

*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 July 15, 2020

Location: Town Hall & Remote Locations

#### In Attendance:

B Bourque, Chair  
 C Harrison, Vice Chair  
 E MacDonald, Board Member  
 R Meyers, Board Member  
 T Hershberger, Board Member (Remote from Home)  
 Dr. Michael Jette, Superintendent (Litchfield Town Hall)  
 Cory Izbicki, Business Administrator (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](mailto:charrison@litchfieldsd.org), and Michele E. Flynn, Administrative Assistant, at [meflynn@litchfieldsd.org](mailto:meflynn@litchfieldsd.org).*

*Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.*

**PUBLIC CALL IN NUMBER: 1-877-309-2073**

**ACCESS CODE: 958-652-973**

#### 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 non-public session at 4:20 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.*

*Non-Public session ended at 5:05 p.m.*

#### II. PUBLIC SESSION

##### A. Call to Order - Board Chair's Statement

Mr. Bourque called the meeting to order at 5:10 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

There were no revisions to the agenda.

##### D. Summary of Non-Public Actions from June 17, 2020:

*Mr. Meyers made a motion to approve the public minutes of June 3, 2020. Mrs. Hershberger seconded.*

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

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*Mrs. MacDonald made a motion to accept the nomination of Kimberly Hatch as a Special Education teacher at CHS at a salary of \$72,481 for the 2020-2021 year. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

*Mrs. MacDonald made a motion to accept the nomination of Sabrina Noury as a CHS English teacher at a salary of \$41,789 for the 2020-2021 year. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

*Mr. Bourque made a motion not to accept the resignation of Magdala Johnson, CHS Math teacher, until a suitable replacement can be found. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, no; Mrs. Hershberger, yes.*

*Mr. Bourque made a motion not to accept the resignation of Justin Ballou, CHS Social Studies teacher, until a suitable replacement can be found. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, no; Mrs. Hershberger, yes.*

#### **E. Presentations and Recognitions**

There were no presentations or recognitions.

#### **F. Correspondence**

There was no correspondence.

#### **G. Comments:**

- **Superintendent's Comments**

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

- o **Teacher Attrition**

Dr. Jette provided an update on teacher resignations to the Board. He explained that there were concerns last year that many teachers were leaving the district. He indicated historical research shows on average 7 to 8 teachers leave per year. He noted some teachers made career moves to administration positions. Dr. Jette reported this year 10 teachers resigned, which is not out of the ordinary. He commented some teachers took positions closer to home. He indicated two teachers resigned mid-year, which are included in the total. He indicated the total does not include teacher retirements.

- o **ELL Increase Request**

Dr. Jette reported ELL numbers increased last year and in response the Board increased the teacher position from .50 to .75. He indicated that ELL number have increased again this year and Mrs. Bandurski is requesting to increase the teacher position to a full time (1.0) position. He noted there will be an increase in salary and the teacher will become benefit eligible, which could result in a total increase of \$27,066.50. He deferred to Mr. Izbicki to explain how the District plans to pay for the increase.

Mr. Izbicki indicated while he did not have a discussion with Mrs. Bandurski, he believes attrition monies from other areas can be transferred to that salary line to pay for the increase.

Dr. Jette also pointed out that the teachers hired for the high school math and social studies positions resulted in a cost savings.

Mr. Bourque mentioned this is the second time this position has been increased and suggested the district budget the position for full time. He indicated the position can be decreased in the event the ELL numbers decrease in the future.

***Mrs. Harrison made a motion to increase the ELL teaching position to full time at an additional cost of \$27,066.50 for salary and benefits. 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.***

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**o Pre-School Contract**

Dr. Jette reported to the Board that some families have run late on preschool tuition payments this past year. He spoke with Mr. Izbicki and Ann Inamorati, Accountant, regarding revising the tuition contract to address late payments and families that are in arrears. He indicated that the language would make clear when payments are due and if payments are not received by the 20th of the month, the district can suspend their child's participation from the program. Dr. Jette noted that there will be late fees for payments that are 10 days late, but if a family calls with a hardship, the district will work with them.

***Mr. Meyers made a motion to approve the revised District Pre-Kindergarten Tuition Agreement. 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 School District One-Time Funding**

Dr. Jette reported that he, Mr. Izbicki and Mrs. Flynn met with Attorney Gorrow on Monday to discuss the one-time funding from the State. He indicated there is a procedural piece the district has to follow. He deferred to Mr. Izbicki for further explanation.

Mr. Izbicki explained that the one-time disparity funding from the State in the amount of \$666,738 was not placed into the gross appropriation and the district cannot spend it. He indicated that the Board can hold a special meeting to revisit Warrant Article 5 from March 2020 to appropriate that money into the Capital Improvement Expendable Trust Fund. He reported the RSA (197:3) states that the district must notify the Budget Committee of the intent to hold a public hearing and special meeting to appropriate the funds, which can be done at the August 27 Budget Committee meeting. Mr. Izbicki explained further that, per the RSA, this consideration can be done in a single session, much like a traditional Town Meeting, and is not subject to the Use of Official Ballot provisions of RSA 40:13. According to Attorney Gorrow, the full process would take three weeks, with a public hearing held two weeks prior to the special meeting. He provided a tentative schedule of dates for the meeting process.

