for transfer on July 1, with no amount to be raised from taxation. Further, to name the School Board as agents to expend from the fund.

Mrs. Harrison made a motion to recommend Article 5 as revised. Mr. Bourque seconded. The motion carried 5-0-0.

Article 5 (as revised) is recommended by the School Board by a vote of 5-0-0.

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Article 7 - Re-Core LMS Classroom and Office Doors

Dr. Jette indicated that the district has determined a cost of \$25,000 for the re-coring of cylinders on classroom doors and office doors at LMS.

Mr. Bourque made a motion to recommend Article 7. Mr. Meyers seconded. The motion carried 5-0-0.

Article 7 is recommended by the School Board by a vote of 5-0-0.

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

(Minutes of non-public session are written under separate cover)

Upon a motion by Mr. Bourque, the Board entered into non-public session at 9:10 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.

III. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 9:32 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.

IV. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:32 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for January 22, 2020

Location: Town Hall

In Attendance:

Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Tom Lecklider, Principal, LMS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from January 8, 2020:

Mrs. Harrison made a motion to approve the non-public minutes of December 18, 2019. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the resignation of Scott Thompson, GMS Principal, who plans to retire from the district on June 30, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● **LMS: Math Performance Tasks and Digital Tools**

Mr. Lecklider recognized and congratulated the students that competed at UNH in the New England competition in the Coder Z competitions, as well as Robin Corbeil for her work with the students.

Mr. Lecklider and Shea Bishop, representing the Math Team, presented math performance tasks and digital tools to the School Board. Some facts presented included:

- 21st Century skills are at the core of where students are headed
- Students are applying their skills in different arenas
- All competencies have been updated
- Two main competencies: ability to apply and extend math properties to solve problems; ability to apply and extend math properties to support mathematical arguments
- Students have access to several math resources: Big Ideas, Khan Academy, Google Classroom, Smart Notebook/Classlab, Mangahigh, Quizlet, Quizziz, Kahoot
- With Classlab, teachers can see how students answer which is useful to see how they are learning
 - Teachers send students questions and can see their responses
 - Individual answers can be downloaded into an Excel sheet to sort to determine who needs help
- Big Ideas comes with a lot of technology in a 1:1 environment
- Students are comfortable in this class and do not fear responding with an incorrect answer
- Emphasis on math vocabulary in Grade 8
- Math tutor works with Grades 5-6 on foundational skills and competence.

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Mr. Bourque commented that he appreciates seeing the utilization of technology.

Mr. Lecklider commented one of the challenges prior to this year was the limited amount of resources built into Big Ideas, but the resources have helped.

Dr. Jette indicated with technology the students are connected programmatically to the school. Brian - appreciate seeing utilization of technology - positive approach -

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent:**

- **ALiCE Drill Debrief**

Dr. Jette reported an ALICE Drill was held on January 13 at each school. The scenario used was a threat outside the classroom door and outside the window of the room. He indicated the intention was for the classes to barricade. Dr. Jette, Mr. Izbicki and Mrs. Flynn observed the drill at each school. Dr. Jette reported that it was recognized that there are things we need to work on. He added that drills are not announced in advance.

Mrs. MacDonald asked about the language used for the drill at GMS. She indicated that she received some feedback from a kindergarten parent that this time the drill triggered a negative response in a child.

Dr. Jette indicated that the district is sensitive to balance the drill in a way that does not create fear in the students. Mrs. Flynn indicated that the language used was discussed with GMS administration in order to choose the appropriate language.

Mr. Bourque asked about devices for windows to enhance security. Mr. Izbicki noted that drop gates are used at the high school on some windows.

Dr. Jette reported the district is looking into an external panic notification system.

- **Cable Equipment at CHS**

Dr. Jette reported that there has been concern regarding the broadcast and recording equipment at CHS. He sent an email to Rob Fay (LCTV) asking about the status of the equipment. He indicated if the equipment is not going to be used or replaced it makes sense to make some plans to remove it.

- **Capital Planning Committee Considerations**

Dr. Jette reported that the SAU will be meeting with Liberty Utilities to discuss the cost to bring a natural gas line up to the high school with savings that could potentially be significant. He noted this will tie in to the energy performance contract.

Mr. Bourque asked if any of that cost would be realized for the district if residents tap into the gas line.

Dr. Jette indicated eventually we would like to see the gas line extended to the other school. He noted there is a Capital Planning Committee meeting on February 5.

Mr. Izbicki reported that a draft RFQ for the energy performance contract was received from Siemens.

Dr. Jette reported that the SAU was contacted by Dave Ealey who looked at the space at LMS and a meeting has been scheduled.

- **Deliberative Session**

Dr. Jette reported that Frank Bryon is the Moderator Pro Tem and Diane Gorrow will be at the meeting to provide legal counsel for the District.

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- **Unified Sports**

Dr. Jette reported that he spoke with Josh Knight about a unified sports program at CHS. Unified sports will be available to identified students who meet eligibility for participation.

Mr. Meyers was concerned about the cost. He commented that he would like to ensure that we have a program that does not founder from year to year.

- **Lunch Balances**

- **By School**

Dr. Jette provided updated meal balances for adults and students to the Board. He indicated that balances are being resolved over time.

Mrs. MacDonald asked if any of the people who have high balances qualify for free/reduced lunch.

Mr. Izbicki indicated that whether or not they qualify, state law mandates that we have to serve them.

Mr. Bourque suggested holding students who have negative balances back from graduation until the balances are resolved.

Dr. Jette indicated every student who walked across the stage last year for graduation cleared their accounts. He noted that Ms. Ayer is tracking their balances and working on getting the balances cleared.

Mr. Bourque suggested hold students who have negative balances at LMS back from graduating.

Mr. Meyers suggested disallowing car permits at CHS if their balance is carried forward.

Mr. Izbicki indicated the Food Service Bookkeeper position was reinstated so that calls can be made to families that have balances to work out a solution.

- **Principal Search Timeline**

Dr. Jette reported the GMS Principal announcement has been published and there have already been a number of applicants. He noted the closing date is February 5. Interviews will begin February 10 and the goal is to have a candidate to the Board by March. A small group of district staff will serve on an Executive Committee to conduct speed interviews; four finalists from that group will be selected and moved ahead in the process. On February 17, candidates will meet with teams (community members will be selected by the PTO) at GMS, students will escort candidates around the school and there will be a debriefing session. Once a finalist is selected we will negotiate what a contract would look like.

- **School Board**

Mrs. MacDonald wished students at CHS good luck on mid-terms and finals.

Mrs. Hershberger mentioned the Wellness Committee has been re-invigorated. She noted Ms. Crowley is sharing the Chairmanship with her and an invitation will be sent to staff and administration for interest in serving on the committee. She indicated any member of the public that is interested in serving on the committee is welcome. A meeting is planned for February 19 and the Committee will review the Wellness policy and those of other districts, log what we are doing and inventory what has been done.

H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the

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Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

II. GENERAL BUSINESS

A. Public Minutes:

- **January 8, 2020**

Mrs. Hershberger made a motion to approve the public minutes of January 8, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **January 16, 2020 Emergency Meeting**

Mrs. Hershberger made a motion to approve the public (emergency) minutes of January 16, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **January 16, 2020**

Mrs. Hershberger made a motion to approve the public minutes of January 16, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

Mr. Izbicki provided the Business report to the School Board. He reported that he received the draft audit report and the only flag was the large bill from First Student that was not included in the audit. Year to date financial show that 95% of the FY20 appropriations budget has been expended or encumbered through purchase order or payroll obligation. The year end fund balance is estimated at \$400,000, but is not guaranteed. Food Service is showing a loss as of December 31, but that is not uncommon. Mr. Izbicki will be meeting with Ms. Crowley to discuss ideas of spending. Mr. Ross, Facilities Director, has been attending Admin Team meetings and will be attending the Primex Supervisor Academy. Two rounds of interviews have been conducted for the custodial supervisor position.

- **FY21 Default Budget**

The FY21 Default Budget total is \$23,660,450.

- **Final Warrant Articles**

Final warrant articles need to be approved and signed by the School Board.

Mr. Bourque asked for clarification on the budget number in Article 1.

Mrs. Flynn reported the number prior to reconciliation was \$23,517,016 and the Budget Committee reconciled to \$23,514,330.

Article 1: Operating Budget \$23,514,330

Mr. Meyers made a motion to recommend Article 1. Mrs. Harrison seconded.

Mrs. Harrison commented that she cannot recommend the budget because the Budget Committee did not restore the funding requested.

The motion failed 0-5-0.

Article 1 is not recommended by the School Board.

Mr. Bourque commented that it is important to make the point that there is almost \$150,000 in the Default Budget that is contractual and recurring expenses. He indicated that is what is needed to operate and it shows that the Budget Committee cut the operating budget too deep.

Dr. Jette mentioned that he received a memo from the Town that the cost of salt that is billed from the town has doubled and that additional cost is not budgeted in this year's budget. He indicated the Budget Committee

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reduced \$2,000 from snow plowing for FY21. He commented that he is waiting to hear from the Town Administrator regarding the cost.

Mr. Bourque indicated that the accurate costs are needed by February 8 to be added back into the budget at Deliberative Session.

Dr. Jette commented that the Budget Committee has done their job and they have been accommodating and have listened, but they have cut too deep on this budget. He noted voters will have the ultimate say.

Mr. Bourque thanked the Budget Committee for supporting the warrant articles and for their hard work during the budget process.

Mr. Bourque asked if any Board members would like to present articles at Deliberative.

Mrs. Harrison offered to present Article 2, LSSA CBA, and Article 5, Capital Improvements Expendable Trust Fund.

Mrs. Hershberger offered to present Article 3, Class Size Reduction Expendable Trust Fund, and Article 6, Barricade Devices for Classroom/Office Doors.

Mr. Bourque will present Article 1, FY21 Operating Budget, Article 4, Special Education Capital Reserve Fund, and Article 7, Re-coring of Locks at LMS.

Dr. Jette reviewed the set up for Deliberative Session with the Board. He noted that there will be two smaller tables on the stage on either side of the screen: one for the School Board Chair and Vice Chair and the other for the Budget Committee Chair and Vice Chair; two podiums (one for Moderator) and the Clerk.

IV. OLD BUSINESS

A. CHS Program of Studies

The School Board reviewed changes to the Program of Studies.

Mrs. Harrison made a motion to approve the 2020-2021 CHS Program of Studies as revised. Mrs. Hershberger seconded. The motion carried 5-0-0.

B. NHSBA Proposed Resolutions

Dr. Jette asked the School Board for recommendations for the proposed resolutions to be voted on at the NHSBA Delegates Assembly on January 25, 2020.

School Board consensus: Delegate to vote with NHSBA recommendation for the resolutions.

V. NEW BUSINESS

A. Trip to Costa Rica April 2021

- **IICA, Domestic and International Travel**
- **KDCB, Use of Students in Non-School Public Information Program**

Dr. Jette discussed a proposed non-school sponsored trip with the School Board. He indicated that posters advertising the trip had been hung and an organizational meeting was posted, but there was no mention of the trip or meeting to Administration. Signs were removed by the Superintendent, who met with Ms. Helbling regarding the trip. Dr. Jette reported that Ms. Helbling does not want this to be a school sponsored trip. He indicated that he emphasized parents have to understand that it is not a school sponsored trip and verify their acknowledgement by signature. He noted this is a travel program for students and their families and the district has not done background checks.

Dr. Jette mentioned that there are travel companies that offer rewards for teachers for booking school trips and EF Tours is one of them. He commented if this is an independently organized and run trip, it would be prudent to ask for Board guidance regarding the rewards offered to the teacher by the travel company.

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Mr. Bourque believes this falls under a for profit category as this is not a school activity.

Mrs. Harrison felt the reward points should be allocated for either student scholarships or go back to the district.

Mrs. MacDonald asked if any of the teacher's prep period is being used for her work on organizing the trip. Dr. Jette indicated flyers should be prepared outside of school hours, as should planning and preparation for the trip. He noted that he will make it clear that there will be no use of copiers, school email accounts, or any communications during the school day.

Mr. Harrison commented that many teachers have something they are involved with outside of school. She indicated the trip is a great opportunity for the students and teacher and if it is not a school sponsored activity, the school should not be involved.

Mr. Bourque commented that it is a benefit for anyone who want to go on the trip, but the teacher is profiting. Dr. Jette indicated that this is non-profit in his view. He noted he will follow up with the teacher.

VI. MANIFEST

The manifest was circulated and signed by the Board.

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 School Board entered into non-public session at 7:56 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the School Board returned to public session at 8:55 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mrs. MacDonald made a motion to adjourn the meeting at 8:55 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for February 5, 2020

Location: Town Hall

In Attendance:

Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Scott Thompson, Principal, GMS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:13 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 January 22, 2020:

Mr. Bourque made a motion to approve the non-public minutes of January 8, 2020. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to approve the non-public minutes of January 16, 2020. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Meyers made a motion to accept the resignation of Roseanne Dube, CHS Science teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Meyers made a motion to accept the resignation of Kim Nolan, Grade 7 LMS teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● **GMS: Science Program**

Mr. Thompson and the Science team provided a presentation about the GMS Science program to the School Board. Science curriculum includes Physical Science, Earth/Space Science, Life Science. Competencies include Recurring Concepts, Scientific Inquiry, and Multiple Science Disciplines. The curriculum is based on the NexGen standard and development of the scientific mindset. Mr. Thompson indicated that Science resources include Project Lead the Way (PLTW), Mystery Science and Carolina Biologicals.

Mrs. Doucette, Mrs. Adamakos, Mrs. LaPlante, Mrs. Cullen Kent and Mrs. Elliot provided program presentations with pictures and videos of what the children do in Science, along with an explanation of the instructional methods used in class. (Mrs. Beach was unable to attend, but submitted a presentation for her class).

Mrs. Harrison commented that the students look like they are having fun and are tackling real world problems. She noted their enthusiasm is a testament to their teachers.

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- **GMS Mural Presentation**

Mr. Thompson presented a mural idea that is planned for the main lobby area. He indicated the project was brought up by the PTO. He noted that Mrs. Starrett is heading up the project and it is her intention is to have the

students work on the mural in small groups throughout the day on Field Day. The goal is to create the opportunity for the GMS community to work together on a project that will brighten the halls of GMS and boost the confidence of our students. This is a changeable art project.

Mrs. Hershberger asked what the murals will be placed on and if they are able to be moved.

Mr. Thompson indicated the murals will be placed on finished plywood and would be movable.

Mr. Bourque suggested the murals be placed where the bulletin boards are near the gymnasium. Mr. Thompson agreed that would be more visible.

Mrs. Harrison made a motion to approve the mural project at GMS. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **GMS Winter Assessments**

Mr. Thompson presented a winter assessment analysis to the School Board. He noted that the analysis shows improvement at GMS.

Mrs. Harrison asked about the enrollment for Kindergarten and Grade 1 for next year. Mr. Thompson indicated there are 57 registered to date in Kindergarten, but Grade 1 registrations are inconclusive at this time.

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent:**
 - **Capital Planning Update**

Dr. Jette reported the Capital Planning Committee met just prior to this Board meeting. He noted the committee is making progress and exploring many options.

Mr. Bourque indicated that Amy Clark from the NH DOE was invited and the conversation regarding Building Aid was very interesting. He noted she explained the process, timeline and application and, after hearing the discussion of our plans verified we are at the right stage for what we would like to do. He commented the committee received positive information with regard to building aid.

Dr. Jette indicated that Mrs. Clark agreed the feasibility study proposed on the warrant is the right direction and that the committee is on track.

Mr. Bourque mentioned that the committee would like to add classrooms for grade 5 onto LMS and tie that into the secure vestibule, removing the students from the portables. He noted that a sketch was provided from the architect who is working on the design for the secure vestibule at LMS.

- **CCTV Update**

Dr. Jette reported he had communicated with Mr. Fay from Litchfield Cable regarding who owns the equipment in the media room. He noted that CCTV has taken no claim on it and the room needs to be cleaned out. He suggested that the Board can look at other technologies to go live at some point in time.

Mrs. Harrison commented that perhaps there will an opportunity for some of our students to partner with CCTV as they move into more careers and technology.

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o GMS Bathrooms Update

Dr. Jette indicated there was a thread on the Litchfield What's Up page regarding the cleanliness of the bathrooms at GMS. He indicated that the district took it seriously and responded immediately. He reported the tile in the bathrooms is old and what appears to be dirt is actually dried on wax from many years of application. He noted what was posted online were pictures that were two weeks old and made it seem as if the district did not respond to the concerns. He complimented the custodial crew at GMS who addressed the concern promptly.

o GMS Principal Search Update

Dr. Jette reported he met with staff and made a modification to the plan for the principal search. He indicated there will be teacher involvement in the executive committee. He noted applications closed today and the committee is meeting tomorrow to review 13 applications. Dr. Jette reported Mr. Thompson did some research and there are a total of 25 principal vacancies in the State (including middle and high school). He indicated there is an opportunity for the community to participate in meeting candidates on February 17 from 4 pm to 8 pm. He noted there will be opportunities for parents, community members and students to participate in the process.

o 2021-2022 School Calendar Draft

Dr. Jette presented a draft of the 2021-22 school calendar to the Board. He indicated there are three dates impacted by elections: September 8 (State Primary), November 3 (General Election) and March 9 (Local Elections). He noted the new teacher contract states that school shall not begin more than five days prior to Labor Day, which would be September 2. Dr. Jette explained that the opening days for teachers and instructional staff are August 26-28. He was concerned that there will be a gap between the first day of school and August 28. He offered to discuss with the LEA the possibility of a sidebar to the contract to see if the first day of school can be pushed to August 31. He noted that he will bring the response to the next Board meeting.

● School Board

o NHSBA Delegate Assembly Report

Mrs. Hershberger reported all resolutions supported by the NHSBA passed. The resolution restricting firearms

on

school property was questionable, but the NHSBA supported it. Rochester was named School District of the Year and gave an impressive presentation of accomplishments that included increasing the percentage of students with free/reduced lunch to 50%, 18 "Move On When Ready" classes that are self-study classes for students, Capital Plan, energy savings through solar panels and LED lighting, and best practices for school systems.

Mr. Bourque mentioned there was some confusion by community members about the wording of the school district budget article on the warrant. He indicated that the language of the school district and town warrant articles for the operating budget is the same. He explained that the language is governed by the State.

● Wellness Committee

Mrs. Hershberger reported that the Wellness Committee will meet on February 19 from 3:15 pm to 4:15 pm and are looking for any community members who are interested in serving on the committee.

● Town Capital Improvement Committee

Mr. Bourque reported the Town has started the process for their Capital Improvement Plan and met this month to organize the committee. He indicated the next meeting will include presenting a list of the needs of the school district.

school

H. Community Forum

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operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

Leanne Romano, 7 Country Lane, commented that the language to Article 1 is confusing. She also commented, with regard to the draft calendar for next year, that she was supportive of having no school on the Friday before Labor Day and having school open on State Primary day. With regard to the Wellness Committee, she asked if student health would be discussed and expressed interest in serving on the committee.

Mrs. Hershberger indicated the committee will talk about student health and asked Mrs. Romano to contact her regarding serving on the committee.

II. GENERAL BUSINESS

A. Public Minutes:

- **January 22, 2020**

Mrs. Harrison made a motion to approve the public minutes of January 22, 2020. Mr. Meyers seconded. The motion carried 5-0-0.

III. REPORTS

A. Principals Reports

- **GMS**
- **LMS**
- **CHS**

Written Principals Reports were provided to the School Board.

- **Enrollment Report January 2020**

Dr. Jette provided the January 2020 enrollment report to the School Board. He indicated there is no change in the total enrollment of 1,317.

IV. OLD BUSINESS

A. Policies:

- **Acceptable Use Policy**

Dr. Jette asked the Board to review the proposed revisions to the policy, which are recommended to provide further clarity. Board members will discuss the revisions at the February 19 meeting.

B. Deliberative Session Planning

School Board members discussed presentation planning for Deliberative Session on February 8, 2020.

Board members decided who will speak to the articles and how much information to provide in the presentation.

V. NEW BUSINESS

A. Pay for Play Discussion

Mr. Bourque indicated a Budget Committee member brought up pay to play at the Budget Hearing and expressed

that athletes should pay if they want to participate in sports in the district.

Mr. Meyers commented there is no support at the Budget Committee level for this. He asked why bring up a topic someone mentioned passing.

Mrs. Harrison indicated that the Budget Committee raised the issue and the Chair did say it should be a discussion.

Mr. Meyers commented if you are going to start leveling the playing field you have to look at other programs to charge for.

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Mrs. Hershberger mentioned that there are two legal opinions on this with compelling reasons not to charge families for co-curriculars. She indicated it is clear that co-curriculars are part of an adequate education. She commented that Mr. Meyers noted even general per student fee does not really offset the cost at all. She noted that charging fees could deter students from playing sports or participating in activities.

Mr. Meyers commented that he was concerned when it appeared on the agenda because the topic had no traction when it was raised.

Mr. Bourque indicated we are trying to disseminate the information after the issue was raised by a member of the Budget Committee. He commented if we are going to consider going forward with pay to play, it would have to include every co-curricular program and we have to determine a fee.

Mrs. Harrison indicated this came up when we were discussing transportation with the Budget Committee and requesting funds added back into the budget.

Dr. Jette confirmed that the issue was raised at the Budget Committee meeting and was addressed openly. He indicated there was a posting on the Litchfield What's Up page stating that the district responded with a hard "no" at the request of the Budget Committee member for consideration. He noted that is not true as is evident in the minutes of the meeting. Dr. Jette indicated that the School Board felt they should discuss it prior to Deliberative Session to inform the public that this issue has been explored by the district in the past and it was decided by the School Board the district would not go in that direction.

Board members indicated they are not in support of pay to play fees for student athletes.

Mr. Bourque commented that the School Board and Superintendent invited Mr. Hodgkins to come to the meeting this evening to have an opportunity to share his thoughts on the matter. He indicated the Budget Committee believes many things should be paid for by parents, such as Chromebooks and Special Education, but this Board is not in favor of pay to play.

VI. MANIFEST

The manifest was circulated and signed by the School Board.

VII. PUBLIC INPUT

A. Community Forum

Jim Norton, Woodhawk Way, asked if it is the decision of the Budget Committee or the School Board to move the district to pay to play.

Mr. Bourque indicated it is a decision of the School Board.

Mr. Norton commented that the Budget Committee can reduce the money if they choose.

Mr. Bourque indicated there is an opportunity to add it back at Deliberative Session. He noted that it is unlikely the Budget Committee will reduce the budget at Deliberative Session.

Mr. Meyers cautioned the Board that if the Budget Committee reduces something and it is added back they could reduce the next budget.