Mrs. Harrison asked if this would be held in the CHS Auditorium, as she is concerned about social distancing.

Dr. Jette commented that, according to legal counsel, this can be done outdoors with drive in voting. He indicated if there is inclement weather on that evening, we can move the meeting to the Gym with social distancing.

Mr. Bourque asked why the funds were not appropriated in March.

Mr. Izbicki indicated there was a miscommunication from the State and he did not follow up with it. He was under the impression the funds could be encumbered toward the projects that were planned, such as the ventilation system.

Dr. Jette asked if the Board should make a motion to approve the meeting dates. Mrs. Flynn suggested that since the Board has not yet consulted with the Budget Committee, the Board may want to make a motion to move forward with the preparations and discussion for a special meeting.

***Mrs. Hershberger made a motion for the district to move forward in the special meeting process to appropriate one-time disparity funds from the State of NH and to consult with the Budget Committee regarding the process. 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 School Board Audit Questionnaire**

Dr. Jette provided the Board Chair with an annual questionnaire from the district's auditor. He reviewed the questions with Board members and signed the questionnaire.

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**o Food Services - Breakfast Proposal**

Dr. Jette commented that a proposal to offer breakfast in all schools was presented at the previous meeting, but not yet approved by the Board. He asked the Board for direction going forward.

Mr. Bourque asked if breakfast would be offered for free or for a cost.

Mr. Izbicki indicated that it has not yet been determined if the waiver to charge for the meal has been extended to this year.

Mr. Bourque noted at the end of the school year we were giving away free meals to anyone who wanted them.

Mr. Izbicki pointed out the district was being reimbursed for free meals from the Federal level.

Dr. Jette added it is important to understand the free meals were reimbursed on the Federal level at an increased rate.

Mr. Izbicki commented in light of the situation we are in, it is important to be able to offer a morning meal to children, as parents have obligations to fulfill.

***Mr. Bourque made a motion to approve the proposal for Food Services to offer breakfast in all schools. 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.***

Mrs. MacDonald inquired if sports will be running in the upcoming year.

Dr. Jette commented that NHIAA took the position to allow sports to any district who wants to run them. He expressed he does not believe this is a reasonable goal. He indicated when it comes to safety, we are struggling with how to open buildings and maintain safety. He noted contact sports would be a challenge, at best.

Mr. Izbicki mentioned that Director Knight met with the NHIAA and informed the Operations Reopening Committee that Campbell teams have to travel to rural areas with schools in our division, which would be a challenge.

Mrs. MacDonald commented there are recreational sports teams that are playing now. She indicated that she is not sure what the right answer would be.

Mr. Bourque indicated to travel to games we would have to change the policy to allow athletes who drive to carpool.

Mr. Meyers indicated athletes have to take school transportation to the games.

**● School Board Comments**

Mrs. Hershberger indicated she is in favor of recording all task force committee meetings. She asked for minutes to be taken and distributed to all groups.

Mrs. Harrison was in support of publishing the minutes from the committee meetings.

Dr. Jette indicated that he would discuss it with the Administrative Team and put all the notes or minutes into a shared folder to have available on the website. He mentioned that Mrs. Flynn has been prompt about getting recordings posted on the website. He explained that once the meetings are recorded we have to wait for Google to process the recording and send it to us to publish.

Mrs. Hershberger commented the problem with the Wellness group is that notes are taken long hand and we never see them.



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Dr. Jette explained we discussed not having official minutes, but a summary of what transpires. He believes the documents exist, but need to be coordinated to get them published.

Mr. Bourque commented that reports from the subcommittees go to the oversight committee; the updates from those subcommittees are part of the oversight meetings and those meetings are recorded and published.

Mrs. Hershberger believes the public would appreciate having the subcommittee meetings recorded.

Mrs. Harrison mentioned there has been much discussion and questions on Facebook. She suggested putting a comment box on the district website and direct questions back to each group or committee.

Mr. Bourque commented that it is a large group of people and suggested people sign up to get the information.

Mr. Izbicki commented that is something that should have been implemented last month and not with two weeks left until the plan is presented to the Board.

Dr. Jette believes that there is merit in Mrs. Harrison's suggestion. He indicated once the plan is presented there will be many questions and much flexibility will be needed in the next year. He believes the district should take a stance on face masks as that is what the research recommends.

Dr. Jette indicated these are draft plans and we have to see what other districts are doing and determine what is right for Litchfield.

Mrs. MacDonald commented that "hybrid" models have so many variations and suggested different terminology is necessary.

Mrs. Hershberger mentioned she received an email from a community member suggesting to have public attendance at Board meetings.