Mrs. Harrison commented we expressed to the Budget Committee that the reductions were too deep and we requested to add some funds back into the budget. She indicated some funds were added and some were not.

Mr. Meyers expressed to the public to attend the Budget Committee meetings to voice their concerns.

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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 School Board entered into non-public session at 8:12 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the School Board returned to public session at 9:30 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:30 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for February 19, 2020

Location: Town Hall

In Attendance:

Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Michele E. Flynn, Administrative Assistant

- A. NON-PUBLIC SESSION: RSA 91-A:3II (b-c) 6:00 p.m.**
[Minutes of Non-Public Session are written under separate cover.]

The School Board entered into non-public session at 6:00 p.m. under RSA 91-A:3II (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.

I. PUBLIC SESSION

A. Call to Order

Mr. Bourque called the meeting to order at 6:58 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

The Curriculum Data presentations were postponed until March 4.

D. Summary of Non-Public Actions from January 22, 2020:

Mr. Bourque made a motion to approve the non-public minutes of January 22, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Meyers made a motion to accept the resignations of: Jocelyn Robinson, GMS Guidance; Dennis Perreault, CHS Social Studies teacher; Jill DesLauriers, Speech Pathologist. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● **GMS PTO Donation**

Heidi Ames presented to the Board a gift from the GMS PTO to purchase and install a Gaga Pit at GMS. She modified the donation letter to make the donation \$4,999. She indicated that it can be useful in the winter months without a lot of use of the playground equipment.

The location and winter maintenance of the Gaga Pit Brian were discussed.

Mrs. Harrison made a motion to accept a donation of \$4,999 from the GMS PTO to purchase a Gaga Pit for GMS. Mr. Meyers seconded. The motion carried 5-0-0.

Dr. Jette thanked Mrs. Ames for facilitating the parent portion of the Principal Search.

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- **Climate and Culture Data**
- **Competency Based Grading and Reporting**

POSTPONED

F. Correspondence

Mrs. Harrison noted there was an email to the School Board concerning the “quickness” of the School Board to dismiss the Pay to Play option. The individual felt that option is worth looking into and the impact it would have or whether it would offset transportation costs.

G. Comments:

- **Superintendent:**
 - **GMS Principal Search Update**

Dr. Jette indicated that School Board members attended and observed the candidate interviews process and interviewed the finalist this evening. He noted that 25 staff members and nearly the entire Administrative Team participated in the process.

- **2021-2022 School Calendar Draft**

Dr. Jette reported that the LEA has formed a committee to try to look into a sidebar agreement regarding the first day of school. He indicated parents are already calling the SAU office to ask about the first day of school. He noted the draft calendar is currently 100% compliant with the LEA CBA. Dr. Jette commented the week of March 9 is the earliest that we can meet on this issue. He indicated that we have the Alvirne and Pinkerton calendars so we can align our vocation education; however, part of the issue is that the other schools start earlier than Litchfield.

Mr. Meyers asked why the schools are closed on State Primary Day. He commented it is such a small election.

Dr. Jette indicated that he surveyed other superintendents and they have closed their districts due to teacher workshops.

Mrs. Harrison asked why students and teachers cannot come back on September 1.

Dr. Jette explained that the start of school for teachers is contract driven as they cannot come back more than five days before Labor Day. He indicated the earliest teachers can come back is August 26 and can only have three workshop days prior to students starting school. He commented that we could have teachers return to work on August 28 and have two more workshop days on August 31 and September 1 with students starting on September 2, which would work with this contract.

Mrs. Hershberger felt that the School Board needs to make a decision and cannot wait.

Dr. Jette commented the next meeting of the School Board is March 4 and the LEA can meet with the district the week of March 9. He indicated the School Board would vote on the calendar on March 18.

Mr. Bourque asked why negotiations for this change are starting so late.

Dr. Jette explained that the LEA was asked on January 2 if we can negotiate the start date.

Mr. Bourque commented it has been almost two months and expressed concern that it could drag out longer.

Mrs. Harrison commented that the School Board is looking to start the students on August 31.

Dr. Jette suggested, if there is an agreement on the start date, the School Board vote electronically on the calendar prior to the March 18 meeting and the calendar can be published as soon as the School Board votes.

He indicated at the March 18 meeting, the School Board’s electronic decision can be disclosed and confirmed.

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o Community Outreach - March Voting

Dr. Jette commented since the HLN is no longer printing, in order to get the information to the community, town and district, the Town and District are collaborating on a Voter Guide. He explained the voter guide would be mailed to every address in town and the cost of printing and postage will be split between the Town and District. He noted that the Voter Guide will be mailed March 2.

o Individual Championship Signs

Dr. Jette indicated the School Board wanted an update on the individual championship signs and why they are not up to date. He reported that the former Athletic Director did not update them and that Director Knight will get the signs updated as soon as possible.

o Grades 5 and 6 Content Literature

Dr. Jette reported that to accommodate for the elimination of the Content/Lit course in Grades 5 and 6, the administration is planning to increase the length of each period and to embed Content/Lit into every course. He indicated the Mr. Lecklider can provide information on this change to the School Board at the March 18 meeting.

o Rounding of Grades

Dr. Jette commented that the School Board raised concerns about the rounding of grades. He indicated that the middle school rounds grades and the high school does not. He noted when he asked why the response was that it was past practice. Dr. Jette indicated he has asked Ms. Widman to investigate as we make the conversion to Power School.

o Updating Transcripts

Dr. Jette indicated that there was a question of when transcripts are updated. He reported that CHS transcripts are updated at the end of the semester and when a student completes an online course.

o LMS Late Bus - Detention Students

Dr. Jette commented there was some concern regarding students in detention at LMS that have to wait for the late bus. He indicated that detention time at LMS is 45 minutes, which brings the time to 2:45 p.m. He noted the late bus comes at 3:30 p.m. He indicated that is why the parents were asked to pick up the child.

o Costa Rica Trip

Dr. Jette indicated that he has made it clear at this point that this is not a school trip; it is not organized under School Board policy, there is no advertising in the schools, and there will be no communication using school emails. He reported that the teacher who is organizing the non-school sponsored trip was posting on Facebook to solicit the trip as a school trip and Dr. Jette asked her to stop advertising it as a school trip.

● School Board

o Wellness Committee

Mrs. Hershberger reported the Wellness Committee held its first meeting this afternoon with a great turnout consisting of 14 people: teachers, parents and a student. The Committee talked about what we are doing now for wellness; worked on a vision and asked members to write ideas or feedback on cards. She noted that they are collecting information, developing a vision statement and develop an action plan. She indicated the next meetings are scheduled for March 25 and May 13.

Board members suggested inviting the student councils to the meetings.

Mrs. Harrison reported that she observed curriculum teams at the teacher workshop held last week. She indicated they were working on competencies and competency based grading and reporting.

Mr. Bourque thanked the community, teachers, parents and the Administrative Team for participating in the principal search process. He indicated there was much feedback from these groups.

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H. Community Forum

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Brion Hodgkins, 14 Grouse Lane, commented that he watched the Board meeting he was invited to attend, but could not due to work. He commented he was most bothered that Mrs. Harrison called him "unreasonable".

Mrs. Harrison indicated she was joking about Mr. Bourque and not Mr. Hodgkins. She commented it was not her intention to be disrespectful.

Mr. Hodgkins commented that Mr. Meyers commented and then Mrs. Harrison stated "some people are unreasonable".

school Mrs. Harrison explained that Mr. Meyers was encouraging parents in attendance to attend meetings of the board and budget committee, and saying that we are actually all reasonable people, and she elbowed Mr. Bourque saying some people can be unreasonable. She apologized for any misunderstanding it may have caused.

Mr. Hodgkins commented everyone on this board said people cannot afford my "pay to play" proposal, but when you look over the warrant articles about \$201 will be added to tax base, and you are saying taxpayers can afford the increase. He indicated that the projected tax increase was based on a home valued at \$350,000, but you cannot buy a home in Litchfield for less than \$350,000.

Mr. Bourque commented that the Board does not say taxpayers can afford the increase. He clarified what is said is that is what is needed to operate the schools. He indicated we do not like that taxes are increasing as we are taxpayers as well.

Mr. Hodgkins commented that the Board voted 5-0 on all articles.

Mr. Meyers commented that he voted to recommend the articles because it is reasonable to give the voters the final say.

you Mr. Hodgkins commented you can put an article on the warrant without recommending it, but you are saying recommend it.

Mr. Meyers pointed out the Budget Committee also voted to recommend the articles. He commented that his vote to support the article is because there is a need.

Mr. Hodgkins asked how is recommending the article different from saying you believe the public can afford it?

Mrs. Hershberger commented that with regard to 'pay to play' there are two legal opinions on this topic that say 1) co-curriculars have to be provided to our students and the district has to pay for it; 2) cannot allow waivers for students on free/reduced lunch. She indicated at first she was very much in favor of parents paying some type of cost before reading this great background information on the law and legal advisories regarding what is mandated as part of education.

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Mr. Hodgkins disagreed with the Board's explanations. He indicated there are ways for people to pay for it because if you want something in life, it is not free.

Mr. Meyers commented part of the reason people move to Litchfield is because of the schools. He noted taxes are not going to go down.

Mr. Hodgkins commented if the Board keeps bringing high budgets taxes will not go down.

Mr. Meyers pointed out the townspeople voted to approve full day kindergarten and the new fire station. He \ indicated it is our responsibility to do what is right for the schools.

Mr. Hodgkins commented that we will never agree.

Mrs. Harrison commented that other things that affect the budget are the increase of contracts and services.

Mr. Hodgkins commented that this Board cannot say pay to play is illegal or you cannot do it because other schools are doing it. He indicated if a person has \$500,000 to buy a home then they have \$50 for to pay for sports.

Mr. Bourque commented that the town budget has increased as well and added to the tax increase. He indicated the Budget Committee recommended all those articles.

Mr. Hodgkins commented that is not in his control. He indicated the cost for schools is the largest part of the tax rate and it is not right. He indicated when a family has to tighten their belt the school should have to do the same.

Dr. Jette commented there is a commission in front of the Legislature that is meeting on adequate education funds. He indicated all funding is from local taxation and that is the avenue where the Legislature can reapportion it. He noted at the end of the day schools will continue to cost more unless there is a large decline of students.

Mr. Bourque commented all Board members are residents as well and none of us like it.

Mr. Hodgkins commented we will agree to disagree.

II. GENERAL BUSINESS

A. Public Minutes:

- February 5, 2020

Mr. Meyers made a motion to approve the public minutes of February 5, 2020. Mr. Bourque seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

Mr. Izbicki provided a finance and facilities report to the School Board. He reported that as of February 12, 96% of the FY20 appropriations has been expended or encumbered; it is estimated that the unassigned fund balance could be in the \$400,000 range, but there is no guarantee with 4.5 months remaining in the year; there is a slight decrease in total revenue for Food Services and purchases have increased over this time last year. The Food Services Director is looking for ways to reduce cost.

Mr. Meyers asked if the district has received an extra funds from the State.

Mr. Izbicki indicated the adjusted adequacy payments are coming in, but the one-time funds will not be received until next fiscal year.

Mr. Meyers asked why food service expenditures increases this year over last year.

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Mr. Izbicki indicated that there have been some unanticipated purchases.

Mr. Izbicki reported that he, Dr. Jette and Mr. Ross met with Dave Ealey (Windy Hill Associates) and Dick Henry (Energy Consultant) for a tour of the school buildings on February 14. He reported further that another custodian has left at CHS and the district has hired a Custodial Supervisor.

Mr. Bourque asked if the district has considered outsourcing custodial services.

Mr. Izbicki indicated that there are concerns with union and there could be security risks associated with outsourcing.

- **2019 Audit Report**

Mr. Izbicki provided a summary of the 2019 auditor's report for the School Board.

B. Curriculum Report

Dr. Jette provided the curriculum report for the School Board..

IV. OLD BUSINESS

A. Policies:

- **Acceptable Use Policy**

Dr. Jette indicated the School Board asked to review the policy, which was on the February 19 agenda. He noted that this is the first reading of the policy.

Mrs. Hershberger asked what the term 'non-official accounts' in reference to social media means.

Dr. Jette indicated that the district will have the right to monitor any social media accounts, whether affiliated with the district or not, that are accessed by students or staff, in order to maintain the digital safety of the district, its students and staff. He noted it give the district the authority to hold someone responsible for trying to brand our district.

V. MANIFEST

The manifest was circulated and signed by the School Board.

VI. PUBLIC INPUT

A. Community Forum

Ryan Keller, CHS Teacher, commented that part of the delay for the LEA response to the draft calendar is that the Executive Board has to call a special meeting and agree on a sidebar, bring it to the membership to vote on it, then move forward with getting the actual committee together. He indicated the LEA is looking to collaborate.

Mr. Bourque asked if we meet with LEA representation the week of March 9, you will have to bring that to the membership to vote. Mr. Keller indicated that is correct.

Mr. Bourque asked how long it will take. Mr. Keller indicated they are aware of it and we will work to get it done as soon as possible.

Mrs. Hershberger commented that she shadowed a student at CHS and it was a great experience. She indicated every class she went to was 100% collaborative.

Dr. Jette asked how it was arranged.

Mrs. Hershberger indicated she reached out to Mr. Lonergan to arrange it.

Mrs. MacDonald wanted to know when the School Board will review the Dress Code policy again. She commented that when she walked into the high school she was very concerned.

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Dr. Jette indicated that the committee needs to be resurrected.

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

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

Upon a motion by Mrs. Harrison, the School Board entered into non-public session at 8:25 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; Mr. Meyers, yes; Mrs. Hershberger, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the School Board returned to public session at 10:00 p.m. Mr. Bourque 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

Mrs. Harrison made a motion to adjourn the meeting at 10:00 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for March 4, 2020

Location: Town Hall

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Mary Widman, Director of Curriculum, Instruction & Assessment
William Lonergan, Principal, CHS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:15 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revisions to the agenda:

- E3 Awards Postponed - Nominees unable to attend
- Add Enrollment Report under Superintendent’s Comments
- Add Job Descriptions under Superintendent’s Comments

D. Summary of Non-Public Actions from February 19, 2020:

Mrs. Harrison made a motion to approve the non-public minutes of February 5, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignations of: Mary Cummings, LMS Guidance Counselor, Jaqueline Beaudet, CHS Special Education Teacher, Ryan Keller, CHS Special Education Teacher, and Kara Robinson, CHS English Teacher. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Hershberger made a motion to accept the nomination of Donna Boucher as CHS School Nurse at a pro-rated salary of \$48,774 for the 2019-2020 school year. Mr. Meyers seconded. The motion carried 5-0-0.

Mr. Meyers made a motion to approve the increase of hours to full time for the ELL teaching position through June 30, 2020. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to authorize the Superintendent to negotiate a contract with Dan Mitchell as Principal at GMS as nominated by the Superintendent. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

- **Athletic Fundraiser Proposals**
 - **Baseball Hit-a-Thon**
 - **Athletic Banner Silent Auction**

Mr. Lonergan presented two fundraising proposals submitted by the CHS Athletic Director. In the Baseball Hit-a-Thon, for every five feet a player hits a ball they earn \$1 from someone who agreed to donate. In the Athletic Banner Silent Auction, championship banners will be auctioned off to fund new athletic banners.

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Mrs. Harrison asked if the Hit-a-Thon fundraiser could be standardized for multiple sports.

Mr. Lonergan indicated these fundraisers are to replace the donation card fundraisers and mentioned that there are two additional fundraisers that were not submitted to the Board this evening.

Mr. Bourque asked for more information on the fundraisers, which will be addressed at the March 18 meeting.

- **CHS Student Council Activities Supporting the CHS Community**

Mr. McDonough and the CHS Student Council presented information to the School Board regarding the activities through which they support the CHS community.

Council officers indicated that students that participate in the council are offered leadership, opportunities, and are a voice for the student body to the administration. Being a student councillor introduces you to new friends, keeps school interesting and helps with life skills while spreading positivity and school spirit. Upcoming activities include volunteering at the Food Bank, the Senior Citizen Prom, Springfest, Easter Fundraiser/Activity, and Adopt a Staff Member. Council officers explained that each grade elects three council representatives; each class elects their officers; and there is an Honor Council.

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent:**

- **2021-2022 School Calendar Draft**

Dr. Jette indicated the LEA has not provided a date to meet to discuss the 2020-2021 calendar and sidebar agreement.

Mrs. Harrison commented that she did not realize it is the whole membership that votes when she requested changing the start date.

- **Dress Code Policy Update**

Dr. Jette indicated there is no update for the dress code policy, but he will be notifying the committee to set up a meeting.

- **Enrollment Report - Feb 2020**

Dr. Jette indicated that enrollment is 1,315, which is down by two students in Pre-K/Lost 2 PK students. As of March 3, 2020, there are 57 students registered for kindergarten.

- **Job Descriptions**

Dr. Jette indicated that job descriptions for Custodian, Lead Custodian, and Grounds/Maintenance were revised to align with reporting assignments to the Facility Director and Custodial Supervisor.

Mr. Meyers made a motion to approve the revised job descriptions for Custodian, Custodian Lead, Grounds & Maintenance. Mrs. Hershberger seconded. The motion carried 5-0-0.

- **GMS Principal Update**

Dr. Jette reported that Mr. Mitchell accepted the GMS Principal position.

- **Coronavirus**

Dr. Jette reported that many districts have put out press releases regarding COVID-19. He indicated that Litchfield

began communicating through newsletters in February. He commented we are getting more information daily, but do not want to heighten any anxiety. He noted that precautions being taken are basic flu practices. Dr. Jette indicated that he will communicate with community and staff regarding the monitoring of COVID-19.

Ms. Widman commented over the last week at least two of the building Emergency Management teams have

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met to review plans.

Dr. Jette indicated the District Emergency Management Team will be meeting on Friday. He reported that during February vacation buildings were aired out, cleaned and disinfected. He commented there have been no student

trips to the high caution areas; we are not hearing from parents or the community; we are not aware of staff or students that have traveled outside the US.

● **School Board**

Mrs. MacDonald commented that some parents complained to her that the soap dispenser in the bathroom in the main hallway at CHS was not working. She asked if custodians have checked the soap dispensers to ensure they are working.

Dr. Jette indicated that custodians should be checking all soap dispensers and hand sanitizers to make sure they are working and refilled regularly.

Mr. Izbicki indicated that he has spoken to both Mr. Ross and Mr. Underwood to ensure cafeteria tables are wiped at each lunch. He noted soap dispensers and hand sanitizers are checked regularly.

Mrs. Harrison reminded the public that town voting is scheduled for March 10 at CHS.

Dr. Jette indicated the district partnered with the town to share the cost of printing and mailing a voter guide.

Mr. Bourque commented there is more information in the voter guide than in the newspaper. He noted it is self-explanatory.

Mr. Bourque congratulated both the CHS Boys and Girls Basketball teams for their achievements.

H. Community Forum

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There was no public input.

II. GENERAL BUSINESS

A. Public Minutes:

- **February 19, 2020**

Mr. Meyers made a motion to approve the public minutes of February 19, 2020. Mrs. Harrison seconded. The motion carried 5-0-0.

III. REPORTS

A. Climate and Culture Report

Ms. Widman presented data regarding the climate and culture in the district to the School Board. She indicated it is part of the Title IV grant process to conduct a comprehensive needs assessment that includes students, parents and staff. Questions were categorized into four categories: District, Building, Climate, Instruction and Support. This report presentation was specifically focused on building climate and culture as reported by staff and students.

Participation in the survey:

- GMS: Staff 45 Students 153 (gr 3 & 4) Parents 122

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- LMS: Staff 24 Students 367 Parents 113
- CHS: Staff 35 Students 206 Parents 97

Survey Results:

Climate is positive and student centered:

- GMS: Staff 67.4% agree Students 95% agree
- LMS: Staff 92% agree Students 61% agree
- CHS: Staff 79% agree Students 46% agree

Main office is warm and welcoming:

- GMS: Staff 77% agree Students 90% agree
- LMS: Staff 100% agree Students 68% agree
- CHS: Staff 100% agree Students 85% agree

The school building is welcoming and safe:

- GMS: Staff 56% agree Students 97% agree
- LMS: Staff 100% agree Students 67% agree
- CHS: Staff 88% agree Students 70% agree

Trevor Scopalites and Chloe Steiniger agreed it is challenging to get high school students to take the surveys. They suggested taking the survey back to the Student Council to get all students to take the survey.

Ms. Widman indicated the data is being reviewed at each building by the Data Teams and is discussed at Admin Team meetings as well. She reported that buildings are looking at ways to address any gaps in perception as well as any areas that received lower scores. She noted as a district we are beginning to look at areas of major discrepancy and drill down as to why that is and how we can fix it.

B. Competency Based Grading and Reporting

Ms. Widman presented information regarding competency based grading and reporting to the School Board.

Traditional System

Based on seat time
 Remembering content
 Teacher centered
 Instruction/work is common
 Grading on a 100 pt scale
 Grades divided by type of assignment
 Behaviors/non-academic skills included
 Assignments receive concrete score
 All assignments included in average
 All grades averaged together for overall score
 Extra credit, participation, late work penalties impact subject/course average.

Competency Based System

Based on demonstration of proficiency
 Application of knowledge and skills
 Student centered
 Instruction is personalized
 Grading on a 4 pt scale
 Each competency scored separately
 Behaviors/non-academic skills not included
 Assignments receive a score based on proficiency
 Only assignments that assess competency included
 Level of competency based on trends and progress
 Extra credit, participation, other behavioral scores are part of Work Study Practices - do not impact competency scores.

Traditional grading does not tell us what topics or skills a student mastered.

A competency based grade report should give insight into the student’s level of proficiency in that competency at that particular moment in time.

At this time:

GMS is:

- using out of date benchmarks
- multiple grading systems

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- 3 different sets of grading descriptors
- Work Study Practices graded using building rubric with district descriptors

LMS:

- uses a traditional grading system
- has some consistency within grades/teams
- 0-59 F; 60-100 passing
- no competency or benchmark reporting
- Work Study Practices graded using building rubric with district descriptors

CHS:

- uses a traditional grading system, but reports out on competencies
- some consistency within departments
- 0-64 F; 65-100 passing
- grade include content driven midterm and final exam
- Work Study Practices graded using building rubric with district descriptors.

Ms. Widman's vision of reporting progression in the district:

Spring 2020-Fall 2020

- Set up Powerschool with common grade scales and all current competencies
- Educate all stakeholders on competency grading/reporting
- Develop way to give more value to Work Study Practices
- Develop clear competency recovery program/protocol.

2020-2021 School Year

- Assign each competency an equal weight towards overall grade to create a hybrid model
- Begin developing performance based assessments and competency rubrics.