Mr. Bourque indicated that the Board does not discuss personal emails sent to only one Board member. He recommended that the person email the School Board as a whole for a response.

Dr. Jette commented that there is public participation at every meeting. He indicated the July 29 meeting will be open to public comment.

Mrs. Hershberger suggested the meeting be live at the school and allow the public to attend in person.

Dr. Jette commented that this can be discussed and determined.

#### **H. Community Forum**

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There was no public input.

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**III. GENERAL BUSINESS**

**A. Public Minutes:**

- **June 17, 2020**

*Mrs. MacDonald made a motion to approve the public minutes of June 17, 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 Update**

- **FY20 End of Year Financials**
- **FY20 Encumbrances**
- **Year to Year Expenditure Comparison**

Mr. Izbicki provided unaudited financial statements for the FY20 General Fund, Food Service Fund and Grants Fund, as well as trial balances for all three funds. He reported the auditors will be in at the end of July to complete their field work. He mentioned they came in at the beginning of July, following all the protocols for pandemic requirements for safety to do a preliminary audit.

Mr. Izbicki reported the unassigned fund balance is just under \$600,000, which is lower than what was anticipated to be returned to the taxpayers. He indicated \$597,399 will be returned to offset taxes and it is anticipated there will be a \$0.13 increase (or 0.85%) in the local education tax rate, which will result in an impact ranging from \$26.08 on a home valued at \$200,000 to \$58.68 on a home valued at \$450,000. He commented that if we were not returning any money it would have resulted in a significant impact on taxpayers.

Mr. Izbicki reported that an encumbrance list for FY20 is included in his report. He indicated that the following projects were completed: walkway down to the stadium field; walkway to SAU entrance; walkway to IT entrance (walkways were paved for safety so people can exit the building more safely). Mr. Izbicki reported that he, Dr. Jette and Dave Ross have met with Dave Ely, Windy Hill Associates, and Dick Henry, Energy Consulting, regarding bringing ventilation systems up to code in light of COVID-19 with respect to the disease being airborne. He indicated a mechanical engineer will be coming in to see what it will take to bring the systems up to code.

Mr. Bourque commented that the general fund balance was reported at approximately \$1.3M at the last Board meeting.

Mr. Izbicki explained that the lower fund balance was calculated after posting the final items and payroll, final purchases and unencumbered items.

**V. OLD BUSINESS**

**A. High School Credits: VLACS / CTE**

Dr. Jette reported that Mrs. MacDonald sent an email regarding adding credits from VLACS and CTE to student GPAs. He explained that a communication was sent to CHS families about the application of those credits to student GPAs that did not reflect the direction of the School Board. He noted that the transition from Infinite Campus to PowerSchool may also create an issue.

Mr. Pelletier, Director of IT, commented once all the data is scanned Ms. Stern can go back and coordinate the data.

Dr. Jette indicated that an update will be provided at the next Board meeting.

**B. Coronavirus Review and Update**

- **Fall School Reopening Plans Update**

Information regarding the District Reopening Taskforce and Taskforce Committees that met over the last two weeks was shared with the School Board. Updates on the status of the coronavirus were provided to the School Board.

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Dr. Jette reported that a Coronavirus cluster has broken out in Goffstown and we will monitor the information. He noted the taskforce meetings are being held and we are making information available for people. He indicated the Governor's plans will be coming out and will provide guidance going forward at a fast pace.

Mr. Bourque commented that the School Board needs to dissect the information.

### **C. Policies:**

#### **● 2nd Reading:**

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..

- **AC/AC-R, Non-Discrimination**
- **ADB/GBEC, Drug Free Workplace & Drug Free Schools**
- **ADC, Prohibition of the Use & Possession of Tobacco Products In/On School Facilities & Grounds**

*Mr. Bourque made a motion to approve policies AC/AC-R, Non-Discrimination; ADB/GBEC, Drug Free Workplace/Drug Free Schools; and ADC, Prohibition of the Use / Possession of Tobacco Products In/On School Facilities and Grounds. 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.*

## **VI. NEW BUSINESS**

**6:45 p.m.**

#### **● Policies: Review:**

Dr. Jette indicated based on the results of the NH Department of Education Fiscal Federal Funds Review, the NH DOE is requiring the district to update its policies and procedures to include the requirements of Federal rules and laws for those transactions or activities that include Federal grant funds.

Board members were concerned about the depth of Policy DAF and the effect of the changes in the subsequent policies. Dr. Jette indicated the Board should have ample time to further review the policies before the second reading.

Mrs. Flynn noted that these policies have been vetted by legal counsel and there is a deadline of August 11, 2020 to approve the policies and suggested that the Board consider holding a meeting on August 5 to further discuss and approve the policies for submission to the State.

- **BCB, Board Member Conflict of Interest**
- **DAF, Administration of Federal Funds**
- **DI, Financial Management & Reporting**
- **DJ/DJB, Purchasing**
- **DJE, Bidding Requirements**
- **DKCA/R, Travel Reimbursements**
- **DN, School Equipment & Supplies Disposal**

*Mr. Bourque made a motion to approve policies BCB, DAF, DI, DJ/DJB, DJE, DKCA/R, and DN for a 1st Reading. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, abstain; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, abstain.*

#### **● Policies: Rewrite:**

Dr. Jette indicated due to a change in the Title IX law requirements, the District has rewritten the Sexual Harassment policy to include Title IX requirements.

- **GBAA, Sexual Harassment & Title IX (Employees)**
- **JBAA, Sexual Harassment & Title IX (Students)**

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○ **Title IX Legal Counsel Notice to District**

Ms. Falzone explained the US DOE changed the law regarding Title IX, which was originally for students, but was expanded to include employees. She reported she attended a conference for Title IX administrators during which it was explained that there is now a very narrow definition about sexual harassment in regard of staff to students, students to students, and staff to staff. Under the new law the definition has been narrowed, but there are now significant procedures for districts to follow.

Ms. Falzone indicated that districts are expected to designate a Title IX officer and an investigator, as well as a decision maker and an appeal process. She noted that it was recommended those assignments be designated to different individuals. She commented that there are many layers to the law and the procedures, which will require training of staff, checklists, notifications to both complainant and respondent and timelines. Ms. Falzone indicated that the policy was duly revised.

Mrs. Flynn noted that the policy, which was originally one policy for both students and staff, is now separated into two policies: one for staff and one for students. She indicated the policies are being vetted by legal counsel and any revisions will be forwarded to the district tomorrow.

***Mr. Meyers made a motion to approve policies GBAA and JBAA for a 1st Reading. Mrs. Hershberger seconded.***

Mrs. Hershberger commented that sexual harassment was well defined, but there is no explanation for discrimination. She noted the process is defined for reporting of sexual harassment, but not on the others.

Mrs. Harrison indicated she had the same reaction and added discrimination comes under harassment.

Mrs. Hershberger commented the policy states someone can report an incident, but it does not become a formal report until a form is completed and triggers an investigation. Dr. Jette explained that the district has to complete the form and then has the responsibility to follow up.

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

Dr. Jette asked Ms. Falzone to define training. Ms. Falzone indicated that we have Power Point and website training, but are hoping to get more formal training. Dr. Jette recommended having legal counsel provide the training.

**VII. MANIFEST**

The manifest was circulated and signed by the Board.

**VIII. PUBLIC INPUT**

A. Community Forum

Mrs. Harrison commented that a community member was concerned about the mascot at LMS.

Mr. Bourque indicated the Board will discuss mascots at the next meeting.

Dr. Jette commented there may be a need for a meeting on August 5 to address time sensitive items.

The Board discussed moving the July 29 meeting to July 30 at 3:00 p.m. to present the District's Reopening Plan to the School Board and to invite the public to attend and provide input. The Board also discussed moving the tentative August 5 meeting to August 6 to address time sensitive items and reopening plans that may need to be revisited.

**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 School Board entered into non-public session at 7:33 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. 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. 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 8:10 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**

*Mr. Bourque made a motion to adjourn the meeting at 8:11 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

### Approved Minutes for July 23, 2020

Location: Virtual Meeting

#### In Attendance:

B Bourque, Chair (Remote from Home)  
 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 (Remote from SAU Office)  
 Cory Izbicki, Business Administrator (Remote from SAU Office)  
 Michele E. Flynn, Administrative Assistant (Remote from SAU Office)

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**PUBLIC CALL IN NUMBER: 1-413-471-0813**

**ACCESS CODE: 468-220-994#**

#### I. PUBLIC SESSION

9:30 a.m.

##### A. Call to Order - Board Chair's Statement

Mr. Bourque called the meeting to order at 9:30 a.m. and took roll call attendance.

##### B. Pledge of Allegiance

##### C. Review & Revision of Agenda

There were no revisions to the agenda.

##### D. Awarding of Bid

Dr. Jette and Mr. Izbicki, along with David Ely from Windy Hill Associates, will present bids that were received from JM on the Level and Solid Roots for the construction of the LMS secure entrance and canopy project.

Mr. Bourque asked if the vendor, Solid Roots, understands the whole scope of the project. He commented that the two bids are very far apart in price.

Mr. Meyers asked if the equipment rates include rentals. He was concerned about the 30% labor rate listed in the lower bid.

Mr. Ely commented that he was concerned when he saw the large difference between bids. He indicated that he investigated Solid Roots and they are a vendor that specializes in smaller projects, but they have the experience needed for this project.

Dr. Jette commented that the project was budgeted at \$325,000 and allows for Mr. Ely to have more oversight of the project. He indicated at the budgeted cost if there is a change order, we can absorb it. He mentioned that Solid Roots completed a similar project in Raymond.

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Dr. Jette spoke with the Facility Director in Raymond who informed him that the vendor delivered the project on time and on budget. He mentioned that they had to frame out the timelines with Solid Roots because they subcontract out some services, but it was managed closely. Dr. Jette noted he received a similar response from the Facility Director in Hudson, for whom Solid Roots completed a construction project.