2021-2025

- Continue development of rubrics and assessments
- Work on interrater reliability when using rubrics
- Transition competency scores from 100 pt scale to 4 pt scale
- Decide as a community to continue with hybrid model or transition to true competency model.

Mrs. MacDonald asked why grades are not consistent.

Mr. Scopalites indicated that there are teachers who put the same grades in all four competencies and in other classes there are actual competencies, but if the system is not consistent it will not work.

Ms. Widman indicated that the transition will begin next year, but will take five years to fully implement as this is completely new for two of our buildings.

Mrs. MacDonald was concerned about grade recovery for students that work hard, but still fail.

Ms. Widman believes recovery needs to be ongoing and not just one test or assessment.

Mrs. MacDonald asked how the grade actually is recovered.

Ms. Widman indicated that the student has to recover to Proficient and many districts are moving to this.

Ms. Steiniger asked how midterms and finals would weigh into this system.

Ms. Widman indicated that they should go into the competencies, but there are certain topics we have not yet broached. She commented although this is her vision it has been with much discussion and feedback.

Mr. Bourque reminded the Board that at the next meeting on March 18 the Board will be selecting a new Chair

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and Vice Chair as well as committee assignments.

C. Principals' Reports

Written reports from the Principals were submitted to the School Board.

D. Dining Report January 2020

Dr. Jette provided the January 2020 dining report to the School Board. He asked the student representatives if the students like the new options.

Ms. Steiniger indicated many students like the new sushi option and many like the omelets.

Mr. Scopelites commented that he likes the sandwich station.

Mr. Izbicki noted that with appropriate portion sizes being serviced, there is an adjustment on the revenue side. He indicated he will bring updated data to the next meeting.

IV. OLD BUSINESS

A. Policies - 2nd Reading/Final Approval:

● **Acceptable Use Policy**

Policy IIAE has been approved for a 1st reading by the School Board and is ready for final approval.

Mr. Meyers made a motion to approve Policy IIAE. Mrs. Harrison seconded. The motion carried 5-0-0.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

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. Meyers, the Board entered into non-public session at 8:40 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; 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 9:39 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:40 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn

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Administrative Assistant to the School 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)



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for March 18, 2020

Location: CHS Library

In attendance: B Bourque, Chair (CHS Library)
C Harrison, Vice Chair (CHS Rm 128 Remote)
E MacDonald, Board Member (SAU Office Conference Rm Remote)
R Meyers, Board Member (Rm 145 Remote)
T Hershberger, Board Member (Special Ed Office Remote)
Dr. Michael Jette, Superintendent (CHS Library)
Cory Izbicki, Business Administrator (BA Office Remote)
Michele E. Flynn, Administrative Assistant (SAU Office Remote)

I. PUBLIC SESSION

4:00 p.m.

A. Call to Order

Dr. Jette called the meeting to order at 4:24 p.m. He announced the meeting is being held in a virtual/remote environment at Campbell High School. He took a roll call of the School Board members in attendance: Brian Bourque, present; Christina Harrison, present; Elizabeth Maconald, present; Robert Meyers, present; Tara Hershberger, present.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Dr. Jette disclosed the Board had two impromptu emergency meetings on March 12, 2020 and March 15, 2020. The purpose was to advise the Superintendent and Administrative Team on how to proceed during the outbreak of COVID-19 per announcements made by the NH DOE Commissioner and Governor.

D. School Board Reorganization

● **Welcome New or Re-Elected Members**

Dr. Jette congratulated Mrs. Hershberger on her re-election. Mrs. Hershberger had not yet been sworn in and therefore could not cast a vote.

● **Nominations for Chair**

Dr. Jette asked for nominations for Board Chair.

Mrs. MacDonald nominated Brian Bourque as Chair. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.

Mr. Bourque was unanimously voted as School Board Chair.

● **Nominations for Vice Chair**

Mr. Bourque asked for nominations for Vice Chair.

Mrs. MacDonald nominated Christina Harrison as Vice Chair. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.

Mrs. Harrison was voted as School Board Vice Chair.

● **Signing of Code of Ethics / Code of Conduct**

All School Board members read and signed the School Board Code of Ethics and School Board Code of Conduct.

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- **Committee Assignments**

School Board members volunteered for committee assignments:

- Budget Committee: Mrs. Harrison; Mr. Meyers, Alternate
- Capital Planning Committee: Mr. Bourque and Mrs. Harrison
- Joint Loss Management Committee: Mrs. MacDonald
- PERC: Mrs. Harrison; Mrs. MacDonald, Alternate
- Wellness Committee: Mrs. Hershberger

E. Summary of Non-Public Actions from February 19, 2020:

Mr. Meyers made a motion to approve the non-public minutes of February 19, 2020. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the staff nominations as presented by the Superintendent. Mrs. Meyers seconded. The motion carried 5-0-0.

Mr. Meyers made a motion to accept the resignation of Babek Kavandi, CHS Math teacher. Mrs. Harrison seconded. The motion carried 5-0-0.

F. Presentations and Recognitions

There were no presentations or recognitions.

G. Correspondence

Kristen Derkrekorian corresponded that she is very impressed with teachers and support staff during this time of remote learning. She commented that she has a special needs child that had so much support. She thanked the faculty and staff for their work.

H. Comments:

- **Superintendent:**

Dr. Jette discussed the following items with the School Board:

- **2021-2022 School Calendar Draft**
 - **MOA District Calendar**

Dr. Jette reported that a sidebar agreement was reached with the LEA who ratified the agreement to move the start date for the first day of school from September 2 to August 31. New teachers will attend on August 24 and 25; all staff will return on August 26, 27, and 28; students will return on August 31. The LEA agreed to schedule a no school day for September 4 with a professional development day on September 8, which is also the date for the NH State Primary election. The Liver to Learn Academy will be held in June 2020 with a Boot Camp to be held in August 2020. There are also two embedded professional development days scheduled on school days.

Mrs. Hershberger expressed her appreciation to the LEA for ratifying the agreement.

Mrs. MacDonald commented that it was a productive meeting.

Dr. Jette indicated that the last day of school is only one day earlier than the original last day of school with school beginning on September 2. He suggested holding a professional development day on September 4.

Mrs. MacDonald commented teachers are not planning to come in on September 4.

Mrs. Harrison believes that there is a possibility for further discussion about other sidebars.

Mrs. MacDonald indicated there was conversation about having school on election day.

Dr. Jette noted there are three elections in 2020-2021: the NH State Primary, the General Election and the March 9, 2021 Local election. He indicated that professional development is scheduled for September 8 and March 9.

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Mr. Bourque commented now that remote learning has been rolled out, he suggested having a discussion about using this method when there is a snow day.

Dr. Jette asked the School Board for their approval of the revised 2020-2021 School District calendar.

Mrs. Harrison made a motion to approve the 2020-2021 School District calendar as revised. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.

o Future School Board Meeting

Dr. Jette indicated that the School Board meeting calendar for 2020-2021 needs to be crafted. He asked the School Board about holding virtual meetings during the COVID-19 crisis.

Board members discussed a time period to hold virtual meetings.

Mr. Meyers made a motion for the School Board to hold virtual or remote meetings as needed. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.

High School Schedule

Dr. Jette reported he met with the CHS administration regarding the high school staff schedule. He indicated he will discuss the topic in non-public session to get direction from the School Board.

● School Board

Mrs. Hershberger recognized the Food Services staff for their efforts to get meals to students. She commented that she came to pick up meals for her children over the last few days and they are very affordable with great food. She mentioned that she posted her experience on Facebook in the hope that others take advantage of this service.

Mrs. MacDonald expressed her gratitude to the teachers, staff and administrative assistants for keeping up with the current situation.

Mr. Bourque expressed his appreciation to the Administrative Team for pulling together on Sunday and for the roll out of the remote learning environment on Monday. He thanked teachers for making the assignments available and the public for their support on social media. He noted everyone is pulling together in the community. Mr. Bourque thanked Board members for their work over the last year and Mrs. Harrison for being the voice for the School Board and getting information out to the public.

H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

Debi Leary, resident and Administrative Assistant at GMS, commented that paraprofessionals are working hard to help students through remote learning. She indicated that teachers and staff are working through remote instruction. She commented she is proud to work with the team at GMS. Mrs. Leary indicated that staff has positive attitudes and are providing good experiences for students. She thanked the School Board for keeping the staff working. She asked the Board to ensure all hourly staff are taken care of during this crisis.

Mr. Bourque commented everyone from secretaries to maintenance workers are coming together; the entire community is coming together. He thanked everyone for their cooperation and collaboration during this crisis.

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II. GENERAL BUSINESS

A. Public Minutes:

- **March 4, 2020**

Mrs. Harrison made a motion to approve the public minutes of March 4, 2020. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.

III. REPORTS

A. Business Administrator's Report

- **YTD Budget Report**

Mr. Izbicki presented district financials and facilities updates to the School Board. He reported that 95% to 96% of the year to date budget has been expended or encumbered. He referred to the FY20 Year to Date Budget Report dated March 18, 2020. He noted in some areas such as heating and electric, the district anticipates savings while the buildings are not being used during the remote instruction/work period. He indicated as we get into the FY22 budget season the Board will need to make it clear at the budget work sessions that savings were realized during the shutdown and that 3-5 year averages will not be accurate in preparing the FY23 budget.

Mr. Izbicki reported that Food Services is running at a deficit again, which is directly attributed to health insurance based on a decision to move some staff to full time, as well as from a reduction in revenue. He indicated meals that are served during this time are being tracked for free/reduced reimbursement. He noted that with the reduced number of meals there will be a reduced number of supplies purchased. He commented as we emerge from this crisis we will have a better idea of the situation.

Mr. Izbicki recognized Ms. Crowley and the Food Services staff for pulling together meal pick ups in the short time they had. He indicated it is working well and meals are picked up from day one to day two. He reported that Hood delivered the regular shipment of milk last week as if the buildings would be open, but they will not give us credit. He offered that if anyone needs milk to let the district know.

Mrs. Harrison asked if thought has been given to open food service drive through to the community?

Mr. Izbicki indicated he will discuss it with Ms. Crowley.

Mrs. Hershberger commented that someone on Facebook wanted to donate money to help the students and asked if the district can open an electronic venue for donations.

Mr. Izbicki suggested it may be possible to donate through My School Bucks.

Mr. Izbicki recognized the custodial and facilities staff and indicated they are deep cleaning the buildings and doing a great job. He noted the buildings will be in good shape by the time we open the schools again.

Mr. Izbicki reported that First Student will bill us for transportation as normal, but if the school year is shortened any of the days under 180, we can recuperate 55% of the daily rate. He will reach out to other districts to see if the same is occurring. He noted that bus drivers are still getting paid and the bus company is willing to help deliver meals if needed.

Mr. Bourque suggested offering bus service to 55+ communities.

Mr. Izbicki commented he will reach out to First Student and ask about that.

Mrs. Harrison asked if we are sure our free/reduced lunch students are getting their meals.

Mr. Izbicki indicated that Ms. Crowley reached out to those families and is keeping track of it so that we will have an idea of who is getting the meals.

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Mr. Izbicki reported that the district has received quotes from Dave Ely, Architect, and Dick Henry, Energy Consultant, for their services according to direction from the Capital Planning Committee. He asked if the Board is agreeable for the district to sign the contracts.

Mrs. Harrison commented there is a Capital Planning Committee meeting on April 1 and the contracts can wait until that meeting. Mr. Bourque agreed.

- **MS-22**

The FY21 MS-22 was signed by the School Board.

- **Budget Transfers**

Mrs. Harrison made a motion to approve budget transfers from November 2019 to March 11, 2020. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.

IV. NEW BUSINESS

A. Memorandum of Understanding - Litchfield School District / Litchfield Police Department

Dr. Jette reported the MOU between the district and Police Department has been combined with the MOU for Remote Access by the Police Department and is recommended to be approved by the School Board. Chief Sargent will be signing the MOU as the new police chief.

V. OLD BUSINESS

A. Coronavirus Review and Update

Dr. Jette updated the Board on the status of the coronavirus and what is being done in the district. He reported last Thursday afternoon he received notification about school closures and remote instruction. He reached out to the LEA and Administrative Team to start talking about measures to put in place in the event of a school closure. He reported at the South Central Superintendents Meeting he heard that things were being pulled together very rapidly. Dr. Jette indicated that he met with the Administrative Team and the LEA about closing school on Wednesday, March 17, but toward the close of the meeting announcements were made by the President and the Governor, and we realized we would have to close on Monday and roll out remote learning on Monday afternoon, which was discussed and planned on Sunday by the Administrative Team. He indicated that things shifted rapidly and changed daily and the district continues to keep operations going, keeping everyone working, maintaining buildings, working our way through it. He noted that lunch and milk are available daily for students.

Superintendent Proposals

Dr. Jette recommended to the Board that school facilities, grounds and playgrounds be closed to the public until further notice. He indicated that the order can be lifted by consulting with the Board Chair. He noted that in an abundance of caution with regard to the coronavirus situation he is asking for Board guidance.

Mrs. MacDonald commented that closing the playgrounds is appropriate, but did not agree fields have to be closed.

Mr. Meyers commented that individuals should be allowed to walk on the CHS track, but not in groups. Mrs. Harrison agreed.

Mr. Bourque agreed that school facilities and grounds should be closed to group activities.

Mr. Meyers suggested that the district public reminders and updates about limiting group activities.

Dr. Jette indicated he would reach out to Chief Sargent to ask for police assistance in keeping these activities to a minimum.

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Mr. Bourque made a motion to close school facilities, grounds and playgrounds to the public and group activities. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes.

Dr. Jette recommended closing both GMS and LMS effective March 21, 2020 and consolidate school district operations to CHS. He explained that although custodians will have access to all buildings in the district, administration and administrative support from GMS and LMS can work out of CHS, staggering their attendance in the office with working remotely from home. Dr. Jette indicated that there will be savings to heat and electricity as custodians can lower the heat in the building while staff is not present.

Mrs. Harrison was concerned about teachers that may need to come into the school buildings to access items they may need for instruction.

Dr. Jette asked the Board if they preferred to have set hours for staff to access the buildings.

Mrs. Harrison suggested staff can call the SAU and request access to the buildings.

Mr. Bourque suggested coordinating a window of time to open the buildings for staff on certain days.

Dr. Jette commented that we need to be sensitive to our custodians who are cleaning the buildings and to potential exposure to the virus if more people test positive.

Mr. Meyers suggested granting access two days during the first week and one day the following week. He indicated they should have everything they need by then.

Board members agreed.

Dr. Jette commented the main offices will be open with administration and administrative assistants working from CHS, and the SAU is fully staffed. He indicated he would like to start to transition some staff to work remotely.

Mrs. Harrison agreed and suggested that we keep advertising for Kindergarten and Grade 1 enrollments online.

Dr. Jette commented that will be ongoing and we will also be hiring staff to fill vacancies. He noted we will do what we need to do to get people working remotely. He indicated that we can all work remotely, but there are things that need to be printed, such as checks and manifests, contracts, etc. that require signatures and office staff will have to come in to access the equipment.

Board members agreed.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

Debi Leary, GMS Administrative Assistant, commented with regard to online student registrations that GMS does not have online registration.

Dr. Jette and Board members suggested methods to commence with online registrations, such as having parents who register new students upload supporting documentation.

Mrs. Leary commented she hoped to have the school open at least one day for those staff members that cannot work remotely. She asked that the building be kept accessible to postal deliveries.

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Dr. Jette indicated that we can set up a remote office at CHS to accept all mail and for staff to work out of this building. He noted he will discuss this with the Administrative Team tomorrow.

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 School Board entered non-public session at 5:55 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. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the School Board returned to public session at 7:15 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes.

X. ADJOURN

Mrs. MacDonald made a motion to adjourn the meeting at 7:15 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes.

Respectfully submitted,

Michele Esposito-Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for April 1, 2020

Location: Town Hall & Remote Locations

In attendance:

- B Bourque, Chair (Litchfield Town Hall)
- C Harrison, Vice Chair (Remote from Home)
- E MacDonald, Board Member (Remote from Home)
- R Meyers, Board Member (Remote from Home)
- T Hershberger, Board Member (Remote from Home)
- Dr. Michael Jette, Superintendent (Litchfield Town Hall)
- Cory Izbicki, Business Administrator (Remote from Home)
- Scott Thompson, Principal, GMS (Remote from Home)
- Michele E. Flynn, Administrative Assistant (Remote from Home)

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

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.

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:05 p.m. He took roll call attendance:

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

B. Pledge of Allegiance

C. Review & Revision of Agenda

Dr. Jette indicated some adjustments to the agenda were made as some agenda items and documentation was delayed and updated.

D. Summary of Non-Public Actions from February 19, 2020:

Mr. Meyers made a motion to approve the non-public minutes of March 4, 2020. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes.

Mrs. Harrison made a motion to accept the nomination of Amanda Huyler as LMS Guidance Counselor, at a salary of \$72,481 for the 2020-2021 school year. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Comments:

- **Superintendent:**

Dr. Jette discussed the following items with the School Board:

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o **DC Trip Update**

Dr. Jette reported that the 8th Grade trip to Washington DC is scheduled for May 12, but will be cancelled since travel is not possible at this time. Mr. Lecklider reached out to the travel vendor noting that if the trip is cancelled the \$13,500 deposit paid to the vendor will be non-refundable. The vendor suggested postponing the trip to June 6, but travel may still not be possible.

Dr. Jette provided a memo with outlined recommendations:

- Postpone the trip to May 2021 having the contracted deposit cover the 8th grade trip for current 7th graders;
- Cancel the 2020 trip and refund the deposits to the current 8th grade families;
- Transfer the remaining funds raised by current 8th graders, broken out by students, to CHS to be used for a future trip;
- Collect deposits next fall from families of current 7th graders and use that to replenish the account used to cover the deposit funds that were reimbursed to current 8th grade families.

Mr. Bourque asked if the funds raised by the current 8th graders will be able to be recuperated.

Dr. Jette commented we want to reward and recognize those students who sold more than others by applying the appropriate funds to the appropriate student. He indicated it is not clear if families paid the \$125 deposit per student or if that fundraising money. He offered to check into it. He noted that if it was raised through a fundraising effort it would have to be applied toward the educational experience.

Mrs. Hershberger asked if a family did pay the deposit, would that money be returned to them?

Dr. Jette indicated any family that paid the deposit for their child will receive a refund.

Mr. Meyers made a motion to endorse the proposed recommendations outlined in the Superintendent's 2020 Washington DC Trip memo dated March 31, 2020. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Meyers, yes; Mrs. Hershberger, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Bourque, yes.

o **Activities Update**

Dr. Jette reported that he asked principals to monitor co-curricular activities during the shutdown period. He indicated clubs are meeting through virtual means and students are participating through those means. He recommended to continue paying stipends to the staff that are running and participating in the co-curriculars.

Mrs. Hershberger commented she is pleased activities include co-curriculars and not just sports. She indicated students are feeling much social isolation and it is an important way for them to connect with their classmates and friends during this time of closure.

Dr. Jette commented he is aware that several of the clubs are meeting through Google Meet and wanted to make sure the staff running those clubs are compensated. He mentioned if a person who runs a co-curricular feels it is overwhelming during this time, they can opt out.

o **Athletic Costs**

▪ **Spring Coaches**

Dr. Jette provided a memo regarding spring sports stipends for the Spring 2020 athletic season. He commented that the spring sports season has been postponed indefinitely and it is increasingly likely that the season will be cancelled without a practice being held or a game being played. He indicated the salaries and cost items have already been budgeted at CHS and LMS, totaling \$34,500. He proposed paying the coaches a portion of their salary because of the work they have already performed. This includes:

- Baseball & Softball: Twitter account for communication created, made connections with players and parents and had the student athletes in the hitting cages, scrimmages were set up, umpires were put on those scrimmages, jerseys/equipment inventory were completed, and a weight room was developed.

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- Track: Running plans and workouts were put in place for student athletes to continue in between seasons so they do not lose what they gained in winter, open runs set up for athletes to join.
- Girls/Boys Lacrosse: Workout and wall ball programs were developed, open gyms sponsored and observed winter leagues, jersey/equipment inventory was ordered, scrimmages and referees were set up in late February.

Dr. Jette proposed that spring sports coaches are paid one third of the payment contracted for pre-season planning and trainings.

Mr. Meyers made a motion to authorize the Superintendent to issue contracts to spring coaches at one-third payment for pre-season planning and trainings. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Meyers, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mr. Bourque, abstained.

▪ **Transportation**

Dr. Jette indicated that the transportation budgeted costs have been provided for the Board.

Mr. Bourque indicated that what he is looking to see is how much was budgeted for each sport, how many games they played and what we are saving.

Dr. Jette commented to keep in mind that Director Knight is spending former Director Mills' budget and may not know how those monies were budgeted.

Mrs. Flynn offered to research the data she may have from the former athletic director and provide that for the Superintendent and the Board.

o **Capital Planning Committee Meetings Update**

Dr. Jette indicated that the Capital Planning Meeting for April has been cancelled. He noted the goal is to plan virtual meetings with committee members.

o **2020-2021 School Board Calendar -**

Dr. Jette provided a draft Board meeting calendar for the ensuing school year. He noted that the calendar reflects one meeting in July and August and two per month from September 2020 through June 2021.

Mrs. MacDonald commented she would like to meet twice in August.

Mrs. Harrison commented that she is not sure that the rotation of principals' reports works since issues arise and the Board has to wait to address them until that principal is in attendance at the meeting.

Mr. Meyers commented if the principal is in attendance they get dragged into discussions that arise from issues that come up during the meeting.

Mrs. Harrison feels they are spending too much time putting presentations together and asked if it is the best use of their time. Mr. Bourque indicated that we can adjust that if necessary.

Mrs. Hershberger feels the presentations were informative, but some were long.

Dr. Jette suggested Mr. Thompson may have a perspective on this. He indicated presentations may take more effort, but they are presented every other month, which gives administrators time to develop them.

Mr. Thompson commented that he enjoyed putting the presentations together. He likes involving the teachers and students and feels there is value in it. He mentioned if issues arise, principals are accustomed to being available the first meeting of each month.

Mrs. Hershberger asked for some time to look at the dates.

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Mr. Bourque indicated the calendar will be on the next meeting agenda. He noted a second meeting can always be added in August if needed.

- **School Board**

Mrs. MacDonald commented that a meme about holding students back for a year was posted on social media and is not true.

Mrs. Hershberger thanked the community for adapting to remote learning and thanked the teachers who stepped up to the plate. She thanked the students for doing their best with the remote learning platform. She commented that she understands it is difficult for the students to be away from their friends and classmates. She noted that some students have adapted well and some are struggling with remote learning. She mentioned that her children are most engaged in Math and Science since teachers have created instructional videos and are holding Google Meets, which she believes is a best practice for remote learning.

Mr. Izbicki recognized Ms. Crowley and the Food Service staff for the work they have been doing serving lunches to our families. He also recognized Mr. Ross and the Facilities staff for doing a great job in the buildings.

Mr. Bourque commented that the Board is proud of the whole district. He is extremely proud of what has been accomplished in short period of time. Board members agreed stating that we have amazing administrators, teachers are stepping up to the challenge, and families are supportive.

G. Correspondence

There was no correspondence.

H. Community Forum

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

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.

Kate Stevens, 9 Evergreen Circle, requested that Flipgrids be considered for Kindergarten students to use. She commented that she understands that some families have elected not to have their child's image on social media and with Flipgrid it is a private way for the children to keep up with some friends.

Dr. Jette indicated he will work with the kindergarten teachers on Flipgrid.

Mrs. Harrison mentioned that she has heard from some parents that recording Google Meet without permission is illegal.

Dr. Jette indicated that we have reminded teachers about that and it is important to understand that recording someone's voice is wiretapping, which is illegal. He asked parents not to record teachers unless they have permission.

William and Sue Nicholas, 19 Acadian Lane, wanted to know when the dedication ceremony for the CHS auditorium is scheduled.

Dr. Jette indicated that he thought it had occurred as there is a plaque up in front of the auditorium.

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Mrs. MacDonald commented the dedication was held during the winter concert when Mr. Martin's family was in attendance.

Nathalie Hirte, 14 Lund Street, asked if schools open before the end of year will there be an option for parents who, for various reasons, cannot or chose not to send their children back to school.

Dr. Jette indicated he will work on that with the Administrative Team. He would like to weigh the options with the Team. He commented that parents can opt to home school their children and we will find away to work with families if that occurs.

Kerrie Picone, 8 Lund Street, was concerned over the mental health of her children. She indicated they are feeling overwhelmed with work and confused as to why teachers are not following the school schedule, assigning too many assignments, and are switching day 1 and day 2. She commented that in an email from a teacher she was told meetings have been conflicting and students have to pick which they will attend. She noted if the students were in school they would all have one place to be at that time and a schedule to follow.

Mrs. Harrison echoed the concern as it has affected her own child. She commented the assignments were not coming on days her class would normally meet and come at random times during the day. She indicated she would like to see more routine.

Mrs. MacDonald agreed.

Dr. Jette reminded the public that guidance counselors continue to be available and to reach out by email. He indicated they are providing services to students and participating in Google Meet lunches with students. He noted, in terms of CHS, the time constructs that are in place make it hard to find a rhythm. He commented that after a long conversation, he believes we are getting there. Dr. Jette indicated that the skinny Monday schedule will be duplicated on Wednesday to help more of a routine occur.

Mrs. MacDonald commented she was under the impression that Wednesday was independent learning day for the high school.

Dr. Jette indicated that will become a skinny Wednesday schedule. He noted we have to make the effort to get everyone on the same page with this. He commented that he has had those conversations and they will work toward consistency.

Mrs. Hershberger suggested teachers can try scheduling assignments a week ahead, which is the model used by VLACS..

Dr. Jette commented being ahead of students is where we want to be, but it may not apply to this environment. He indicated teachers will find away to get into a routine, but to keep in mind they are also juggling family and work.

II. GENERAL BUSINESS

A. Public Minutes:

- March 18, 2020

Mrs. Harrison made a motion to approve the public minutes of March 18, 2020. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

III. REPORTS

A. Principals Reports

- Status of Remote Instruction

Principals provided written reports regarding the state of remote instruction/learning in the district.

- GMS

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- LMS
- CHS
- **Kindergarten & Grade 1 Registrations**

An update on the number of kindergarten and first grade registrations was provided to the School Board as part of the GMS Principal's Report. K registrations: 62; Grade 1: 78.

Mr. Bourque asked what registrations looked like at this time last year.

Mr. Thompson was not sure, but shared a document reflecting K-1 growth with the Board.

Mr. Bourque asked if families can register online.

Mr. Thompson indicated they can download and complete the online form, but have to provide supporting documents in person.

Mr. Bourque suggested advertising kindergarten registration on the GMS sign outside the building.

Mr. Thompson commented that last year we only gained 9 students going into grade 1. He noted at this time, grade 1 has 77 registrations and will not support a fifth class; however, it is unknown how many more students we will gain.

being Mrs. Harrison was concerned about the difficulty kindergarten students going into grade 1 will face without being able to practice social skills in class because of the closure of schools.

Mr. Thompson shared the concern. He indicated counselors are reaching out to promote wellness. He commented on a previous community input regarding Flipgrids. He noted that with Flipgrids, students can see their peers. He commented that social learning and play-based kindergarten and pre-kindergarten has been promoted, but that is the challenge for the younger children.

Mrs. MacDonald asked about Specials, noting she has seen mixed messages on social media.

Mr. Thompson indicated that he has had no feedback. He noted he worked with the Unified Arts team, revealing that music is a challenge because you can give a written assignment, but music is about responding to and performing music. He commented GMS is not a 1:1 environment and classroom teachers have some experience with Google Classroom. Mr. Thompson indicated we are working to integrate and connect; teachers in specials are working and focusing on engaging students with different activities and are working to simplify and streamline lessons. He noted the focus is on stand alone lessons with an integrated approach.

Mr. Thompson reported that Marcia McCaffrey, State Consultant to Art, sent an opportunity for a Zoom meeting for teachers grappling with teaching art in an online environment. He indicated it is a challenge, but we are working through it.

Mr. Thompson reported that in looking into the policy for the Great East Festival, the funds for the festival will carry forward to next year.

B. Business Administrator's Report

Mr. Izbicki provided the monthly financial report and updates for the Board. He mentioned that he shared updated financials with Board members prior to the meeting, but will be rechecking the actuals to determine how we handle things that were identified as one time expenses. He reported that he placed a purchasing freeze on non-essential purchases. With regard to Food Services, he noted that the loss in revenue may not be recouped totally due to the school closure, but the numbers are being closely monitored.

Mr. Izbicki reported there is a significant balance in the CHS Parking Fees account totaling approximately \$36,000. He indicated reclamation work is needed by the track, as well as relining and renumbering spaces. Other needs in terms of the parking lot will be identified.

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Mrs. Hershberger asked if there is a possibility to pave a walkway to the SAU entrance at CHS.

Mr. Izbicki indicated that is being considered and needs to be discussed.

Mrs. MacDonald asked if that money is still being used to fund Challenge Day as has been done in the past.

Mr. Izbicki indicated that Challenge Day is funded in the budget this year and for the next year and we have used Title IV grant money as well. He mentioned there was a question on the last manifest regarding a budget transfer of \$350 from Foreign Language to FACS. He indicated those funds were used for the FACS classes to cook Mexican food for that particular holiday.

Mrs. MacDonald mentioned some people are asking if there are going to be refunds for parking permits at CHS.

Mr. Bourque indicated that the Board can discuss that and feels that since the students are losing one third of the year we refund one third of the parking permit fee.

IV. NEW BUSINESS

- **Public Participation Policy Addendum**

An addendum to the Public Participation Policy that will outline procedures and communication for the community will be provided for the School Board to approve.

Dr. Jette commented the addendum was drafted to align with what is occurring during this period of the COVID 19 crisis recommendations for public meetings.

Mrs. Hershberger asked if we were considering including the student representatives in participating in the meetings to have an opportunity to comment.

Dr. Jette indicated that we have reached out and asked them to let us get through this first meeting. He noted that we can invite them to future meetings through Google Meet.

Mrs. Harrison made a motion to approve the Public Participation Policy Addendum. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

- **Remote Learning Structure**

- **Usage of Apps**

Dr. Jette provided a list of apps that are being used during the remote learning period. He indicated that Mr. Pelletier, Director of IT, can provide information on how many hours the apps are being used as reflected in the Go Guardian report provided.

Mrs. Hershberger asked if there are any online apps that are noticeably absent.

Mr. Pelletier indicated that Go Guardian only reports on certain apps, but the highest used educational apps are being recorded.

- **Collective Letter**

Dr. Jette provided a copy of the collective letter sent to the NH DOE from NHSBA and several other agencies regarding a remote learning model for school districts in NH. He indicated the Commissioner of Education stated that he cannot support some of the items in the letter. Dr. Jette commented we will keep moving forward as we are trying to get it right.

- **Draft Remote Plan**

Dr. Jette indicated the draft remote plan includes the following:

- Continuous learning opportunities means that teachers are providing students with content, materials, and resources. Litchfield has deployed district owned 1:1 technology to all students in grades 5-12, and

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has ensured that all students PK - 4 have access to a device. Therefore, instructional models will blend virtual platforms with traditional instruction. G-Suite tools for Education will be used for remote learning.

- Litchfield School District will provide continuous learning opportunities for students through remote learning 5 days per week. Every Tuesday, teachers will assign students independent or long-term work that is due on Thursday. This will allow teachers to collaborate on outreach, planning, preparation or attend to other needs as they arise in a remote instruction and learning environment. This is in response to parent and student feedback respecting the new demands on families and the related worry and anxiety that comes with remote learning.
- Students will have weekly assignments, projects and if possible, check-ins. The guidelines for maximum student commitment each day are as follows:
 - Pre-K: 30 - 45 minutes plus time for play-based learning
 - Kindergarten: 30 - 45 minutes plus time for play-based learning and up to 25 minutes for special 4 days a week
 - Grade 1: 60 minutes of reading/math (integrating Sci/SS/writing) plus up to 25 minutes for special 4 days a week
 - Grades 2-4: 90 minutes of reading/math (integrating Sci/SS/writing) plus up to 25 minutes for special 5 days a week
 - Grades 5 - 12: 30 minutes per class for a maximum of 180 minutes per day.

These guidelines are meant for any delivery model – packets, online, hybrid, etc.

Regardless of the plan in place, the Litchfield School District will continue to meet service time requirements stipulated in IEPs unless waived by the NHDOE or USDOE.

- All employees of the Litchfield School District are mindful of the stressors on students, families, and educators related to both the shift to remote learning and the worldwide pandemic. Therefore, as we continue to implement “remote instruction” we will gather feedback from all stakeholders. We are committed to providing resources, services and outreach to parents, teachers, and administrators who may be overwhelmed by new responsibilities and routines as they diligently work to maintain student learning during this crisis. Therefore:

School Counselors and support staff will continue to provide services

School Nurses will continue to be available to students and families and to serve as confidential collectors of COVID-19 transmission in Litchfield

We believe that taking time away to reflect, to be a child and to be together with family is critically important during a global pandemic. We support balancing academic growth with time away from learning and wellness breaks.

- All employees of the Litchfield School District will continue to be attentive to the social-emotional needs of our school community as we implement remote learning. In our efforts to meet the social-emotional needs of our students without having direct contact with them, other considerations may include:
 - Focus on essential learning through defined competencies -- “Less is More”
 - Be flexible, patient and ready to adapt when needs arise
 - Emphasize relationships in this new learning environment
 - Encourage use of materials, resources and platforms that are already in use
 - Extend grace to all in these unique and trying times

Mrs. Harrison feels that 30-45 minutes of work is too high for PK. She asked who is checking assignments.

Dr. Jette indicated that Mr. Thompson would be providing oversight. He indicated we can find a way to soften the impact by including play-based learning.

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Mrs. Harrison believes that PK and K should be included in the play-based learning. She was concerned about the timeframes for grade 5 as well.

Dr. Jette indicated the goal is to model our grade configurations. He noted we thought it was important to send the same message. He commented the goal going into Quarter 4 for LMS is to take Content Lit and roll it into the core courses, which will leave 6 courses at 30 minutes each per day.

Mrs. Harrison asked if the parents and teachers will continue to be surveyed.

Dr. Jette indicated that more surveys are planned and we can build something more sophisticated going forward.

Mrs. Hershberger referred to the fifth bullet in the draft plan and commented that she can understand encouraging resources and materials, but some parent and student comments in the survey reflect they want to see teachers doing instruction. She added that we value teacher instruction and interaction with students, but she feels students are losing something by not having a face to face with their teachers.

Dr. Jette mentioned that he and Ms. Widman participated in a webinar from NEASC that spoke about how they emphasize relationship building with an online model. He indicated part of the message from us is to keep building that relationship with students. He noted we have to state and clarify bringing the human element into online learning.

Mr. Bourque commented we are changing every day. He noted that parents and students want more interaction and visual with teachers online.

Dr. Jette indicated we will work on this as a team and align it with expectations from NH DOE. He noted that NH has been recognized as being leaders across the country for how quickly we implemented remote learning.

Mrs. Harrison noted that for grade 4 the plan states 90 minutes in addition to Google Meet time. She pointed out none of the other grade levels or groups say “in addition to Google Meet time”. She feels we should be consistent on whether that time is counted as class time.

Dr. Jette commented that was the wording the grade 4 team came up with, but we will clean that language up. He indicated the Board has all the survey results and feels they speak for themselves.

Mrs. Harrison asked what should parents do if they do not see any adjustments when they are requested.

Dr. Jette indicated they should follow the same chain of command that is currently in place district-wide.

Mrs. Hershberger commented some assignments are due in the afternoon. She asked if there can be some reconsideration for parents who do not get home until the evening.

Dr. Jette commented there are concerns about grading and returning work to the students and we will discuss that as well.

Mrs. Harrison commented that it would be better if we can adhere to the regular school schedule.

Mrs. MacDonald indicated that some students work better in the afternoon.

Mr. Bourque asked what is different from when school is in session and students have to be there early in the morning.

Mrs. MacDonald commented many parents are sending feedback about us telling them how to let their children learn.

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Mr. Izbicki indicated the Commissioner states in his updates much about consistency and flexibility with the children. He commented trying to get everyone into a set schedule with remote learning may be asking too much.

- **CHS Graduation, LMS 8th Grade Promotion and GMS Move Up Day**

- **2019-2020 District Calendar**

Dr. Jette commented normally we would be coming to the Board with a graduation date, but we have to look at the rights of passage for each school. He indicated we are working on trying to find a way to honor and memorialize these milestones for the students. He noted we may not be able to do this in the traditional way due to the social distancing guidelines. He indicated he will keep the Board apprised as to how we are proceeding. He suggested looking at how the colleges are doing this.

Mr. Bourque asked if there has been any discussion about the prom.

Dr. Jette indicated at this point we cannot envision a dance with social distancing that we can engage in. He suggested refocusing CHS Homecoming and plan a more formal affair to attract seniors to come back for it in the fall. He noted it has not been cancelled yet, but we are expecting the event hall will cancel.

Mr. Bourque commented perhaps we can hold graduation in the summer if the situation has lifted. Dr. Jette commented some schools are taking that approach.

V. OLD BUSINESS

A. Coronavirus Review and Update

- **Transportation Costs**

Dr. Jette shared the notes from the meeting with First Student. He indicated it was a positive call and gives credit to the previous Superintendent and Business Administrator for negotiating the language in the contract regarding an epidemic and year shortage relative to a transportation cost reduction of 45%. He reported other districts are being offered rebates of 5% or 10% for fuel not being used. He indicated this district is in a good position and no action is necessary.

Mr. Izbicki commented that First Student has to pay their leases and 55% cost would help to pay their employees during the closure.

The meeting was paused at 8:22 pm to restore the video feed. There was no action discussed or taken by the Board during that time. The video feed was resumed at 8:23 pm.

- **Food Service**

Dr. Jette reported that food service counts are growing as we get meals to families during the closure. He noted 102 meals were served today.

Mr. Izbicki reported we were initially rejected for a certain waiver due to our low percentage of free/reduced meals, but since this crisis situation, the stay at home order and people losing their jobs, the district may be at the percentage that is eligible for the waiver.

Mrs. Hershberger commented that Ms. Crowley has done a great job with communications. She indicated there are a couple of families in town that are COVID positive and are receiving meals that are delivered by the guidance counselors.

Dr. Jette announced to the public if anyone knows of a family that needs help to reach out to us and we will provide help as well as keep that information confidential.

Mr. Izbicki reported the Town Emergency Management Committee has been communicating through conference calls three times per week. He indicated that the amount of positive cases in any town is the total from the beginning of testing and may not all be active cases. He noted that information regarding who these people are cannot be provided according to the HIPPA laws.

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- **CHS Staff hours**

Dr. Jette provided a list of hours worked for all staff at CHS during the closure and remote working situation. He noted parents can view the list.

- **Calendar Discussion**

Dr. Jette discussed April vacation with the Board. He indicated that guidance from the Board is needed to determine if April break should be cancelled. He commented that there are conflicting positions on the topic: one position is that having a week off would allow staff and students to reset and de-stress; while another position is that taking a week off would make no sense since beaches, hiking trails, movie theaters, etc. are closed.

Dr. Jette suggested options for the Board to discuss:

- Keep April vacation because everyone deserves it and taking a week off to decompress may be important
- Work through the vacation since everything is closed and get out 5 days earlier in June
- Work 3 of the days during the vacation and have 2 days off for a long weekend (Hybrid).

He indicated surveys reflect cancelling the vacation to have an earlier end to the school year. He noted there is nothing in the CBA about breaks as the calendar is set by the Board. He commented that a decision by the Board is needed on how to proceed with April vacation.

Mrs. MacDonald asked how the state is counting the days for remote learning.

Mr. Izbicki indicated they are leaving April vacation under local Board control and there is no specific guidance. He commented there is supposed to be additional guidance on the calculation of instructional hours and other items by Friday.

Dr. Jette believes the district is in good shape at this point because we implemented a quick ramp up for remote learning. He is confident these hours will count toward meeting the requirement.

Mr. Izbicki commented that there was an inquiry about the state considering changing the requirement for instructional days so all schools can end on the same day.

Mr. Bourque commented we may not see all the results on Friday. He asked Board members for their input.

Mr. Meyers was concerned that a survey was sent out after one week of remote learning and how people would feel after six weeks of remote learning. He noted people will be tired.

Mrs. Harrison commented many venues are close and many parents are still working and need something for their children to do during the day. She was in favor of the hybrid option for the vacation week.

Mrs. Hershberger wanted to know the date of the last day of school.

Dr. Jette indicated with the existing snow days, the last day of school is June 23.

Mrs. Hershberger was in support of the hybrid option and taking two of the vacation days for long weekends.

Dr. Jette explained if we teach for 3 days and have Monday and Friday off for long weekends it would restore the previous snow days and move us back to the original last day of school, which is June 18.

Mr. Bourque commented we may have answers on Friday that alter that timeline, but we have to be realistic and look at this as status quo.

Mrs. MacDonald was in support of the hybrid option.

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Mr. Meyers indicated he would be in favor of the hybrid option, but is concerned that it will be a shock to everyone. He commented if school is closed until the end of the year it will be difficult to sustain the learning environment the way it is going.

Mrs. MacDonald asked if we asked the teachers what they would prefer.

Dr. Jette indicated the teachers were asked and 75% were in favor of cancelling April vacation. He commented they understand how hard it is to teach in 90 degree weather and would prefer to work through the cold, rainy days of spring.

Mr. Meyers commented if we knew we would be returning at the beginning of May he would lean toward cancelling the break, but if we are out until the last day of the year, he is concerned everyone will need a break.

Mrs. Harrison suggested if it is decided we will be out for the rest of the year perhaps we can implement another short week.

Dr. Jette commented the Board does not meet again until April 15, which is the week prior to the vacation. He indicated if the Board is in favor of the hybrid option, the Board needs to make a motion to recapture 3 days out of the April vacation week, which will allow us to look at how we will implement this option.

Mr. Meyers made a motion to authorize the Administrative Team to recapture 3 days out of the April vacation week. Mrs. Harrison seconded.

Mrs. Hershgerger asked for clarification on the intent of the motion. She asked if we are taking three days out of the week and keeping two days as work days.

Dr. Jette clarified that the intent is to take three days out of the break to offset existing snow days and use the two remaining days to implement long weekends, but not necessarily during that week. He explained it provides flexibility to figure out the best long weekend approach. He indicated that there may be a need for some relief for a break somewhere down the road that we do not anticipate yet. He commented while we are waiting for the Commissioner of Education to make a decision we can determine the “sweet spot” for a solution.

Mrs. Harrison asked if there has been any discussion on grading for the remainder of the year.

Dr. Jette commented many districts have moved to a pass/fail method for grades, but there are many variables and it was discussed. He indicated we have to determine how to report gpa’s, transcripts, etc. going forward.

Mr. Izbicki commented the state is waiting for guidance from the NCAA as there is an eligibility issue with a pass/fail grade interpretation.

VI. MANIFEST

Dr. Jette indicated that the manifest will be available at CHS for School Board members to review and sign.

VII. PUBLIC INPUT

A. Community Forum

There was no further 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 8:54 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

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reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

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

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 10:11 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mrs. Macdonald made a motion to adjourn the meeting at 10:11 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for April 15, 2020

Location: Town Hall & Remote Locations

In attendance: B Bourque, Chair (Litchfield Town Hall)
C Harrison, Vice Chair (Remote from Home)
E MacDonald, Board Member (Remote from Home)
R Meyers, Board Member (Remote from Home)
T Hershberger, Board Member (Remote from Home)
Dr. Michael Jette, Superintendent (Litchfield Town Hall)
Cory Izbicki, Business Administrator (Remote from Home)
Mary Widman, Director of Curriculum/Instruction/Assessment (Remote from Home)
Michele E. Flynn, Administrative Assistant (Remote from Home)

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

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I. PUBLIC SESSION

5:00 p.m.

A. Call to Order - Board Chair’s Statement

Mr. Bourque called the meeting to order at 5:10 p.m. He read the required meeting compliance statement.
Mr. Bourque took a roll call attendance:

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revision: Addition of Enrollment Report, March 2020, under Reports

D. Summary of Non-Public Actions from April 1, 2020:

Mrs. Harrison made a motion to approve the non-public minutes of March 18, 2020. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison reported that several emails were received sharing concerns about the elimination of AP Biology at CHS next year. These emails were received from Travis Tucker, a student at CHS, which included a compilation of letters from other students who are concerned about AP Biology, not fulfilling the district mission statement by not running AP Biology, not maintaining learning opportunities for advanced students and jeopardizing college choices for seniors. Parent letters were received as well.

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Mrs. Harrison indicated that emails were received from Tracy Madden regarding concerns about remote learning and the lack of direct instruction; a letter was received from Janine Anttil, Grade 1 teacher at GMS, regarding supporting a fifth grade one class; an email from Jenny Eisenbeis, whose family moved to Litchfield from Garland, TX, offering a link to recognize high school seniors who may be missing out on opportunities through the spring semester.