Mr. Ely added to keep in mind that the security windows typically have a longer lead time. He commented the construction management portion will be critical, as well as making sure all the contractors and supplies are there when ready to go.

Mrs. Harrison asked Mr. Ely for his impressions of the vendor. Mr. Ely commented that he has not worked with either vendor. He indicated he was a little concerned about the size of the project in comparison to the smaller projects the vendors have taken on.

Mr. Bourque asked if there is a possibility to have a pre-meeting with the vendor.

Mr. Ely indicated it would be more than one pre-meeting to go through the supplier list, contract list, and materials and labor list, which is all pre-construction management.

Mrs. MacDonald asked if the Board can approve the contract contingent on the pre-construction meeting.

Mr. Ely indicated that is an appropriate motion and will provide a letter once everything works out correctly and they are hired as the vendor.

Mr. Meyers asked Mr. Ely if he felt it was a mistake to hire Solid Roots.

Mr. Ely commented that he does not feel it is a mistake. He indicated they are a small company, but as long as they have the contractors that will give them the allegiance they need, everything should work out fine.

***Mrs. Harrison made a motion to award the bid to Solid Roots. Mr. Meyers seconded.***

Dr. Jette commented he is not sure that is the correct motion since the awarding of the bid is contingent on the pre-construction meeting.

***Mrs. Harrison withdrew her motion and Mr. Meyers withdrew the second.***

***Mrs. Harrison made a motion to hire Solid Roots and authorize the Business Administrator to work with the David Ely, Windy Hill Associates, to finalize the LMS Secure Entrance/Canopy project with a cost that is less than was budgeted. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

#### **E. 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](mailto:charrison@litchfieldsd.org), and Michele E. Flynn, Administrative Assistant, at [meflynn@litchfieldsd.org](mailto: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.*

There was no public input.

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**II. ADJOURN**

*Mrs. Hershberger made a motion to adjourn the meeting at 10:00 a.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 July 30, 2020**

**Location: CHS Gymnasium**

### **In Attendance:**

B Bourque, Chair  
C Harrison, Vice Chair  
E MacDonald, Board Member  
R Meyers, Board Member  
T Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

## **I. PUBLIC SESSION**

**3:00 p.m.**

### **A. Call to Order**

Mr. Bourque called the meeting to order at 3:10 p.m.

### **B. Pledge of Allegiance**

### **C. Review & Revision of Agenda**

There were no revisions to the agenda.

### **D. School Reopening Task Force Presentation**

Dr. Jette and the School Reopening Task Force presented the final Reopening Report to the School Board. Principal Lonergan, Lecklider and Mitchell will speak to school specific planning at CHS, LMS and GMS.

Dr. Jette announced that the oversight committee was divided in a recommendation for reopening. There were several involved in working on the subcommittees and development of the report. He went over the foundational beliefs:

- safety, disruption
- student growth
- keeping the focus simple, and
- personal responsibility.

Dr. Jette reviewed the Critical strategies:

- in-person services
- remote learning and support
- mask wearing
- reframing time (delay start of school - September 9)
  - to allow professional development for staff to start the year, not only in person, but remote
  - families who chose remote will need to understand expectations
  - remote learning has been built into the proposed calendar around vacations in order to have a cooling off period and for a deep cleaning of the buildings
  - professional development (more training in technology).

Guidelines, Recommendations, Expectations

- Instruction
  - in-person or remote
    - priority for teachers to build relationships with students/parents
  - acknowledge that remote learning will occur at some point during the year
  - need for professional development for staff and time for teams to plan/prepare
  - training/support for parents in remote setting
  - communication between students and teachers.

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- Student and Staff Wellness
  - change to start of the new school year
  - phased-in approach
  - parents need to sign-off that they will monitor child(ren)'s health daily
  - staff members will monitor their health daily
  - follow recommendations of CDC, NH DHHS, NH DOE
  - touchless paper towel holders, soap dispensers
  - bathrooms cleaned more regularly
  - mask required for staff when 6 ft. of physical distancing cannot be maintained
  - masks required for students when riding school buses, entering/exiting buildings, transitioning hallways, when 6 ft. of physical distancing cannot be maintained
  - desks will be at least 4-6 ft apart (students must wear masks if less than 6 ft distance)
  - building access limited to authorized personnel and approved visitors
  - students will use hand sanitizer or soap/water when entering/exiting buildings
  - safer to group students by cohorts and have teachers rotate to cohorts (if feasible)
  - classroom/bus windows will be open, weather permitting
  - essential items only will be brought to school
  - staff and students must adhere to current travel quarantines
    - based on travel method and COVID-19 rate in the travel destination
  - water fountains will not be in use in the buildings
  - Mental Health/Social-Emotional
    - provide professional development for staff
    - school wellness teams
    - screening for social-emotional needs of students; support for parents
    - social-emotional connection among students
- Technology
  - use a standardized, integrated platform
  - provide synchronous instruction
  - foster student/teacher engagement
  - encourage effective communication between teachers, students, parents
  - structure/coordination for completing assigned tasks
  - promote digital citizenship - "netiquette"
  - expand 1:1 Chromebook model to include grades 1-4
    - explore BYOD model at higher levels (long term planning)
    - explore expanding 1:1 to Kindergarten
  - specific internet resources (online learning, help desk site) available to students/families
  - professional development around effective use of technology, tools and standard set of skills
  - update more content around tools for technology driven instruction
  - need for additional technology staff with increased technology growth.
- Operations
  - travel guidance for staff and families
  - cloth face coverings and the use of personal protective equipment
    - masks required for students to enter/exit buildings
    - arriving to or leaving from a classroom
    - boarding/exiting/seated on school buses
    - traveling in hallways
    - while using restrooms
    - while engaged in classroom/group activities where may be less than 6 ft apart
    - mask breaks will be scheduled throughout the day
  - face coverings for staff when on school grounds and unable to maintain 6 ft physical distance
  - encouraged to bring own face coverings for extended use
  - visitors will be limited to access by appointment only and pre-approved by school principals
  - visitors without an appointment will not be admitted beyond the front secured vestibule

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- all visitors must complete a health screening and temperature check before admittance.
- proper hygiene will be required of students/staff in all buildings
- school cleaning/disinfection practices will follow CDC guidance
- all cleaning, sanitizing, disinfecting will follow a strict schedule
- if a confirmed case of COVID-19 occurs, isolation protocols will be in place and additional cleaning, sanitizing, disinfection protocols will be implemented
- school buildings will be closed for non-school functions for the duration of the 2020-2021 year
- ventilation systems are currently being audited in all buildings to identify areas in need of repair/replacement
- common areas may be repurposed to maintain physical distancing
- examining the Unified Arts schedule to minimize the number of contacts students have at any given time
- classroom configurations will have desks 6 ft apart and plexiglass shields on workstations
- furnishings will be removed to maximize room in classrooms
- Staffing
  - Additional technology personnel are needed to manage the growing needs of students/staff
  - Additional custodial staff are needed to keep up with increasing cleaning/sanitizing demands while students/staff are in the schools
  - Additional substitute teachers will be needed in the event of teacher absences
  - Additional monitors for buses to enforce mask wearing
  - Additional nursing staff to accommodate the expansion of the role/duties of school nurses in all three buildings.
- Food Service
  - breakfast and lunch will be served in the classroom
  - develop non-contact ordering system
  - follows National Restaurant Associations' ServSafe Sanitation guidelines
  - staff members will be screened prior to working
  - staff who prepare or serve food will wear a face mask and shield, as well as gloves, using proper hand hygiene prior to serving
  - GMS/LMS will eat in classrooms
  - CHS will increase lunches to accommodate physical distancing
  - lunches served in closed containers
  - tables and all surfaces will be cleaned and sanitized between lunch periods.
- Transportation
  - bus routes will be streamlined to accommodate physical distancing
  - families will be asked to commit to riding or not riding the buses
  - masks will be required while entering/exiting and seated on the buses
  - hand sanitizer will be available for use on the buses
  - seating will be assigned according to route placement
  - one student per seat (members of same household or neighbors with permission may sit together)
  - windows will remain open for airflow while weather allows
  - dropping off/picking up procedures will be changed
  - safe drop off and pick up zones will be determined.
- Athletics/Co-Curricular
  - NHIAA announced moving start date from to September 8
  - options to play local games with an agreement are being evaluated
  - recommendations for contact sports will be limited to practices and skills/drills
  - sports in which physical distancing can be maintained will be permitted
  - co-curricular activities will be limited to virtual meetings or small groups with physical distancing.

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Dr. Jette reported that the Oversight Committee could not reach a consensus on the model of reopening. He indicated that they considered remote learning, a hybrid model and a full reopening, as well as the capacity to run buildings with over 300 students in each building. He commented both the schools and administrators are recommending the hybrid option. He noted that district administration is aware of daycare, scheduling and work issues, but feel that the hybrid option is safest to maintain staffing at the current level.