G. Comments:

● **Superintendent:**

○ **Philip K. Martin Auditorium Response**

Dr. Jette provided a response regarding an inquiry from a student regarding the dedication ceremony for the Philip K. Martin Auditorium. He noted a winter concert was held in Mr. Martin's memory and a plaque was installed outside the auditorium. Mr. Martin's family attended. He indicated that after reaching out to the family, they have expressed that the naming of the auditorium, plaque and concert ceremony was sufficient and they do not wish to open old wounds at this time. Dr. Jette commented that we have to show sensitivity to his family. He noted that Mrs. Leite will look into if more can be done.

○ **Athletic Costs**

▪ **Transportation**

Dr. Jette reported that Mrs. Flynn researched the history of how athletic transportation has been budgeted for costs and updated the costs on where we are this year. He indicated there were concerns regarding cost savings with post season events and the data indicates that we are not budgeting for that line. He noted that the former Athletic Director budgeted a breakout of specific post season events and changed that budgeting method in 2017 to a lump sum amount.

Mr. Bourque thanked Dr. Jette for providing the information and commented that he was under the impression there could be a cost savings, but judging from the actual cost data, he can see that is not the case.

Mrs. MacDonald asked if there has been any discussion on getting a small van to transport smaller sports groups or student groups to Alvirne and Pinkerton?

Dr. Jette indicated that discussions have occurred, but licensure rules are complicated and we are not sure what the right answer is at this time.

Mrs. Harrison commented we are still overspent in athletic transportation even with remote learning.

Dr. Jette clarified if we had played the season out completely we would have been overspent, but since those events have not run there is still a budget balance in that line. He added that there is a discussion that if there is a season, it will be short. Mr. Izbicki concurred.

○ **2020-2021 School Board Calendar**

Dr. Jette reported we are locked into the Town Hall for the first and third Wednesdays for School Board meetings and did not have to alter those dates based on holidays that occur during the year.

Mr. Bourque mentioned there was concern at the last meeting that the Board may need to have an additional meeting over the summer.

Dr. Jette indicated a tentative meeting can be listed on the calendar or the Board can call an emergency meeting.

Mr. Bourque agreed, indicating that a meeting can always be added.

Dr. Jette suggested a tentative meeting be slated for August 5.

Mrs. Harrison made a motion to approve the 2020-2021 School Board Meeting calendar. Mr. Meyers seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

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- 2 Week Closure

Dr. Jette discussed a two week shutdown of the district's buildings in July. He indicated that it could potentially help with scheduling and working remotely. He asked the Board to consider the discussion at a future meeting.

- Perceived Censoring of Student Input on Social Media

Dr. Jette commented there was a post on social media with some letters from CHS students regarding teachers and high school climate. He noted that teachers' names were mentioned. He explained he reached out to the student who posted it and suggested he may want to take the post down because it could result in legal issues.

Mr. Bourque commented that the document can be posted with the minutes, but recommended the names of the teachers be redacted.

Mr. Meyers was concerned about stating students' names if those students are under 18 years of age. Dr. Jette indicated that we will make that determination and redact the names if required.

- **School Board**

Mrs. Hershberger thanked parents, teachers and staff for adapting so quickly to remote learning and instruction. She commented that teachers are posting videos and using Google Meet, which is the best practice. She indicated there is clear growth resulting from remote learning and teachers are adapting to this type of instruction. She noted it is expected we will see instructional growth and teachers becoming more comfortable with the technology. Mrs. Hershberger believes we are moving in the right direction.

H. Community Forum

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

Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.

Mrs. Harrison mentioned that correspondence received and reported earlier in the meeting was received via email from Jennifer Biron, Margaret Cuvellier, Marissa Michaud, Hannah Cuvellier, and Sherry Fay regarding the removal of AP Biology.

Mrs. Hershberger mentioned there was a letter from Stacy Leary that was sent to the Board as well.

Mrs. Harrison indicated that Mrs. Leary conveyed concern with teachers feeling overwhelmed during this period of remote instruction and urged the Board to keep April break intact.

- **Student Representatives**

Mr. Bourque asked if Ms. Steieger and Mr. Scopelites have anything to add

Ms. Steieger commented that the student representatives are here to listen to the discussions.

II. GENERAL BUSINESS

A. Public Minutes:

- **April 1, 2020**

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

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III. REPORTS

A. Curriculum Report

Ms. Widman provided an update on remote learning in the district. She reported that she worked with teachers and staff as we transitioned into this environment and people have been working very hard. She commented we recognize the amount of work they are putting into making this work for all students and we are very grateful.

Ms. Widman indicated that we would like teachers to focus on competencies as we are in a situation where that needs to be on the forefront. She noted some supports have been put in place, such as weekly check in meetings, Friday video updates from Dr. Jette to staff, and Dr. Jette has joined in the weekly Wednesday meeting. She indicated the weekly meetings have been successful running at noon and at 3:00 p.m. She noted that weekly meetings are held with directors and with the Administrative Team.

Ms. Widman reported that NEASC is running weekly webinars for professional development, covering a variety of pressing issues around remote learning; weekly information is sent to staff; Elin Pelland has spearheaded the creation of SEL and mental health resources for families and students, as well as staff.

Mrs. MacDonald commented in the morning meeting with juniors the practice for competencies was brought up. She asked if the four assessment (formative, summative) model for competencies is still being done.

Ms. Widman indicated she asked administration to take a look at the practice and report back with a follow up discussion scheduled for tomorrow.

B. Business Report

Mr. Izbicki provided the financial report to the Board. He explained he prepared financial statements to see what the fund balance would look like at the end of the year with the assumption that payroll would be paid out. He reported that the fund balance is estimated at \$1.5M at this time. He indicated he also included a tax rate calculation and recommended returning \$789,000 of the fund balance to stabilize the tax rate for next year. Mr. Izbicki commented it is the decision of the Board to encumber the remaining \$550,000 for projects that need to be done in the buildings. He asked department heads to look at their budgets to identify what is a one time purchase that may not have yet occurred. He is looking in the FY21 budget to see if there are any items that can be ordered ahead from vendors or for work that can be done while the schools are closed.

Dr. Jette emphasized to the Board we are trying to commit to a fund balance to keep the tax rate the same for next year. He indicated we can assure taxpayers that we intend to stabilize the tax rate and explain that funds from the general fund balance will be put toward the tax rate for stabilization next year so there will be no increase in taxes. He asked the Board for direction to either strive for tax rate stabilization or identify a larger list of projects for which to use year end funds.

Mr. Meyers commented we should bring this to the Budget Committee to let them know what we are doing.

Mr. Izbicki indicated as we go along it is important to be clear how much of an anomaly this year will be. He clarified that, had it not been for the state of emergency, we would have spent the general fund down to \$200,000. He noted that budget presentations to the Budget Committee must emphasize that the three year historical average is not going to apply in this cycle.

Mrs. Harrison was in favor of returning funds to stabilize the tax rate next year. She commented it is good will as some taxpayers have been laid off.

Mr. Bourque agreed, commenting there are many people not working right now and leveling the tax rate will help.

Mrs. Hershberger asked about the cost savings comparison with the fund balance, which will be discussed later on the agenda. She asked where the money is for the items listed.

Mr. Izbicki indicated those are on open purchase orders.

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Mrs. Hershberger commented that purchase orders were budgeted for this year and are still valid expenses. She commented the savings we are getting from transportation, utilities and co-curriculars that we are not using should be returned to the taxpayers.

Dr. Jette noted that one third of our year is going to be using remote methods and there will be resources we are not using that we usually use.

Ms. Widman added there are workshops that teachers signed up for and the costs encumbered that were cancelled. She indicated if they are not rescheduled those funds will go back into the budget. She noted there are many little pockets this all comes from.

Mrs. Hershberger asked if the funds you proposed encumbering can be carried over to next year and used on those items.

Mr. Izbicki responded not necessarily. He indicated the Board can approve a list of projects that need to be done and to use those funds. He commented much of what we are doing is subject to the Governor's decision regarding remote learning for the remainder of the school year.

Mr. Bourque clarified we cannot carry the funds to the next fiscal year as they have to be spent this year.

Mr. Izbicki indicated the funds can be used on one time expenditures from this year that can be encumbered and will not be in next year's budget.

C. Enrollment Report - March 2020

Dr. Jette provided the March enrollment report to the Board. He indicated that the numbers remained relatively flat at 1,313, which includes the loss of two students overall. He commented we want to keep our enrollment steady with online learning because those numbers result in our state aid.

IV. NEW BUSINESS

A. High School Schedule

● Current Teaching Loads

Dr. Jette provided information regarding current teaching loads at CHS. He indicated the data shows how many classes each staff member teaches, the number of students in each class and the total number of students staff members teach overall. He pointed out that a color coded spreadsheet indicates the number of teachers teaching more than 90 students and those that teach a sixth block. He explained the percentage of students in a class are based on the cap of the number of students [by policy or practice] in each class (i.e. if cap is 24 and we put 18.2 students in that class, that will result in a percentage of the number of students in that class). He noted the calculation represents how full the classes are at the high school. When compared to the policy cap, there are not many students that are at 100%.

The second column is based on Breaking Ranks II - high school reform study (2004) around the time CHS was beginning and soe design features embedded in CHS structure associated with this study - in that study it states you should design a schedule so no one teacher interacts with more than 90 students at a time - 90 is the capacity threshold to personalize instruction - using this study there are some teachers that exceed that 90 -

Tara - about 1/3 of all teachers

Dr. Jette = schools that implement a different block schedule like 4 blocks do not exceed that cap - in choosing to go with alternating A/B block drive that number higher - if you look at those that teach 6th block are the ones exceeding the 90 - could argue scheduling 6th block is a detriment to the that schedule -this is sort of snapshot of where we are - it is current data -

Mrs. Harrison asked if the sixth block is offered to teachers as an option or more enrollment driven.

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Dr. Jette indicated it is strategically done when necessary and not a default nor a teacher requesting to teach a sixth block. He noted that we budget a specific amount for the sixth periods. He commented we are spending the money to do that, but also trying to run the classes that get the highest number of students enrolled.

Jodi - so because we lost 2 teachers this year in Spanish two teachers picked up a 6th block -

Mrs. Hershberger asked if these are year long classes or can it be an AP class that is scheduled for that extra block.

Dr. Jette indicated they teach five classes, two planning blocks and a study hall, for example. He commented most teachers are teaching five classes and if they take on another block that is the sixth class. It creates a way for a stand alone class to run -

Tara - are these classes year long or semester long -

Ms. Widman commented most of the classes are year long classes; Unified Arts and more targeted elective classes tend to be one semester, but core classes tend to be year long.

Mrs. Harrison asked how far over the threshold are the teachers who are teaching 90 or more students.

Dr. Jette indicated that we want them to be under 100%; 90 is the rule.

Ms. Widman commented to keep in mind some teachers are teaching a sixth block, which will put them over 100.

- **2020-2021 Scheduling**

Dr. Jette provided information regarding CHS scheduling for 2020-2021. He indicated that the report reflects a reminder about class size and the only adjustment made to class size was to Kindergarten numbers. Some high school numbers are at or above 24 and some that are much lower. He indicated that raised an equity question about expectations of class sizes. He noted the Board does a good job at keeping the class sizes low in the lower grades.

Dr. Jette commented there was public comment earlier about how much time it takes to make the schedule. He indicated that it starts with students making requests in February and those requests go through a presentation to the team to consider and try to make the classes fit the schedules. He noted that a month later, everything changed. He commented there were 26 electives that the team decided not to run due to the low enrollment in those courses. He noted this is not a new occurrence. Dr. Jette observed that the high school developed this fabulous program of students with so many options and opportunities for students that they are uniquely picky and end up with many electives that are not able to be run because students are spread too thin. He indicated it is a hard decision, but some courses may need to be culled or put into rotation from year to year. He pointed out as the enrollment decreased from 550 students to 375 students the reality is we are not able to keep that level of a program and to look for ways to enhance the program for our students. The numbers are not just about AP Biology, but there are a greater number of courses not running.

Mr. Lonagan clarified there are actually 27 electives that are not running and approximately 100 students affected.

Mrs. Harrison was supportive of having courses on a set rotation and recognized that it may be difficult. She was concerned about what to do for the students who are impacted now and how we set up some formal structure going forward.

Dr. Jette commented that there is a misunderstanding about the decision that was made. He indicated in speaking with the high school administration he believes there has to be a rule or trigger point when it comes to these types of courses.

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Dr. Jette that AP science courses have not held a clear pattern of offerings over the last five years. He proposed a decision for a rule of not running classes with less than 15 students unless it is a capstone course. He explained that when looking at requests and singletons, they run at 50% of the actual scheduling reality. He added singletons running against another or two others result in difficulty making schedules work. He asked what percentage of singletons are running currently.

Mrs. Callinan indicated approximately 75% of singletons are running and even if a class fits into a student's schedule, the amount of students that switch schedules is out of control. She commented this is not like going into a fast food establishment and ordering whatever you want. She noted students change their minds often at the last minute, which can lower a class enrollment that started with 15 to 8.

Dr. Jette explained we also make staffing decisions based on the choices and schedules. He mentioned that there are currently two teachers teaching Spanish in 6th blocks and they are having difficulty with it. AP Spanish creates another problem with a low number of students. It was suggested to combine Spanish IV and Spanish V. AP Spanish historically has 4 or 5 students and we are trying to determine the best way to go forward. Dr. Jette indicated 89 students were taking Spanish III, which dropped to 13 as students are opting to take other languages through other venues because colleges are looking for students to take 3 languages in high school.

Dr. Jette commented AP Biology did not run this year because there were not enough students enrolled in the course and it will not run next year because only 8 students signed up. He indicated we are offering AP Chemistry as a new option as a rigorous science class. AP Biology was offered in 2017-18 and 2018-19, and it was not run in 2019-20 with intentions to run it in 2020-2021, but there are not enough students. Dr. Jette noted there are other options for students to take AP Biology: take AP Chemistry which is a rigorous science class; take AP Biology for free through VLACS; take AP Biology through Nashua Community College, for which the district will pay for the course according to the Memorandum Agreement we have with the Community College System. Students can also take other AP courses to help in the science environment.

Dr. Jette commented we can try to add staffing to run the courses: add two teachers and pay them to teach 6th blocks to offer the class at a cost of \$15,000; hire a part time teacher who can teach two classes of AP Biology at a cost of approximately \$25,000. He indicated we also need to give options to other students who are enrolled in classes with low numbers. He noted additional course cuts were made as well. Dr. Jette commented the Budget Committee initially reduced \$297,000 out of salaries for next year and added back \$38,000, but we had to make reductions in staffing due to the cut. He noted we cannot absorb that reduction in the elementary or middle grades and it seems as if the high school was the place to make those reductions.

Mr. Lonergan indicated that AP Environmental is running this year, but will not be running next year. He commented that the administration tried to get the classes on an alternating schedule. He noted AP Biology did run consistently and we intended to get it on a rotating schedule, but we did not run it this year due to enrollment and with the intention we could run it next year. Mr. Lonergan pointed out that providing options for students has been a challenge at times as well as finding places for students even though we have a class that has only 12 students in it becomes an option as a place to put a student who may not want to take a particular course.

Mrs. Callinan commented an example of this is that we have 35 students who will not be able to get into Foods/Nutrition I and we have to find classes to put these students in.

Mr. Lonergan indicated we have to pay close attention to those electives in terms of keeping or cutting them. He mentioned that Andrea Stern does a remarkable job working on the schedule iterations she runs and makes it easier to address scheduling, but it is a complex and tedious process.

Dr. Jette commented he is a high school science teacher and would love to run AP Biology, but he is also a Superintendent who is looking at tight numbers in the system and trying to determine what is a fair and equitable way to meet the needs of all our students.

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Mr. Meyers commented people need to understand this is not an isolated situation. He indicated the numbers are declining at CHS. He asked if we reached out to Londonderry and Alvirne to see if they can absorb these students.

Mrs. Callinan indicated that Biology is not an option because of the tight lab space and they cannot take the students in for AP Biology. She noted that Alvirne has agreed to work with CHS for AP Spanish.

Mr. Meyers asked if there are enough juniors to push into AP Biology and push AP Chemistry off for a year.

Mr. Lonergan commented that Mrs. Ray was just trained in AP Chemistry last year. He indicated if we push that off an extra year, noting that she has trained and taken time to prepare to teach the class, he is concerned that may jeopardize delivery of the course content.

Mrs. Harrison was concerned that many students may have anticipated AP Biology running next year and tried to save that course knowing it would run next year.

Mrs. Callinan indicated that students are told that we may not be able to run all classes. She explained that she meets with juniors individually and talk to them about it, asking them to choose and plan carefully. She noted they are aware there is the possibility for a course not to run.

Mrs. Harrison acknowledged that enrollment is declining in the high school and that classes may have lower enrollment. She commented that she does not feel comfortable not running those higher advanced courses even though she recognizes there is a possibility they may not run.

Mr. Meyers asked if each class can be done in one semester.

Mr. Lonergan indicated AP Chemistry is a very rigorous program and he cannot imagine completing it in one semester. He added it is a double block course.

Mr. Meyers commented that they are getting a double block of instruction over 180 days, which is like getting 360 days of instruction.

Mrs. Harrison asked if we can reach out to the AP Environmental students to see if they will take AP Biology.

Mrs. Callinan indicated Mrs. Devine is speaking to those students directly and some students are waiting to see if they can actually sign up for it.

Dr. Jette commented we have to be very clear and transparent on what the patterns are if we are going to offer classes on an alternating basis. He noted that there is also a certification question as a teacher certified to teach Chemistry may not be certified to teach Biology.

Mrs. Hershberger asked how grades and credits from VLACS and NCC show up on report cards.

Mrs. Callinan indicated they are included on their transcripts. She noted the grades and credit are reported, but it does not apply to their GPAs. Mr. Lonergan indicated we are looking at including those grades/credits in the GPA as they are accredited courses.

Dr. Jette commented that what we are doing now with remote instruction is shifting the norm and convincing me more that brick and mortar buildings are more essential in instruction. He indicated we are going to examine how hybrid combinations can apply and make sense.

Mr. Meyers was hesitant in adding more salaries into payroll after hearing the costs for adding staff to teach AP Biology.

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Dr. Jette commented that he has had conversations with some of the parents and explained that the AP Chemistry course will not hurt their students at all. He indicated it may not be what they had their heart set on, but it will not set them back.

Mrs. Harrison commented that she would rather not make a cut to AP Biology and those higher level courses as opposed to cutting somewhere else.

Mr. Meyers commented by adding a class of 8 will impact college prep for other students. He indicated that much teaching time is being spent on AP classes as these students are getting double the amount of time that a college prep student is getting. He noted we are tying up a teacher for two blocks and limiting the amount of classes they can teach. Ms. Widman agreed with Mr. Meyers.

Mrs. Harrison commented she did not realize that these types of two block courses are not taught everywhere.

Ms. Widman commented it is an ideal practice, but not a common practice, and it is also an equity issue. She indicated we have AP classes that run every other day, but the rest run every day.

Mrs. Harrison commented we can run a class size of 8 every other day as opposed to not running the class at all.

Mrs. MacDonald clarified that the teacher has to be able to teach the material.

Mr. Lonergan commented the teacher does not feel comfortable that she can deliver the material in a limited timeframe.

Ms. Widman commented that was discussion at beginning of year when looking at running AP Bio and AP Chem - tying up two teachers for two blocks for one course was going to be unmanageable

Mr. Lonergan indicated the other challenge is that 7 of the students for AP Biology are seniors. He indicated part of the reason the students want to take AP Biology is because Mrs. Devine is the teacher.

Mr. Meyers commented it has to go back to AP Chemistry being pushed back a year if it is equitable to offering AP Biology.

Ms. Widman commented that she understands the Board members' sentiments, but agrees with Mr. Lonergan in that we have a newly trained AP Chemistry teacher who put much time and effort into that training. She indicated she would be very concerned pushing that off a year.

Mr. Meyers commented he is struggling with running a double block class for 8 or 12 students and most other students are in college prep classes and not getting the instruction they need from those teachers.

Mrs. Harrison now looking at it as running it for single block as alternative to not running it at all
Rob - is this our decision or Mike's

Dr. Jette commented that this is very complicated and we have to make a resource allocation and determine how to deploy teachers. He indicated, as he listens to the discussion, he is wondering how other schools on an A/B block schedule are implementing these courses. He pointed out we are not consistent between AP courses. He noted students who take AP Chemistry have already taken a year of college level Chemistry. Dr. Jette commented it is an intense resource allocation and we have to determine how we can be the best academic institution there is.

Mrs. Hershberger asked if AP classes taken elsewhere count toward the diploma of distinction or is the diploma of distinction driven by GPAs.

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Mrs. Callinan indicated students have to take a combination of AP and Honors classes over four years. She explained that they are counted by semester and it does not matter where the courses are taken to be counted. She noted that to receive a diploma of distinction a student's GPA must be 3.91 or higher.

Dr. Jette suggested that he will check with the peer cohort and some other small schools as to how they schedule their AP classes, class enrollment and staffing. He noted the data gathered from that cohort will help to guide us forward, but is not going to help with the current scenario. He indicated that absent the Board authorizing the district to hire personnel, he is not sure where else we can go now. He commented that in order to make AP Biology work we would have to shift personnel and determine what the next trigger point will be on those courses we chose not to run.

Ms. Widman commented if we are going to assign a sixth block to a Curriculum Facilitator it will be a lot and we will have to look at how it impacts that person.

Mrs. Callinan commented if we were to run AP Biology and AP Chemistry every other day we would have only one science teacher with a sixth block.

Mrs. Harrison commented if we magic happens and everyone was willing and able to cut AP Science down to one block, does that solve the issue. Would we be able to run two AP classes without overburdening the lower level courses.

Mrs. Callinan commented we would still need a sixth block if we ran one class every other day.

Ms. Widman commented that would include AP Chemistry and would actually cut a block.

Mr. Meyers commented he would like to see AP Biology run, but not see anything added to payroll.

Mrs. Callinan indicated if we went down to AP Biology and AP Chemistry running every other day, we would have one teacher with a sixth block.

Mrs. Harrison asked if we can do it with one block, will the students be prepared for the test?

Mr. Bourque commented the teacher would have to be comfortable teaching it that way. He observed that Biology is a little different than the other courses and every year there are classes that are dropped. If you look at some of the ones that are being dropped there is one student in one class, four students in another. He indicated the Budget Committee cut over \$250,000 in salaries and benefits and we sent a message that we have to cut there as a result and there are other issues to consider, such as low enrollment in some courses, adding a teacher for \$25,000 or increasing a teacher to six blocks at \$15,000. Mr. Bourque commented money will not be the problem next year because the Board can authorize the Superintendent to spend \$26,000 of year end funds toward forward spending for FY21 and reallocate the funds saved to salaries next year.