- CHS - Principal Lonergan
  - focus on keeping students safe, maintaining physical distancing, social-emotional learning and following CDC guidelines
  - recommending a hybrid model of in-person and remote learning
    - 2 days in-person and 3 days remote
    - students would be split alphabetically
    - A-K group attends Monday/Tuesday; L-Z group attends Thursday/Friday; Wednesday remote for all students
  - implement a 4 x 4 block model to decrease number of classes for students
    - A, B, C, D blocks run first semester
    - E, F, G, H blocks run second semester
      - students with study hall in A or D block may request delayed arrival or early release with parent permission
      - no end of semester exams
      - end of course summative assessments may be administered by teachers and applied to course competencies
      - competency recovery can be scheduled for late January and late June
  - implement procedures for parking, parent drop-off / pick-up, busing
  - students required to wear masks in hallways and on stairwells
  - special permission to use lockers
  - lunch periods will increase to four per day with masks and physical distancing protocols.
- LMS - Principal Lecklider
  - recommending hybrid model of in-person and remote instruction
    - 2 days in-person and 3 days remote
    - students would be split alphabetically
    - A-K group attends Monday/Tuesday; L-Z group attends Thursday/Friday; Wednesday remote for all students
  - plan to offer rigorous academic program following CDC guidelines
  - fair and balanced plan when considering social-emotional needs, health and well-being of students
  - decreased numbers of students helps ventilation
  - Unified Arts will rotate per semester or quarter
  - students will be clustered in grade levels
  - support services will be in place
  - students will wear masks when passing in halls and physical distancing will be monitored
  - implement procedures for parent drop-off / pick up and buses
  - in hybrid model, lunches can be held in cafeteria with reduced students to accommodate physical distancing.

Mr. Lecklider indicated that we learned what we did well and what we did not do well with remote learning in the spring this year. He noted that there is a better plan for remote learning.

- GMS - Principal Mitchell
  - recommending hybrid model of in-person and remote instruction
    - 2 days in-person and 3 days remote
    - students would be split alphabetically
    - A-K group attends Monday/Tuesday; L-Z group attends Thursday/Friday; Wednesday remote for all students

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- remote learning will be provided as a synchronous experience
- students will receive their appropriate level of support services
- Unified Arts will be run in 18 day blocks to provide an opportunity for every class to have a single Unified Arts period
- implement new procedures for parent drop-off / pick-up and buses
- lunches will be served in the classrooms
- the cafeteria will be repurposed.

Dr. Jette commented that he has received an inordinate amount of emails from parents and students. He indicated that he is not able to respond to all of them, but they are read.

Ms. Widman reported that the results from the parent input submitted on the district website was virtually the same at 33% for each option: remote, hybrid and in-person. She indicated that remote instruction will be improved and provided as synchronous remote instruction. She noted we have minimal guidelines for remote learning to increase rigor and student engagement.

#### Budgetary

Dr. Jette indicated that the costs associated with each model are as follows:

- In-school option: \$746,441;
- Hybrid option: \$739,241;
- Remote option: \$55,400;
- Costs for special education will be determined.

Mr. Bourque thanked Dr. Jette and the Oversight Committee for their work on the reopening recommendations. He opened the meeting for community input.

#### **E. 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.*

Claire Chew asked about AP scheduling at CHS and how a student in the first semester proposed block schedule will be prepared to take the AP exam in May.

Chris Gandia, 3 Chamberlin Drive, commented that one of our missions in the development of children is sports. He expressed disappointment in the suspension of sports in Litchfield schools. He indicated some call it caution and some call it fear. He believes that sports is necessary for building character and leadership. Mr. Gandia asked the School Board to consider permitting sports as a personal choice. He believes the choice should be up to the parents and students and those families who do not want to participate do not have to participate.

Hannah Cuvellier, CHS student, commented she is taking four AP classes next year and could be starting those classes in February with an exam in May or starting them in the fall and taking the exam in May. She indicated during the time she is waiting to take the exam she will not have access to them. She noted that she did not agree with the hybrid alphabetical model and suggested splitting the in-person option by grade level because some levels take more rigorous classes and class sizes are decreased.

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John MacDonald, 18 Rookery Way, suggested the district focus on direct live instruction. He indicated that remote instruction from this spring was unacceptable and was not structured. He commented that his child did not see 7 of her teachers at LMS during remote instruction and pre-recorded videos were not acceptable. Mr. MacDonald suggested placing webcams in each classroom and require teachers to teach everyday. He commented the best thing teachers do is engage with our children.

Jeff Hidalgo, 25 Brent Street, commented his son graduated with no ceremony and his daughter is in middle school. He agreed the safety of our children comes first, but it takes all of us to raise these children. He indicated that children cannot make life changing decisions; we need to make the decisions to make sure they are safe. He asked if band will continue and how it would work. He asked about sports and safety. He commented it is a difficult time during which we need to work together. He expressed appreciation for the work of the district.

Amy Ashe, teacher at GMS, asked about the plan for recess.

Mr. Mitchell, GMS Principal, indicated there will be recess.

Amy Ashe asked about the plan for remote instruction and what it would look like.

Mr. Mitchell indicated that the plan is to be determined.

Richard Rafferty, 33 Century Lane, commented he is a previous school board member and a Special Education teacher. He indicated that the decision in front of the School Board is a difficult one. He expressed support for remote learning, which will guarantee the health and safety of the community.

Laura Gandia, 3 Chamberlin Drive, commented she is not in favor of the hybrid option because it fails to provide adequate education. She mentioned that the foundation beliefs struck her and that the number one goal should be providing an adequate, quality education. She indicated that a hybrid model will have a negative effect socially and emotionally on children. Mrs. Gandia commented that every student needs a quality, adequate education. She expressed support for in-school instruction and for sports to continue in the district.