Mrs. Harrison commented moving forward we have to look at getting the most "bang for the buck". She indicated if we ran two classes with 16 students in each class every year while downsizing the course to fit in one block is a more efficient use of our resources.

Mr. Bourque asked if we will get the same out of that teacher through that course by cutting it down to one block.

Dr. Jette indicated that his concern is if the teacher (or a teacher) says they do not want to do that because they may be accustomed to the student having high achievement on the test and that may not happen by cutting it to half the time. He noted they may feel that not running the course is preferable to running it with half the time.

Mr. Meyers commented it is not half the time because they already have double the time.

Mrs. Harrison commented perhaps it is presented as running with a single block class or not running it at all.

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Mrs. Hershberger asked why some teachers get double time to run their classes and others do not.

Mr. Lonergan indicated some courses with labs are different because they require more time for setup and break down of the labs.

Mrs. Harrison asked if we revisited the single block idea with the teachers taking into consideration the feedback from parents and students for next year.

Mr. Lonergan indicated that he spoke with Mrs. Devine about it and she was adamant that will not be possible. He commented Mrs. Ray will be teaching AP Chemistry for the first time and he has not spoken about it with her yet.

Dr. Jette commented we have been discussing this for some time and we have ideas we can discuss with the teachers. He noted pulling data from other schools makes sense and he is considering Mr. Meyer's comments regarding double blocks for 8 students. He indicated that we received pushback from the community when we lowered the size of kindergarten classes to 18 students. He observed we felt 18 five year olds was the right number and now we have 8 advanced students in a double block class for the year. Dr. Jette commented these are the inequities we are facing and it is not easy to work through.

Mrs. Harrison commented that we run it because it has not run for two years and juniors will not have a chance to take it as seniors next year. She indicated Mr. Bourque pointed out we will have the funds because of the anomaly this year.

Dr. Jette asked if she is going to make a motion to run it with existing resources or direct us to hire staff to run the courses.

Mrs. Harrison commented if they are willing to take on a sixth bloc and it is not too much for them that is my preference.

Mrs. Hershberger asked where we are on salaries in the budget.

Dr. Jette commented he is a little frustrated because the Budget Committee cut this directly out of salaries and benefits and then stated it is a bottom line budget and we can allocate where we would like. He noted we got criticized for cutting salaries and benefits and not cutting athletics; however, the Budget Committee did not cut it out of athletics; they cut it out of salaries and benefits. Dr. Jette indicated Mr. Bourque was accurate in his statements earlier and we can figure this out. He commented if you tell us to run the course as a sixth block we will find a way to do that or if you tell us to run it every other day, we will find a way to do it. He noted it is a Board decision.

Mrs. Hershberger asked if AP Biology is the only course we are receiving concerns over.

Mrs. Callinan commented there were only minor concerns over AP Environmental not running next year. She indicated we have to talk to the Curriculum Facilitators and make it clear we have to move to an alternating schedule because it is a necessity.

Mrs. Harrison commented if we have more options for students to choose from and they really do not want to take those options, then we should run AP Biology as a sixth block.

Dr. Jette commented it will come down to a conversation with the teachers, which we will pursue.

Mrs. Harrison commented we cannot keep doing this the way we have been. She indicated that she wants our students to have the AP experience.

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Mr. Lonergan reminded the Board just because 8 students have signed up for that course does not mean we will have 8 in that class because it may not fit in with the schedules. He commented we could end up with 6 or less and we will not know until we have finalized those schedules.

Ms. Widman noted she sent an email out to the regional Curriculum, Instruction and Assessment group as well regarding how AP Biology classes are scheduled in other districts.

Mr. Bourque indicated Mr. Lonergan and Mrs. Callinan will talk to the teachers; Dr. Jette will reach out to other schools and we will see what happens.

Mrs. Harrison asked the Student Representatives for their input.

Mr. Scopelites commented that both groups of students want each class, but it is hard to fill both requests. He indicated this is a typical situation.

Ms. Steineger commented she has friends that want to take AP Biology because they are going into nursing, but if there are other options to take the course at another school, they will go there to take the class.

V. OLD BUSINESS

A. Coronavirus Review and Update

● Remote Learning

Dr. Jette provided the edited and revised remote learning plan to the Board. He indicated it has been provided for parents and staff. He reported that parent surveys contain many comments about the time expectations we have and feedback from parents centers on an increase in the amount of time for direct instruction and confusion around the Wednesday Independent Learning Days (WILD).

Mrs. MacDonald asked if he reviewed all the surveys.

Dr. Jette indicated that he closed down the survey this afternoon, but has not thoroughly read through the responses. He noted that he glanced through the trends. He reported from a workload point of view, approximately 75% are saying the workload is about right and students are divided on the workload.

● Cost Savings

Mr. Izbicki provided a potential cost savings focusing on three areas of the FY20 budget: transportation, utilities, and coaching. He explained the cost savings in transportation is calculated at a reduced rate of 55% of the daily rate multiplied by 66 days; co-curricular is broken out by school; purchase orders that have not yet been paid have been added; coaching payments will be paid out for one-third of the spring season; utilities are not being used by approximately 75%; special education transportation vendors are still billing, but we will be speaking with them regarding this cost. He indicated the total of potential cost savings is approximately \$343,000.

● Food Services

Dr. Jette provided the dining report for meals served during the school closure. He indicated that since the March 17 closure 734 meals have been served. He reported that Ms. Crowley is evolving the program and all staff are following social distancing practices. Dr. Jette announced to the public viewers if anyone is having difficulties providing meals during this time, to reach out to the district.

Mr. Izbicki reported that Food Services has been providing meals to St. Francis families as well.

● Final School Day

Dr. Jette indicated that the Rochester School District announced May 15 is their last day of school, another district will close May 29, and several others will close June 5. He noted Litchfield has reported June 23 is our last day of school. He reported in speaking with the South Central Superintendents we agree we should have as many instructional days as possible and if we give up any of those 180 days we will be giving up a portion of our state aid. He indicated the list could change as other boards are discussing this with their administrators. He believes we should have 180 days of instruction and is waiting for the Governor's decision on remote learning.

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- **Calculation of School Days**

Mrs. Harrison commented that Milford asked for a waiver for snow days and suggested we ask for a waiver rather than use April vacation days to make up those snow days.

Dr. Jette indicated the LEA asked us to bring the waiver discussion to the Board. He noted a majority of the staff and students want to have school during three days of the April vacation, which will give us three extra days.

Mrs. MacDonald commented the students are getting tired and we should try to get out as soon as we can. She believes we should try to deliver the best education we can while the students are still engaged.

Dr. Jette indicated we have to determine what to do at the middle school because they do not have enough hours. He explained we are counting instructional hours with remote learning and we have cut those hours although the work for students has increased.

Mrs. Harrison commented we have to fix LMS.

Mr. Izbicki expressed he is hopeful to have some direction from the State on Friday.

Ms. Widman commented that during an interview with Governor Sununu he mentioned he would most likely close schools until the end of the year, but no decision has been made.

Mr. Izbicki indicated that the Litchfield Emergency Management Director noted the Governor said the outlook for reopening schools does not look good.

Dr. Jette commented we can have school on Tuesday, Wednesday and Thursday of the April vacation with Monday and Friday off, resulting in two long weekends. He noted what happens going forward depends on what the Governor decides.

- **School Rights of Passage**

Dr. Jette reported we are trying to determine how we can observe all rights of passage for the schools: high school graduation, 8th grade promotion and 4th grade move up day. He indicated this came up during open forums with teachers. He indicated we need to find a way to do all of this as well as getting the students back into our schools.

Mrs. Hershberger commented there is a fifth Wednesday in April and suggested the Board schedule another meeting.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

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

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

- I. ***Upon a motion made by Mr. Meyers, the Board entered into non-public session at 8:31 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.***

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IX. RETURN TO PUBLIC SESSION

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

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 9:17 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 9:17 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. Hershberger, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mr. Bourque, yes.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for April 29, 2020

Location: Town Hall & Remote Locations

Meeting Dial In Number: 1-877-568-4106 Access Code: 759-539-797

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

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

Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.

I. NON-PUBLIC SESSION: RSA 91-A:3II (a-c) 4:00 p.m.
[Minutes of Non-Public Session are written under separate cover.]

The Board entered into non-public session at 4:00 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Roll call attendance was taken: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Non-public session ended at 5:28 p.m..

II. PUBLIC SESSION

A. Call to Order - Board Chair's Statement

Mr. Bourque called the public session to order at 5:40 p.m. Attendance was taken by roll call:
Mrs. Harrison, present; Mrs. MacDonald, present; Mr. Meyers, present; Mrs. Hershberger, present; Mr. Bourque, present.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revision of the agenda.

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D. General Assurances and Special Education Evaluation Compliance

Dr. Jette presented General Assurances, Program Assurances and Special Education Compliance documentation to the School Board. He indicated that the documentation is required to be reviewed and confirmed annually. He asked if any Board members had any questions about what is included in the documentation. He noted the documentation is required for district eligibility for federal and state grants.

Mr. Bourque polled Board members regarding agreement with the documentation. All Board members were in agreement with the documentation. Mr. Bourque signed the Assurances and Compliance documentation.

E. High School Scheduling

Dr. Jette updated the Board regarding high school course schedules and asked for Board direction for the 2020-2021 high school course offerings. He commented that AP lab sciences tend to be daily classes. He indicated the guideline rule we are following is for the classes to have 15 students in a class or, if it is a capstone class, to have 10 students enrolled in order to run the class. He noted all districts have the same ratio.

Mrs. Widman commented that she polled area districts and found that the ratio of scheduling for AP Biology classes is 50/50. She noted AP Biology either meets daily or every other day, with some districts using a hybrid model. She indicated the minimum number for enrollment is consistent at either 10 or 15 students in AP classes in general, with an enrollment of 10 students to run for AP Science classes.

Dr. Jette indicated that the high school is proposing to run AP Biology next year. He explained that initially there were 8 students registered for the course, but new information reported suggests there are additional students interested in taking the course. He noted 9 have been identified with a potential for 3 additional students that may enroll. Dr. Jette indicated that AP Chemistry will also run with 12 students enrolled. He commented a 6th block can be added for a science teacher to teach a Forensics class.

Mr. Lonergan explained that Mrs. Ray will need a 6th block to run AP Chemistry, Mrs. Devine will need a 6th block to run AP Biology and Mr. Chowdry will need a 6th block to teach the Forensics class he will be picking up.

Mrs. Harrison commented that amounts to three 6th blocks. Mrs. Callinan explained that Mr. Chowdry would have to pick up a class from Mrs. Devine if she teaches AP Biology.

Dr. Jette indicated we will only have to pay for two 6th blocks at a cost of \$15,000.

Mrs. MacDonald commented we are not rehiring the part time science position so we would be saving on a part time teacher.

Dr. Jette commented to keep in mind that we are not replacing the part time position because of the Budget Committee's reduction in salaries.

Mrs. Harrison was concerned about the teacher caseload and the impact the additional blocks would have.

Mrs. Devine presented a proposal that consisted of options for running AP Biology next year and options for an rotating AP course schedule. She commented that we think about teacher case loads as well.. She indicated the reality is local districts can offer a 10% pay increase immediately even with a teacher teaching 5 blocks. She noted this is an incentive to keep our really good teachers, especially if they like working in the district. She mentioned that we have lost several teachers who have gone to other districts that are paying higher wages. She commented we want to keep the teachers engaged.

Dr. Jette indicated it is important to have data to back up the claims we are making. He mentioned that we just hired a teacher from another district and that person is getting a \$10,000 raise coming to Litchfield. He commented we are always paying attention to what is happening in other districts and we are sensitive to teacher stress claims. Dr. Jette indicated there are significant changes that have been brought to CHS and teacher stress is the common complaint. He noted we need to be careful not to overload our teachers and continue to monitor the additional blocks or classes they choose to take on.

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He commented that the proposal suggests we have 6th blocks, but perhaps not replacing the part time teacher was a mistake. He was concerned about stressing out teachers by giving them a heavier load than they can handle.

Mrs. Devine mentioned when she started at CHS seven years ago, we had a lot of part time teachers in science. She indicated that labs had to be set up and broken down with every teacher change, which was disruptive. She feels the program has been built up over the last seven years. Mrs. Devine was concerned that there is a preoccupation with the +1 block scenario. She commented the enrollment is slated to decrease in the next few years and we do not want to bring on a new teacher. She indicated that teachers will go back to teaching five blocks when decreased enrollment occurs. She believes she has provided a plan to increase enrollment in those courses and is confused about the focus on the 6th blocks.

Mrs. Harrison commented that the Board does not want to put pressure on the teachers. She indicated, for her, that it is more about working with teachers and less about the “bang for the buck”.

Mrs. Devine indicated there have been some morale issues and contract issues and teachers have left CHS. She commented that no one in the Science Department wants to leave. She noted we are building a team and she is in constant contact with the teachers to see if they are not able to handle or do not want a +1 block. She commented there are no morale issues in our department.

Mrs. MacDonald commented that she was under the impression the problem with AP Biology was that there are only 8 students enrolled.

Mr. Lonergan commented there are a number of potential candidates that are undecided. He indicated that we definitely have 10 students for AP Biology with a potential for 2 more students who are undecided.

Mr. Bourque commented it sounds like we have enough students for AP Biology and the question is do we now run the class. He noted two weeks ago there were only 8 students who were registered for the class and now we are told there are additional students.

Mrs. Hershberger commented two weeks ago we had 8 students that were interested in AP Biology and we were not sure if those were just requests, so it could have been less. She indicated that she would like clarification if the 10 students are requests or actually scheduled in the class.

Mr. Lonergan indicated there are 10 students scheduled in the class and a couple of additional potential students with interest.

Mrs. Callinan commented there are additional students that expressed interest in taking AP Biology and it looks like there will be 12 students in the class. She indicated that they can fit AP Biology into those schedules.

Mrs. MacDonald commented the class will not run next year.

Mr. Lonergan commented that AP Biology will be offered next year, but not the following year. He indicated AP Biology will run next year and will gap for a year, AP Chemistry will run next year and AP Environmental will not run next year. The next year AP Chemistry and AP Environmental will run, and the following year AP Biology and AP Environmental will run, which will begin the rotating schedule. He noted in November/December we will talk to students about what courses they are interested in taking for the following year and push that conversation along. Mr. Lonergan commented that Environmental science is important to run because it is an Earth science and for freshmen who take Honors Biology, they do not get an Earth science, which is needed for graduation requirements. He indicated this allows those students to have that class.

Mr. Bourque clarified that AP Biology runs next year and the following year because AP Chemistry runs two years.

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Mrs. Devine commented next year we will find out where we can get a full class enrollment so we can set an alternating pattern.

Mr. Meyers commented a rotating schedule should be built and it should be a solid pattern.

Mr. Bourque commented that the way he understands it is that AP Biology will run 2020-2021, AP Chemistry will run 2020-2021; AP Chemistry does not run 2021-2022 and AP Biology runs 2021-2022.

Dr. Jette suggested the Board not commit tonight to what next year will look like as the Board is meeting next week. He indicated if you look at the proposed plan, AP Biology runs with AP Environmental and alternates with AP Chemistry and AP Environmental.

Ms. Widman clarified on a statement made earlier regarding meeting high school course requirements. She indicated the State requires for incoming freshmen who take biology are that they have to take a chemistry, physics or physical science and not an environmental science to meet the requirements.

Dr. Jette verified that is the State requirement. He was unsure of the local requirement and commented that the discussion is becoming confusing. He asked the Board to focus on the question of running AP Biology for 2020-2021. He indicated that he and the administrators will get a clearer understanding and create an alternating schedule that makes sense.

Mr. Bourque made a motion to run the AP Biology course at CHS for 2020-2021 based on enrollment numbers presented. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Mr. Meyers was concerned with the additional classes and the upcoming declining enrollment.

Mrs. Callinan assured the Board that the administration will poll the students to see which classes they are interested in taking for 2021-2022, which will provide more information about what the students want to take and which classes we can or cannot run. She indicated if there are classes that we are unable to run, we will have conversations with those students to see where we can schedule them.

Mr. Meyers suggested that the list stating which years the courses run should be included in the Program of Studies. He asked if the Board can get a firm number of students in the AP Biology class in September.

Mrs. Callinan indicated that she will have solid numbers after the 6th day after the start of school as students have the option during this time to add or drop classes.

Dr. Jette indicated that a class size report will be provided for the Board. He commented part of what we have to wrestle with are students who may change their schedules. He noted this will get more complex as enrollment dips. He indicated we have to find a way to provide a rigorous program with lower enrollment.

F. GMS Enrollment

Dr. Jette discussed class sizes and staffing for 2020-2021 with the School Board. He shared enrollment information with regard to the current student numbers and the registration numbers for Kindergarten and Grade 1 as of today. He reported that an additional student was enrolled in Kindergarten and one in Grade 1 at GMS, bringing the numbers to 79 registered in Grade 1 and 63 registered in Kindergarten. Dr. Jette indicated that there are two teacher positions to fill, one in grade 3 and one in grade 4. He noted that the trigger numbers have not been attained in Kindergarten and Grade 1 at this time. He mentioned that there are currently five grade 1 classes and students in kindergarten have missed the last third of the year due to remote learning, which means that they will be missing the social experience when they advance to grade 1 in the fall. He commented if we have four classes in grade 1 with the number of current registrations, the class sizes will be 19.75 students per class; five classes would have 16.5 students in each class.

Mrs. Hershberger asked if there are kindergarten students the teachers feel are not ready for grade 1?

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Dr. Jette indicated that he cannot answer that because we are not sure what the summer programming will look like at this time. He commented we were planning our ESY program and now have to plan for remote learning in the summer.

Mrs. Hershberger commented State funds 85% of Title I dollars through the Cares Act. She indicated there will be some additional funds available to help the students that do not progress as far as expected during this learning environment.

Dr. Jette commented we can use those funds in a variety of ways as long as it supports student learning in response to the COVID 19 crisis. He indicated there is a procedural component as well as academic. He shared his experience when observing a kindergarten class last year when the students were having snack time and noted it took until October to get to a smooth process. He pointed out those are the types of things that the Cares Act funds will not help us to do because students will come in without social components they have not had for a long time.

Mrs. Harrison agreed with Dr. Jette. She commented that in the school where she works, when remote learning began in March we felt as if we had just turned a corner in kindergarten and the students were learning the process, but when the remote environment started those social activities ended. She indicated the social component is critical in kindergarten and that is what teachers in grade 1 will be facing when going back to school in the fall.

Mrs. Hershberger commented the students are all in our program, which puts them in a better position. Mr. Meyers commented every grade will suffer a setback.

Mrs. MacDonald believes the Board should wait until the enrollment in grade 1 reaches the trigger number before adding a class. Mrs. Hershberger agreed.

Mr. Bourque suggested asking a grade 1 teacher if they would like to teach a grade 3 or 4 class and if we do not need that position, we can move that teacher back to grade 1.

Mrs. Harrison commented she was not in favor of reducing a teaching position.

Mr. Meyers suggested assigning a program paraprofessional to grade 1.

Dr. Jette indicated there is already a paraprofessional assigned to the classes. He commented that he will provide a report on paraprofessional usage at the May 6 meeting.

Mrs. Harrison asked if the Board is being asked to decide now on having a fifth grade 1 class and teaching position?

Dr. Jette indicated that is the question. He commented that it is possible we will reach the trigger number and we cannot put off hiring a grade 3 or grade 4 teacher.

Mrs. Harrison made a motion to maintain five grade 1 teachers at GMS for 2020-2021. Mr. Meyers seconded. The motion failed by roll call vote: Mrs. Harrison, yes; Mr. Meyers, no; Mrs. MacDonald, no; Mrs. Hershberger, no; Mr. Bourque, no.

G. Community Forum

In an effort to help slow down or stop the spread of the Novel Coronavirus (COVID-19), the School Board has implemented social distancing. We are following Governor Sununu's [Emergency Order #12](#) related to public meetings. Therefore, the town hall will be closed to the public and only 3 people will be in the physical presence. The meeting will be broadcast live on Litchfield TV, and a phone number will be provided for the public to call and listen to the meeting. Public comments,

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Mrs. Harrison reported that an email was received from Michelle Mills regarding ending school on May 29; Darlene Gymziak asked about how the money from the Cares Act will be spent (approximately \$80,000).

Mrs. MacDonald asked a question as a community member: she asked if the School Board and CHS can add VLACS class credits to the students' GPA. She commented it is no different than the remote learning we are doing now and the students are working just as hard and getting just as much instruction.

Mr. Meyers commented that he was under the understanding Mr. Lonergan and Mrs. Callinan were looking into that.

Dr. Jette confirmed that is being addressed as remote learning has provided insight into current practices that do not make sense any longer.

Mrs. MacDonald commented students in CTE classes should get letter grades.

Ms. Widman indicated that would be a follow up question for Mr. Lonergan as that has been a push since the beginning of the school year.

Mrs. Harrison reported that a parent asked about information regarding AP Biology and the information that goes out to the parents and students.

Dr. Jette commented that this is not just about AP Biology and AP Chemistry. He indicated that administration has to look at all the courses and get them on a rotation. He noted we will be meeting in the morning to map it out.

Mrs. Hershberger commented last week Governor Sununu opened the door for schools to move to a pass/fail grading system this year. She asked if the Board can discuss it.

Dr. Jette indicated the Governor stated it is up to the local schools to decide if they want to move to a pass/fail grading system. He reported that he and Ms. Widman spoke to the principals about grading and they will have a report to provide the Board at the next meeting.

Mrs. Hershberger commented we need to start thinking about what we will do with the Cares Act funds and asked if some of the funds can be used for the Food Services overrun.

Dr. Jette indicated they have not released the funds to us yet. He explained the State will load that into a database, which will become available as a grant and we will have to categorize the program for which the funds are needed.

Mr. Izbicki commented the State has to apply and certify that for themselves and they need to release guidance to school districts. He indicated Caitlyn Davis at the NH DOE will host a conference call providing the process. He noted the funds will be retroactive to March 13. He reported that part of the funding for the IDEA grant expires at the end of September and the US DOE has not recommended an adjusted period of availability for the grant funding. He noted that the district could lose a portion of those funds, which we will monitor.

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With regard to the end dates school district are publishing, Mrs. MacDonald commented there are several school year end dates out there, but that does not mean all districts can or will end on the same date.

IV. ADJOURN

Upon a motion made by Mrs. MacDonald, the meeting was adjourned at 6:52 p.m. Mrs. Harrison seconded.

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

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Approved Minutes for May 6, 2020

Location: Town Hall & Remote Locations

In attendance:

B Bourque, Chair (Litchfield Town Hall)
 C Harrison, Vice Chair (Remote from Home)
 E MacDonald, Board Member (Remote from Home)
 R Meyers, Board Member (Remote from Home)
 T Hershberger, Board Member (Remote from Home)
 Dr. Michael Jette, Superintendent (Litchfield Town Hall)
 Cory Izicki, Business Administrator (Remote from Home)
 Mary Widman, Director of Curriculum, Instruction and Assessment (Remote from Home)
 William Lonergan, Principal, CHS (Remote from Home) (public session only)
 Chloe Steineger, Student Representative (Remote from Home) (public session only)
 Trevor Scopelites, Student Representative (Remote from Home) (public session only)
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PUBLIC CALL IN NUMBER: 1-877-521-2073

ACCESS CODE: 596-521-261

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

4:00 p.m.

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

The Board entered into non-public session at 4:12 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Roll call attendance was taken: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

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

II. PUBLIC SESSION

A. Call to Order - Board Chair's Statement

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

B. Pledge of Allegiance

C. Review & Revision of Agenda

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

● **April 15, 2020:**

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

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

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

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

● **April 29, 2020:**

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

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

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

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

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

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

G. Comments:

● **Superintendent**

○ **Exchange Students**

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

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

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

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

Mr. Meyers made a motion to suspend the acceptance of foreign exchange students in the Litchfield School District for the 2020-2021 year. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

- **School Board**

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

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

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

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

- **Student Representatives**

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

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

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

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

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

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

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

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

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

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

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

Mr. Bourque suggested having a graduation parade.

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

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

H. Community Forum

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

Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

III. GENERAL BUSINESS

5:15 p.m.

A. Public Minutes:

- April 15, 2020
- April 29, 2020

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

IV. REPORTS

A. Principals' Reports

Principals reports were provided to the School Board.

- **End of Year Ceremonies**

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

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

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

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

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

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

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

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

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

- **Grading**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. End of Year Encumbrances/Purchases

● Business Administrators Update May 2020

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

CHS:

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

GMS:

- Furniture and supplies for fifth 3rd grade classroom.

Capital Planning:

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

FY21 Facilities Budget and Items for Consideration:

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

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

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

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

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

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

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

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

C. Paraprofessionals Usage Report

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

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

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

V. NEW BUSINESS

A. FY22 Budget Schedule

- **Budget Committee Schedule Options**

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

VI. OLD BUSINESS

A. Coronavirus Review and Update

- **Grading**

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

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

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

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

- **Fall School Reopening Plans**

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

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

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

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

- **Food Services**

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

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

- **Daily Procedure**

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

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

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

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

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

- **CARES Act Funding**

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

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

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

VII. MANIFEST

The manifest was circulated and signed by the Board.

VIII. PUBLIC INPUT

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A. Community Forum

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

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 7:26 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. **RETURN TO PUBLIC SESSION**

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

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

XI. **ADJOURN**

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

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Draft Minutes for May 20, 2020

Location: Town Hall & Remote Locations

In attendance:

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

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

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PUBLIC CALL IN NUMBER: 1-866-899-4679

ACCESS CODE: 249-391-757

- I. **NON-PUBLIC SESSION: RSA 91-A:3II (a-c)** **4:00 p.m.**
[Minutes of Non-Public Session are written under separate cover.]

The School Board entered into non-public session at 4:12 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

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

II. **PUBLIC SESSION**

A. Call to Order - Board Chair's Statement

Mr. Bourque called the meeting to order at 5:13 p.m. He read the Chair's statement regarding meeting procedures and took roll call attendance: **Mr. Bourque, present; Mrs. Harrison, present; Mrs. MacDonald, present; Mr. Meyers, present; Mrs. Hershberger, yes.**

B. Pledge of Allegiance

C. Review & Revision of Agenda

The Grading and Graduation Plans topics were moved up to Superintendent's Comments.

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D. Summary of Non-Public Actions from May 6, 2020:

Mr. Meyers made a motion to approve the non-public minutes of April 15 and 29, 2020. 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.

Mr. Meyers made a motion to accept the nomination of Emily Post as CHS Science teacher, at a salary of \$55,174 for the 2020-2021 year. 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.

Mr. Meyers made a motion to authorize the Superintendent to negotiate a memorandum of agreement with the LEA with the following parameters:

- 1. Students will finish the 2019-2020 year with 180 instructional days and end on June 18, 2020,
Or,*
- 2. Students will finish the year with 173 instructional days and end of June 9, 2020, with teachers working 7 additional days as follows: credited for 3 days of past work (record at least 12 previous hours of professional development in MLP), 1 day to close out the current school year, and 3 days or 21 hours of new professional development to be completed between June 10 and June 18, 2020. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Harrison, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.*

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison reported there were three articles of correspondence.

Colleen Gamache, regarding the date for CHS Graduation. Mrs. Gamache wrote that she was informed that the School Board and Superintendent would like to hold graduation on either June 5 or 6. She wrote that she was on the Graduation Committee and the members were in agreement on May 13 to hold graduation on July 24/25. She wrote the graduation ceremony should be live on the CHS Football field and graduates allowed to have 4 guests. She wrote that Mr. Lonergan has a copy of the plan that Mr. Norton created for social distancing.

Theresa Beaudet, 8 Hamel Circle, wrote a letter regarding final dates for the school year and the date for CHS graduation. She wrote that CHS administration, teachers, parents and seniors want a traditional graduation. She wrote that she learned the date for graduation is June 5, with a rain date of June 6, seems abrupt and arbitrary. She wrote that she is a member of the graduation committee, which has spent countless hours thinking and discussing development of a plan. She requested the School Board reconsider the early graduation date and allow greater flexibility for another date in June or July.

Jim Norton, Woodhawk Way, wrote that he is a member of the graduation committee and they have reviewed a comprehensive plan to have an outdoor graduation at CHS for the Class of 2020. He wrote the plan includes all 99 graduates and their families on the CHS football field with social distancing. He wrote that it is his hope the School Board reviews and approves this plan.

G. Comments:

● **Superintendent**

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

○ **CTE / VLACS Update**

Dr. Jette indicated that several parents have expressed concern regarding student GPAs. He commented that Mr. Lonergan has an update regarding VLACS and CTE classes.

Mr. Lonergan acknowledged that there was much concern regarding applying VLACS courses to student GPAs. He indicated that the courses cannot be applied to this year's GPAs because they have already been calculated for seniors and could impact students graduating with distinction, top ten, valedictorian, salutatorian, etc.

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Mr. Lonergan recommended that the courses can be applied to the student GPAs after June 30, which will be reflected in their transcripts for this year.

Mrs. MacDonald commented that the solution sounds fair as long as it includes sophomores and juniors.

Mr. Lonergan commented that policies will need to be changed to reflect that college classes count toward the students' GPAs. He indicated that the CHS Student Handbook would be updated for next year to reflect that VLACS courses and CTE class credits will be factored in as well.

Mr. Bourque commented that the discussion for changing the handbooks for next year is a separate discussion. He noted we are currently discussing the topic for this year.

Mr. Lonergan indicated the Distance Learning policy will be revised to reflect VLACS as a component of distance learning.

o Student Handbooks

Dr. Jette indicated changes to student handbooks was discussed in the prior topic.

o Latin Honors

Dr. Jette commented that he had a conversation with Mr. Lonergan of using the Latin Honors system (summa cum laude, magna cum laude, cum laude) instead of class ranks as there are students who do not get recognized for their achievements.

o Dress Code

Dr. Jette commented that the Dress Code Committee has not met since the last time the policy was discussed by the School Board. He indicated the only issue the Board had with the revised policy was with regard to wearing hats in class.

Mr. Bourque commented that the teacher at the high school can say a student can wear a hat in the classroom, but not in the hallway.

Mr. Perez commented students are allowed to wear hats in the hallway, but the policy states it is the teacher's discretion to allow the students to wear hats in class.

Dr. Jette indicated that the administration supports removing the restriction on hats at the high school and empowering faculty members with the discretion to allow students to wear hats in the room.

Mrs. Harrison commented GMS and LMS administration were in support of not allowing hats at their schools. Dr. Jette indicated it is the administrators' discretion.

Mr. Bourque made a motion to approve policy JICA, Dress Code, for a 1st Reading. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

o Enrollment

Dr. Jette reported the enrollment numbers for GMS for 2020-2021 as of May 15: Kindergarten = 64; Grade 1 = 80; Grade 2 = 93; Grade 3 = 98; Grade 4 = 77. He indicated that Grade 1 enrollment is four students away from requiring a fifth teacher according to the Class Size Policy.

● Graduation Plans (moved up from later in the agenda)

Dr. Jette reported that he had a discussion regarding graduation plans with Mr. Lonergan earlier today. He indicated that data reflects stakeholders would like a traditional graduation. He noted the students deserve it and he would like to avoid pushing it off until July because of students going into the military and not being able to graduate with their class.

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Mr. Lonergan commented those going into the military are slated to leave late July and we talked about recognizing those students at another time. He shared a plan for graduation with the Board.

- Graduation will be held on the CHS varsity athletic field
- 5:30 pm start
- Social distancing will be ensured
- All surfaces will be cleaned and disinfected
- Students and no more than 4 family members will be seated in a group 10 feet apart in every direction from the other family groups
- Students will retrieve their diplomas off a table on the stage
- 1 vehicle per family - parking pass with graduate's last name on passenger side window
- Assigned parking spots beginning at 4:15 pm
- Graduates and families will wait in cars until directed to enter the field and be seated
- All attendees must ensure that:
 - they have had no close contact with COVID positive individuals
 - no fevers in the last 72 hours
 - no COVID symptoms
 - no flu-like symptoms
 - have not experienced change in smell or taste
- All attendees must wear masks
- Families not allowed to leave assigned sport until conclusion of ceremony
- Medical staff will be present to assist in case of emergency
- If transport for someone is needed from parking lot to field, advanced notice is required for assistance from the Fire Department
- All staff will wear masks and observe social distancing
- Superintendent, Principal and Board Chair on stage only
- 3 LCTV staff will be working
- Photographer will have space near stage to take pictures of graduates coming off stage
- Other Board members will stand or sit with faculty
- Police cruisers will be stationed at 3 locations to assure people do not try to access the event if they do not belong there
- Individuals not adhering to the rules will be ejected.

Mr. Bourque commented that you cannot force people to wear masks as that is infringing on their civil rights.

Mr. Lonergan indicated they will be allowed to remove their masks when they are seated.

Mr. Bourque asked to check with legal counsel about requiring the wearing of masks.

Mr. Meyers asked if graduates will be wearing masks as they cross the stage. Mr. Lonergan indicated they will not be required to do so if they are able to maintain social distancing.

Mr. Lonergan commented that the Graduation Committee would like to have students sign their names to a Class of 2020 banner in lieu of a class picture. He noted at the close of the event, faculty will go back to the building, parents/families will go to their cars and exit via the back of the building.

Mrs. Harrison asked how much time is needed to prepare for this.

Mr. Perez indicated it will take a couple of days to design traffic patterns and approval is needed from the NH DOE. He suggested pushing the date to June 13, 14 or 15.

Dr. Jette commented there is a likelihood of an evening thunderstorm in late June. He indicated that when he made the announcement about a graduation date it mentions that June 5 or 6 is the earliest date we would be able to do it. He noted it was never set for a specific date.

Board members agreed on scheduling CHS Graduation for June 12 with a rain date of June 13.

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- **Grading (No Harm Grading)** *(moved up from later in the agenda)*

Dr. Jette shared information regarding No Harm Grading with the Board. He indicated it is an ongoing dialogue and will be discussed with the Administrative Team tomorrow. He noted that staff are being provided with a guidepost, which is the end of term 3 (when school ended). He commented that staff are being asked to exercise grace and err on the side of the student when determining final grades because not all students adapted well to remote learning or have the same level of support through their learning. Dr. Jette indicated this has to be wrapped up expediently with clarity so we can plan for the opening of schools successfully in August. He noted there have been many questions from staff as they are concerned about making inaccurate decisions. Dr. Jette informed them to concentrate on if they have met the competencies.

A lengthy discussion regarding concerns with grading and student participation followed.

Dr. Jette indicated that the district is staying the course with grading and there will be no pass/fail grades.

- **School Board**

Mrs. MacDonald asked Student Representatives if they had any concerns with grading.

Ms. Steiniger indicated teachers are pretty lenient with assignments and grades.

Mrs. Harrison suggested if students and parents have concerns, they can reach out to the teachers.

- **Student Representatives**

Student representatives had no comments.

H. Community Forum

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

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Mrs. Harrison reported there was no public input.

III. GENERAL BUSINESS

A. Public Minutes:

- **May 6, 2020**

Mrs. Hershberger made a motion to approve the public minutes of May 6, 2020. 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.

IV. REPORTS

A. Business Administrators Report May 2020

- **End of Year Encumbrances/Purchases**
- **Summer Projects**

Mr. Izbicki shared some options for use of end of year funds with the Board. He indicated that there are some items from FY21 that are being considered to be paid ahead: CHS dugout roof needs significant work; looking into mobile bleachers for the stadium field; locker room flooring at LMS is in need of replacement; consistent door lock system district-wide; items at GMS have been identified, but we are questioning if we want to put any further money into the school. He indicated capital items were identified for the Capital Improvement Plan.

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Mrs. Harrison was concerned that we have what we need to reopen schools in terms of PPE for staff and students, hand washing stations, touchless paper towels and soap dispensers, additional hand sanitizer dispensers. She indicated that these items are going to be needed when we reopen the buildings. With reference to the CHS stadium field bleachers, she asked why the Boosters decided not to go forward with new bleachers.

Mr. Bourque indicated they realized that full bleachers were too expensive.

Mr. Izbicki commented that Mr. Knight shared communication from the Boosters that they spent more time with the press box and would now like to concentrate on indoor sports. He indicated the bleachers on the field failed inspection for two years and are unsafe to sit on.

Mrs. Harrison felt that we should concentrate on areas that align with new guidelines to reopen buildings.

Mr. Bourque commented we should be at a point by now where sanitary wipes should be supplied by the district to all classrooms in each building. He indicated that we want to offset the tax increase and asked what the amount would be.

Mr. Izbicki indicated the estimated fund balance for FY20 is \$1.3M, with \$219,000 going into Capital Reserve Funds and approximately \$300,000 available to encumber while returning approximately \$790,000 to the taxpayers to offset the tax rate increase.

Dr. Jette commented he does not see the feasibility in hand washing stations. He indicated a massive station would be needed to accommodate several children at once, otherwise they will be limited to one student at a time and then they need to dry their hands. He noted that installation would be challenging as well, for example, at GMS a drinking fountain would have to be removed from a wall for plumbing, a hot water line installed, and the wall repaired.

Mrs. Harrison suggested putting them out near the playground so they can wash their hands before entering the school building. Dr. Jette indicated that would only work until winter.

Mrs. Hershberger commented that she has information from WMUR that there is a possibility of renting hand washing stations. She offered to provide the information to the Superintendent and Board.

Mr. Bourque disagreed with purchasing PPE items ahead. He indicated that we do not know what the government is going to do and there could be a grant for that at some point.

Board members discussed other options such as additional cleaning machines and sanitizing items needed. Dr. Jette indicated that these items require batteries and we have to think about that expense as well.

Mr. Bourque asked members to review the list provided by Mr. Izbicki, which will be discussed at the next meeting.

V. OLD BUSINESS

A. Coronavirus Review and Update

- **Grading Update** *(moved up to Superintendent's Comments)*
- **Graduation Plans** *(moved up to Superintendent's Comments)*

- **Fall School Reopening Plans Update**

Dr. Jette reported that staff, students and parents have been surveyed and our results mirror other districts' results. He indicated that one quarter of the faculty is reporting they are not comfortable returning no matter what safety procedures are implemented. Reasons include that some faculty have underlying conditions. He indicated approximately one third of parents are not sending their children back to school because they are not convinced the district can provide a safe environment or until there is a vaccine.

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Dr. Jette commented that a Reopening Task Force needs to be established and meet as soon as possible to begin working on reopening options. He expressed concern over the Commissioner of Education's Reopening Task Force, but noted they will provide guidance. He noted the task force is made up of approximately 50% public schools, 50% private/charter schools. Dr. Jette was concerned that if we are not able to adjust and adapt, charter schools will do it for the families who do not want to send their children back to our schools. He was concerned our district could potentially lose students. He indicated we have to determine how to grow and adapt and be competitive as people try to figure this out.

Mrs. MacDonald was concerned about the teachers who do not want to return and about social distancing on transportation.

Mrs. Harrison, Mrs. Hershberger and Mrs. MacDonald were interested in serving on the Reopening Task Force.

Dr. Jette indicated that work groups will be set up with a Board member focusing on a certain area. He commented we all want to go back to normal, but the reality is the virus is in control and we have to adapt. He reported a check in station has been set up for individuals coming into the school on a daily basis, which includes a form each person has to complete each day. He noted we are getting tremendous resistance from employee groups, but the reality is we are in the middle of a pandemic.

- **Food Services**

Mike - numbers remain strong - good process for operation - keep in mind revenues are off - we will get reimbursed by State but not at same level -

- **Hand Washing Stations**

B. FY22 Budget Schedule Update

Dr. Jette and the School Board discussed scheduling options for FY22 Budget preparation and review meetings. He informed the Board that the Budget Committee is having the conversation regarding scheduling the budget hearings on Saturday, January 16, 2021, which is Martin Luther King weekend.

Mr. Bourque indicated that is not a good date for the hearings.

Dr. Jette indicated that concern was voiced with the Budget Committee Chair. He noted it will be difficult to have staff attend.

C. MOA on Co-Curricular Stipends

Dr. Jette discussed crafting an agreement for co-curricular stipends with the Board. He reported this is the final product of the committee and it was ratified by the LEA. He indicated that the Board is required to vote their approval for the MOA to become part of the CBA.

Mrs. Harrison asked why some positions were highlighted in purple.

Dr. Jette indicated those are special assignments and not tiered payments.

Mr. Meyers asked for a list of LMS coach certifications.

Mrs. Harrison commented that it seems as if some stipends are inequitable with the list of co-curriculars.

Mr. Izbicki commented some teams are smaller than others.

Dr. Jette reminded the Board that this was collaborated with a representative committee of teachers and administrators. He felt confident that if an individual felt there was inequity that individual would have spoken up.

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Mr. Meyers made a motion to approve the Memorandum of Agreement on Co-Curricular Stipends that was ratified by the LEA. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

There was no public input.

VIII. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 8:00 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

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

Approved Minutes for June 3, 2020

Location: Town Hall & Remote Locations

In attendance:

B Bourque, Chair (Litchfield Town Hall)
 C Harrison, Vice Chair (Remote from Home)
 E MacDonald, Board Member (Remote from Home)
 R Meyers, Board Member (Remote from Home)
 T Hershberger, Board Member (Remote from Home)
 Dr. Michael Jette, Superintendent (Litchfield Town Hall)
 Cory Izbicki, Business Administrator (Remote from Home)
 Chloe Steineger, Student Representative (Remote from Home) (public session only)
 Trevor Scopelites, Student Representative (Remote from Home) (public session only)
 Michele E. Flynn, Administrative Assistant (Remote from Home)

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PUBLIC CALL IN NUMBER: 1-877-568-4106

ACCESS CODE: 544-679-229

I. NON-PUBLIC SESSION: RSA 91-A:3II (a-c) 4:00 p.m.

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

The School Board entered into non-public session at 4:15 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

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

II. PUBLIC SESSION

A. Call to Order - Board Chair's Statement

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

Mr. Bourque took attendance by roll call:

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

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

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

Mrs. Harrison made a motion to approve the non-public minutes of May 6, 2020. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

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

E. Presentations and Recognitions

There will be no presentations or recognitions.

F. Correspondence

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

G. Comments:

● **Superintendent's Comments**

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

○ **Authority to Sign**

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

Mrs. Harrison made a motion to authorize the Superintendent and Business Administrator to sign all Office of Business Management forms, all contracts and all grants on behalf of the Litchfield School Board. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

○ **Authority to Hire**

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

Mrs. Harrison made a motion to grant authority to the Superintendent to offer contracts to new hires from June 18, 2020 to August 31, 2020. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

○ **Enrollment Update (GMS)**

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

▪ **Enrollment Report May 2020**

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

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

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

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

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- **Policy Updates**

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

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

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

- **Coaches' Certifications**

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

- **CHS Athletics Golf Fundraiser Proposal**

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

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

- **Retirement Acknowledgements**

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

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

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

- **Graduation**

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

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

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

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

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

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

- **General Assurances**

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

- **School Board Comments**

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

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

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

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

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

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

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

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

- **Student Representatives Comments**

There were no comments.

H. Community Forum

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There was no public input.

III. GENERAL BUSINESS

A. Public Minutes:

- **May 20, 2020**

Mrs. Harrison a motion to approve the public minutes of May 20, 2020. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IV. REPORTS

A. Principals' Reports

Principals provided their written reports for the School Board.

B. Business Administrators Update

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Committee Reports

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- **Capital Planning Committee**

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

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

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

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

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

V. OLD BUSINESS

A. Coronavirus Review and Update

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mrs. MacDonald asked how subgroups will be assigned.

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

- **Food Services**

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

VI. NEW BUSINESS

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

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

Mrs. Harrison made a motion to approve the Dress Code policy, JICA/GBEBA. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

VII. MANIFEST

The manifest was circulated and signed by the Board.

VIII. PUBLIC INPUT

A. Community Forum

There was no public input.

IX. ADJOURN

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

Respectfully submitted,

Michele E. Fynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

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

Approved Minutes for June 17, 2020

Location: Town Hall & Remote Locations

In attendance:

B Bourque, Chair (Litchfield Town Hall)
 C Harrison, Vice Chair (Remote from Home)
 E MacDonald, Board Member (Remote from Home)
 R Meyers, Board Member (Remote from Home)
 T Hershberger, Board Member (Remote from Home)
 Dr. Michael Jette, Superintendent (Litchfield Town Hall)
 Cory Izbicki, Business Administrator (Remote from Home)
 Mary Widman, Director of Curriculum, Instruction & Assessment
 Michele E. Flynn, Administrative Assistant (Remote from Home)

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

Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.

PUBLIC CALL IN NUMBER: 1-866-899-4679

ACCESS CODE: 964-963-469

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

4:00 p.m.

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

The School Board entered into non-public session at 4:15 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

II. PUBLIC SESSION

A. Call to Order - Board Chair's Statement

Mr. Bourque called the meeting to order at 5:20 p.m.

Mr. Bourque took attendance by roll call: Mr. Bourque, present; Mrs. Harrison, present; Mrs. MacDonald, present; Mr. Meyers, present; Mrs. Hershberger, present.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from June 3, 2020:

The draft minutes require approval from the School Board. Mr. Meyers made a motion to approve the non-public minutes of May 20, 2020. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes.

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Mrs. Harrison made a motion to accept the nomination of Rebecca Smith as a Grade 3 Teacher at GMS for a salary of \$46,369 for the 2020-2021 year. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

Mrs. MacDonald made a motion to accept the nomination of Jonathan Bennett as a CHS Special Education Teacher for a salary of \$51,594 for the 2020-2021 year. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

E. Presentations and Recognitions

● Retirement Acknowledgements

The School Board acknowledged the following retirees from the Litchfield School District:

Scott Thompson, Mary Cummings, Jill DesLauriers, Jocelyn Robinson, Paula Cullen Kent, Dennis Perreault, Kim Nolan. He explained typically they will have a Retirement Tea, but with the COVID-19 closure that was not possible. Their years of service in Litchfield are being honored at this meeting. Principals and Dr. Jette provided background information regarding the level of service and dedication they have given to our district.

F. Correspondence

Mrs. Harrison reported that correspondence was received from Jill Osmore, 34 Page Road, with regard to the gardens at GMS that have been cared for by her family for the last five years. She indicated that her family has also performed clean up of the gardens in the fall. She claimed that the district grounds crew does not maintain the gardens at all and expects her family to do it. She indicated that she was writing to inform the district that her family will no longer be able to carry out the task since her last child has left GMS. She commented that maintaining the garden beds are the responsibility of the grounds crew.

Mrs. MacDonald commented that she planted the butterfly garden several years ago and the grounds crew asked her to perform the upkeep of it. She indicated that she passed to the task to Mrs. Osmore to maintain the butterfly garden only and does not understand why all the garden beds were done. She noted that the grounds crew always maintained the grounds and garden beds with the exception of the butterfly garden.

Mr. Izbicki indicated he has no knowledge of what Mrs. Osmore is claiming, but will look into it. He commented maintenance of the grounds, including the garden beds, is the job of the grounds staff.

Mr. Bourque commented if someone has a passion for doing the garden beds they are welcome to do it, but there is no expectation from the district or the Board. Mrs. Harrison agreed with Mrs. Osmore that it is the district's responsibility.

G. Comments:

● Superintendent's Comments

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

o CHS Parking Refunds

Dr. Jette reported he met with Mr. Izbicki and Mr. Lonergan and spoke with Ms. Ayer about the process that is in place for parking fees. He indicated that it was determined that refunds are subject to the date the person signed up for the permit. He noted that Ms. Ayer will be issuing the refunds and the credits to students for next year.

o GMS Enrollment

Dr. Jette indicated that registrations for Kindergarten are now at 65; registrations for Grade 1 are at 80 and enrollment for Grade 2 is at 92, which is 1 less student than reported on June 3.

o 2020 Graduation Report

Dr. Jette commented that he and Mrs. Flynn were reviewing the graduation report and discussing the lower number of graduates that are entering college. He indicated that COVID-19 is a factor, as well as the higher number of students entering the military. He reported there were 104 graduates at CHS and the ceremony was very successful, thanks to the community effort.

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Dr. Jette indicated that the ceremony was streamed live and graduates were responsible and respectful, and upheld the requirements for the guidelines for graduation. He noted it was a great night.

- **School Board Comments**

- **Message of Unity Discussion and Resources Disclosure**

Dr. Jette disclosed that there was a discussion with Board members regarding the message of unity that went out into the community, which resulted in a quorum of the Board. He indicated there was a resource list that was linked to the message, which caused some concern in the community. He explained that the district was simply pointing to these resources for people to learn more about it. He noted the Board did discuss that sharing resources is important to do as a district.

Mr. Meyers commented that a former student posted something locally that was not addressed with regard to a graduate that posted about his experience.

Dr. Jette indicated Mr. Perez has reached out to that graduate to address the issue. He commented that he will meet with the administration to put measures in place so that everyone feels accepted when entering our buildings.

Mr. Bourque mentioned that prior to the meeting he heard from Steve Webber, Select Board Chair, regarding the opening of the playground at GMS. Mr. Bourque believes it is time to reopen the playground. He indicated there are different options to sanitize the equipment daily or people can enter at their own risk. He commented children need to be outdoors, playing and moving.

Mrs. MacDonald expressed support for opening the playground as an ‘enter at your own risk’ venue.

Mr. Bourque suggested opening the fields to the public as well with signs up to enter at your own risk.

Mr. Izbicki indicated that he was in support of the signage of risk on the property. He commented the town provided examples of what other towns are using on their grounds.

Mrs. Harrison made a motion to reopen the GMS playground, fields at all schools and district grounds to the community for use at their own risk, effective June 22, 2020. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

H. Community Forum

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Mary Cummings, GMS Guidance Counselor, thanked the Board for the retirement acknowledgements and the gifts to retirees. She expressed that she was honored to be a teacher in the district.

III. GENERAL BUSINESS

A. Public Minutes:

- **June 3, 2020**

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Mrs. MacDonald made a motion to approve the public minutes of June 3, 2020. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

B. Budget Transfers

Mrs. Hershberger made a motion to approve the budget transfers from March through June 2020. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

IV. REPORTS

A. Curriculum Report

Ms. Widman provided the curriculum report to the Board. She reported that she ran two sessions of professional development around remote instruction and teachers made time to incorporate the training into their lessons. 55 staff members participated in the training. Professional development opportunities also included PowerSchool training, High School ELA and Social Studies; Instructional training: using formative assessments and writing performances; competency based grading; Technology training: Kami and Discovery Education; webinars on Demonstrated Success and NEASC. 215 members participated in these time specific sessions. She reported over 100 independent proposals were submitted, which included getting Google certified, attending virtual AP training, creating hyperdocs for units that could be used in house or remotely, and exploring more around SEL and trauma informed instruction. She indicated as we transition back to next year we will follow up and debrief, but the feedback from staff is for more technology training.

Mrs. Hershberger asked if Ms. Widman could share what the teachers learned from these sessions.

Ms. Widman indicated that she and Mr. Pelletier ran concurrent sessions, which would be very long to report on.

Mr. Pelletier commented that there were recurring concerns about the consistency of devices students are using and a lot of time was spent on providing tech support in navigation by teachers for students.

Dr. Jette commented figuring out what the end of the school year would look like was an anxious situation, but we wanted to be sure to provide meaningful professional development for our teachers. He indicated that it is not known what next year will look like; however, teachers were happy with the professional development that Ms. Widman developed.

● Extended Learning Opportunities Report

Dr. Jette indicated that Julie Green, CHS Librarian, would provide a report on Extended Learning Opportunities.

Ms. Green provided a short presentation for the Board:

Extended Learning Opportunities help students acquire knowledge, skills and experience outside the traditional classroom.

- Developing a Knowledge Base:
 - Ms. Green attended 5 NH ELON meetings in Concord and 1 Virtual meeting
 - Gained an understanding of the NH laws and procedures for ELO's
 - Met with the administration to discuss, problem solve and seek ways to move ELO forward
 - Students presented their ELO stories at the meetings
 - A website will be developed for students and staff where everything regarding ELOs will be found in one place
- ELOs 2019-2020:
 - Robotics competition was cancelled due to COVID-19
 - 1 student chose to go for ½ credit
 - 10 students were hoping to have the hours, but chose to wait until next year
- Community Connections: (for ELOs for CHS)
 - Continental Hair School will provide the potential for students interested to gain an understanding of Cosmetology
 - Silvertex will provide the potential for mentoring and visits

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- Hurdles to Overcome and Solutions:
 - Student Understanding of ELO
 - Website and promotion of program in Guidance
 - Sophomore & Senior Projects
 - ELO programs are very similar
 - Students available time is limited
 - Local Businesses
 - Not many in Litchfield, but every business spoken with is excited about the potential
- Next Steps:
 - Work with NH DOE and NH ELON to develop a clear process
 - Bring together student and staff to allow students to take control of their learning
 - Promote the various opportunities to students
 - Find opportunities based on student interests.

Mr. Meyers asked if it will affect a student's GPA and if it will count for credit.

Dr. Jette commented that when looking back, this got very confused because everything was thrown in. He indicated we would like to try to make this more definitive and design something that is more effective and streamlined for students.

Ms. Green indicated the key point is to provide a presentation to incoming freshmen to showcase the different opportunities. She commented there was so much confusion with all the different things, even in our meetings with the Commissioner. She noted students were counting their sophomore and senior projects as ELOs. Ms. Green commented up until now ELOs have been graded as pass or fail. She explained to count for credit teachers have to be involved and assign a number value for a grade.

Ms. Widman noted the teacher has to be certified in that area to assess the student for that competency. She reported she will be meeting with Heather Murray on Friday to discuss some of the policies around that area.

Mr. Lonergan commented that Mrs. Callinan is addressing some of those opportunities, such as work studies and co-ops. He asked Ms. Widman to reach out to her.

Ms. Green indicated that students are limited for time because they are quite busy. She commented that they will look at different ways to provide those opportunities for students. She noted local businesses have been excited to offer that opportunity, but the challenge is to have the students who are interested. She indicated she will work with the Rotary and Lions Club to help make connections toward different businesses.

Mrs. Hershberger suggested reaching out to Nathalie Hirte and Sue Jozitis as resources in the community since they have some connections. She thanked Ms. Green for her research into these opportunities.

- **Curriculum Resources Request**

Ms. Widman presented a curriculum resource request for AP Chemistry II. The resource requested is a workbook for the students that has been recommended by the College Board. The cost is \$28 per student and she asked Mrs. Ray to get a quote for 15 workbooks.

Mrs. Harrison made a motion to approve the request to purchase AP Chemistry workbooks for AP Chemistry II. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

B. Business Administrators Report

With reference to budget transfers, Mr. Izbicki pointed out that money was transferred from another account to purchase a carpet machine at the end of April because the existing one was not functioning. He indicated that the amount should be removed from the end of year purchases that will be presented this evening.

- **June 17, 2020**

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Mr. Izbicki presented the June 17, 2020 financial report to the Board. He provided a list of encumbrances for items that were budgeted for FY21:

- \$3,225 Cafeteria Painting at CHS
- \$6,050 Discovery Education renewal
- \$2,414 FACS textbooks
- \$3,271 Performance Plus renewal.

He reported that a deep deficit is expected in Food Services due to the decrease in revenues from the COVID-19 shutdown.

Mr. Bourque asked for the amount of the loss and if the deficit will be offset.

Mr. Izbicki indicated that the net loss in Food Services is \$125,000.

Mr. Bourque asked for the amount of loss before COVID-19.

Mr. Izbicki indicated it was in the \$38,000 range. He reported he reached out to Peter Curro, Londonderry Business Administrator, Goffstown Food Services, and Deb Mahoney, Pelham Business Administrator regarding losses in food services in those districts and they agreed that Litchfield is not unique in that respect. He noted the Goffstown School Board voted to subsidize food services in their district. He mentioned that revenues are down statewide and there are many variables to consider. He commented there is a possibility this situation will carry into the following year.

Mrs. Harrison asked about food service staff salaries.

Mr. Izbicki indicated all staff members except four stayed on and worked in the district in one form or another. He indicated he will be meeting with the Food Services Director to discuss ways to limit the impact.

Mr. Izbicki reported that:

- \$734,500 of the year end fund balance will be returned to the town to offset taxes and stabilize the tax rate
- \$219,000 will be used to fund warrant articles for capital reserve funds and expendable trust funds
- \$189,642 of the funds will be encumbered per a list provided for year end spending
- \$186,645 of the funds will be encumbered to use toward the LMS canopy project.

- **End of Year Encumbrances/Purchases**

Mr. Izbicki provided a list of year end encumbrances and items to purchase ahead for FY21 to the Board. These items include some equipment purchases for facilities; exterior door locks for all three schools; LMS locker room floor replacement; LMS canopy project; cafeteria painting and walk in shelving replacement (food service); CHS dugout roof replacements; CHS north end walkway repair; GMS swingset (old one is not safe); textbooks for FACS and AP Chemistry; Software renewals; additional fifth third grade class furniture and expansion of chromebooks; replica jerseys for graduating spring athletes; golf team polos/hats; cross country uniforms; coaches' gear; mobile bleachers; individual championship banners for CHS. Warrant articles passed for rekey/recore LMS doors and for barricade system for GMS are also included.

Mrs. Harrison commented that there is nothing listed for touchless items for the opening of schools.

Mr. Izbicki indicated that the cost for touchless items (soap dispensers, paper towel dispensers and touchless faucets) is approximately \$140,000 and require much maintenance and many battery changes. He indicated that to install touchless toilets, the bathrooms at GMS would have to be retrofitted.

The Board agreed that they were not in support of purchasing touchless toilets and urinals as the cost would be too great.

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Mr. Bourque commented we have saved enough money to purchase those items now, but suggested to wait to see what guidance comes from the reopening task force.

Mr. Izbicki commented that we will have a better idea of what we can use to pay for those items through the guidance provided by the State task force.

Mrs. Hershberger commented that guidance will not be coming until July and it will take some time to get those items implemented. She asked about portable hand washing stations that she suggested at the previous meeting.

Mr. Izbicki indicated that they can freeze in the winter and there is no place to drain them. He noted they provide a lot of challenges.

Dr. Jette commented we are assuming students are coming from the playground right into the cafe and that may not be the case. He indicated there is much to consider and there is a training component for the students.

When referring to the year end spending list, Mr. Meyers commented that the Board cut \$6,000 for the individual championship banners in the FY21 budget and \$10,000 has been placed in the year end spending list. He indicated he is not comfortable with that. Mrs. Harrison and Mrs. Hershberger agreed.

Mr. Meyers made a motion to remove \$10,000 for individual championship banners from the FY20 year end spending list. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

Mr. Izbicki reviewed the amount that will be used from FY20 fund balance to pay for year end purchases, projects and FY21 budget items, minus \$10,000 for the championship banners and \$2,850 for the auto scrubber already purchased: \$363,437.

Mrs. Harrison asked about the chromebook expansion at GMS. She commented that it was her understanding the goal was that chromebooks would go to grades 1 and 2 since students in grades 3 and 4 have chromebooks.

Dr. Jette indicated the chromebook expansion will cost \$17,800. He explained that the model will be a 2:1 model for the third grade and the third grade cart can be used for grades 1 and 2.

Mrs. Harrison asked about the year end fund balance projection and if we are confident that what is listed to spend ahead for next year is enough.

Mr. Izbicki indicated that the FY20 end of year projection is \$1.33M, but there are still two weeks left in the month. He noted that \$734,500 will be returned to stabilize the tax rate because we are not sure how long the coronavirus situation will last.

Mr. Meyers made a motion to approve the use of FY20 year end funds from the general fund balance in the amount of \$363,437 for FY20 year end spending. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

- LMS Canopy Pricing Set
- RFP LMS Canopy / Security Project

Mr. Izbicki provided a copy of the Request for Proposals for the LMS canopy and security project, as well as a pricing set provided by Dave Ely of Windy Hill Associates. He indicated there have not been any bids submitted

at

this time, but he expects to receive a bid from the original contractor that provided the estimate of \$317,000 for the project. He noted there was an inquiry from a contractor in Gilford. Mr. Izbicki indicated that he is working with Dave Ely who will field questions throughout the process and will work with us through the project as well.

- Energy Contract

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Mr. Izbicki provided a copy of the Energy contract to the Board. He reported that the district will be working with

Dick Henry of DDH Energy Consulting and Dave Ely (Windy Hill Associates) on the district energy assessment and funding options, which will be performed over the summer months.

C. Dining Report June 2020

The end of year Food Services dining report was provided to the Board.

- **Food Services Expansion**

Mr. Izbicki commented as part of the school shut down due to the pandemic, all meals from food services were prepared and provided out of the high school. During that time, Mr. Izbicki indicated Ms. Crowley was also serving breakfast meals. He provided a proposal from Ms. Crowley to expand breakfast for GMS and LMS, which will be a hot and cold grab and go option. He indicated it is an opportunity to generate more revenue at no additional cost in salaries.

Mrs. MacDonald was concerned that children will be rushing to get breakfast and get to class in the middle school because they do not open until 7:30 a.m.

Mr. Bourque asked where the children will eat their breakfast.

Mr. Izbicki indicated that they will most likely be eating in class; however, there needs to be further discussion on that. He believes that when school reopens we will see many meals being eaten in classrooms.

Mr. Bourque commented that when you consider the time it will take for a first grader to open their milk and eat their breakfast, it will be challenging to determine how to implement it.

Mr. Izbicki indicated this is just the initial proposal as more discussion is needed.

Mrs. Hershberger asked if there are any up front costs to start. Mr. Izbicki indicated there are no up front costs as we just add it to our application and begin serving.

- **Food Service Revenue Comparisons**
- **Food Service Expenditure Comparisons**

Mr. Izbicki provided additional revenue and expenditure comparisons for Food Services for the Board to review with the end of year dining report.

D. Committee Reports

Mr. Bourque reported the Town Capital Improvement Planning Committee met on June 15. The Fire Department and Police Department presented their capital improvement projects. The Fire Department has listed two new fire truck purchases: one in 2021 for \$662,000 and one in 2022 for \$623,000, both of which will be lease purchases. The Police Department has listed an addition to the new fire station for a new police station consisting of 10,400 sf and a cost of approximately \$6M. The Conservation Commission has listed additional land purchases and requested \$2M in additional funds.

Mrs. Harrison asked if they discussed if the town would purchase GMS to use for a community center.

Mr. Bourque reported they discussed using the police station for a community center and that the Cable Committee has interest in that part of the town hall, which will be discussed at their next meeting.

V. OLD BUSINESS

A. Coronavirus Review and Update

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

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Dr. Jette reported that the Reopening Task Force oversight group met on Monday and discussed membership for subgroups. It is anticipated that students, parents and staff will receive invites at the end of the week along with a schedule for meetings.

- **Reopening Plan School Staff**

Dr. Jette indicated that the district will use the plan the Town is using for reopening offices at the Town Hall, which will be modified for the school district. He noted the office will open after the July 4 holiday.

Dr. Jette commented this plan is similar to practices we have been using during the pandemic, but would now require for masks to be worn in lobbies, common areas and hallways.

Mrs. Harrison asked if employees will be required to wear masks all the time.

Dr. Jette indicated masks will be worn when entering the building and can be taken off when staff is in their own office, but will be worn when meeting with other staff members or visitors. He explained when a visitor comes to the school building, the receptionist will wear a mask when greeting the person and have them wait in the secure vestibule. He mentioned that installing shields in some open areas was discussed.

Mrs. Hershberger asked if employees will still be required to complete a questionnaire when entering the building and at the end of their shifts.

Dr. Jette commented that we ask our staff who are in the building daily to complete the questionnaire at the end of the shift as well as prior to the shift in the event an employee spikes a fever during their shift.

Mrs. Harrison suggested using a form with a QR code that people can scan with their phones.

Dr. Jette indicated that some people were concerned about entering their information digitally and asked that a hard copy be available.

Mr. Bourque made a motion to approve the school offices and SAU operations reopening plan during the COVID-19 pandemic. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

VI. NEW BUSINESS

A. Policies:

- **Annual Re-Approval:**

- **DFA, Investments**

The district Investments policy is required to be approved by the School Board annually.

Mrs. Harrison made a motion to approve Policy DFA, Investments. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

- **Re-Approval:**

In an attempt to update the District Policy Manual, policies are being reviewed and vetted for presentation to the School Board at future meetings. A schedule has been developed to review and track the progress of each Section. Policies will be scheduled on a monthly basis for reapproval, revision and review/approval by the School Board..

- **AA, School District Legal Status**
- **ABA, Community Involvement in Decision Making**
- **ABAA, Volunteer Involvement**
- **ABB, Staff Involvement in Decision Making**
- **ABC, Student Involvement in Decision Making**
- **ACE, Non-Discrimination of Handicapped Persons**
- **AD, Educational Philosophy**
- **AE, Accountability**

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The policies listed above were thoroughly reviewed with policy updates through the NHSBA. These policies have not changed and require re-approval of the Board. The policy design template has been upgraded. Dr. Jette asked the Board to re-approve the policies presented from Section A of the district policy manual.

Mr. Bourque made a motion to approve policies AA, ABA, ABAA, ABB, ABC, ACE, AD and AE. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

- **Review:**

Dr. Jette indicated that three policies from Section A of the district policy manual were rewritten due to changes in the laws. These policies would be required to go through the official approval process. He asked Mrs. Flynn to explain to the Board the reasons for the policy rewrites.

- **AC/AC-R, Non-Discrimination and Policy Notes**

Mrs. Flynn explained Policy AC was revised to reflect the passage of SB263 in 2019, which identifies education as a civil right protected under RSA 354-A and clarifies the list of classes protected against discrimination under the state law. She noted the policy now explains the specific right of claimants or the state Attorney General's office to bring discrimination complaints to the NH Human Rights Commission and Superior Court, and requires each district to adopt a policy for developing a coordinated plan to address these incidents. She indicated the law also requires districts to name the Human Rights Coordinator, Title IX Coordinator and 504 Coordinator as well as develop an Anti-Discrimination Plan.

Mrs. Harrison made a motion to approve policy AC/AC-R, Non-Discrimination, for a 1st Reading. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

- **ADB/GBEC, Drug Free Workplace & Drug Free Schools and Policy Notes**

Mrs. Flynn explained that the Drug Free Workplace policy has now been combined with the Drug Free Schools policy and updated to more accurately reflect the requirements of the Federal law that includes the provision that organizations covered by the act establish a drug free awareness program, and to clarify the obligations of the Superintendent under the NH Drug Free Schools Zone law.

Mrs. Hershberger made a motion to approve policy ADB/GBEC, Drug Free Workplace & Drug Free Schools, for a 1st Reading. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

- **ADC, Prohibition of the Use & Possession of Tobacco Products In/On School Facilities & Grounds and Policy Notes**

Mrs. Flynn explained that the Prohibition of the Use and Possession of Tobacco Products policy has been updated in response to HB 511, which expands definitions of prohibited electronic devices whether for tobacco or cannabis (vaping, etc.).

Mrs. Hershberger made a motion to approve policy ADC, Prohibition of the Use & Possession of Tobacco Products In/On Facilities & Grounds, for a 1st Reading. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.

VII. MANIFEST

Dr. Jette indicated that the manifest will be available at CHS for School Board members to review and sign.

VIII. PUBLIC INPUT

A. Community Forum
There was no public input.

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

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

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Upon a motion made by Mr. Bourque, the Board entered into non-public session at 8:36 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. RETURN TO PUBLIC SESSION

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

Upon a motion made by Mr. Bourque, the Board returned to public session at 9:04 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

XI. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:05 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board