Glen Costello, CHS Head Football Coach and Special Education Administrator in Massachusetts, commented that playing sports contributes to social-emotional learning, character foundation and an increased sense of belonging that must be put into practice. He indicated there is a strong correlation in school pride during football season. Mr. Costello noted that students with IEPs do not fall through cracks and asked what about students whose only motivation is in sports? How does the district identify students that do not have a sense of belonging? He indicated there is no substitution for competitive football. He commented the character education provided through athletics is more valuable than in the classroom.

Tom Adamakos, 11 Century Lane, commented as a school administrator in another district he knows it is not easy to put together a plan like this and that you may not please everybody. He mentioned that surrounding districts are still maintaining sports. He asked if the district is submitting to fear. He noted that coaches and athletes volunteer to participate and reducing sports will drive them to other organizations that provide sports. Mr. Adamakos indicated that there is also a social-emotional element to athletics, which keeps children motivated and focused. He commented athletics teaches children a far greater lesson than in the classroom. He asked the Board to reconsider maintaining sports in the district.

Rich Lascelles, 236 Charles Bancroft Highway, State Representative, commented he put four children through the district schools, had one grandchild graduate, one is in grade 8 and one is in grade 6. He mentioned that he has been a substitute teacher for 10 years and misses CHS. He indicated that he heard some aspects of the reopening plan that he likes, some he has misgivings about and much that cannot be predicted. He commented the plan is not going to please everyone and people will have to make their own decisions. He noted that we hope for the best and plan for the worst, which equates to starting at the beginning assuming we will have to implement remote learning. He indicated if all students are in the schools it would be hard to comply with the guidelines.

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Mr. Lascelles acknowledged that some students have to be in the classroom; some have to be home; and some need the live instruction. He commented we did well with remote, but missed the interaction with peers. He mentioned that the model in Europe is opening schools with students that need to be in the classrooms and broadcasting remotely to those who need to be home. He indicated that he liked the idea to use outside air. He pointed out that bus drop-off will be problematic at GMS. Mr. Lascelles indicated that the hybrid model is our responsibility as a society to those children. He urged everyone to think about it. He noted that he respects what has been said with regard to sports, but we have to keep others in mind as well.

Emma Flindt, 123 Hillcrest Road, thanked the Taskforce for their work. She commented that if the decision is the remote option, her family does not need to have additional Chromebooks. She asked the School Board to make sure the plan includes the mental health component and ensure that special education students with IEPs are addressed.

Kate Stevens, 9 Evergreen Circle, commented if a remote option is being offered ensure that there are several times throughout the year students can transfer between virtual and remote learning. She indicated the situation changes very quickly and makes it difficult to commit to a full school year one way or another. She suggested that task force members should do a dry run on the buses as well.

Susan Rafferty, 33 Century Lane, commented that education is so important, as are sports and everyone would like to get back to normal. She asked the Board to consider starting remotely and working into the in-person option slowly.

Karina Carten, 3 Century Lane, commented SEL skills are important, but a 2 day in school / 3 days out will not be adequate. She noted there are other hybrid models out there. She indicated the skills of communicating and collaborating with each other is important and we should not be satisfied giving our students anything less than rigorous. She commented it is important to understand the minimal standards are creating gaps. She mentioned she was concerned AP classes will not be there for the students and will impact their changes for college. She asked how PK-K students would access remote classes, commenting they should be progressing, connecting with peers, and learning from teachers. She asked the Board to truly consider what a hybrid model will look like and consider the mental welfare of our students in Litchfield.

Liz Vaillancourt, 3 Crowell Court, commented that she feels confident about going back to the school where she works. She mentioned that she heard the district is concerned about spacing in the buildings. She indicated if spacing is the issue that is stopping us from implementing the in-person school option, we should be asking ourselves how creatively we planned, what we have considered, how it was determined and then reinvestigate it.

Jenny Goodman, 17 Snowdrop Lane, commented she did not hear any discussion or consideration for music classes. She would like to know if music classes will continue and how middle school students will be grouped. With reference to remote learning, she asked who would be teaching remotely and if students can utilize the remote option when they are absent from an illness.

Keri Douglas, 9 Pheasant Lane, commented she is not a fan of the hybrid option. She asked if it has been considered that children in the A-K group will be impacted by more holidays than the L-Z group. She indicated she wants her children in school. She noted she sends her children to school for socialization and not to wear face masks at their desks to make others feel comfortable. She commented she wants her children to return to their normal rather than teaching them to accept a new one. Mrs. Douglas commented that if hybrid is going to be the only option to reopen, she encouraged the district to remove children like hers and allow them to participate in an “offline” version of remote learning at home with other parents and children.

Jessica Bergeron, 69 Charles Bancroft Highway, commented she has a student in each school in the district. She mentioned that she works in a school where she has to deliver remote services and is also a parent with remote learners. She indicated remote learning was stressful for her children. She was concerned that the proposed plan consists of 60% of the year at home. She noted not enough details were provided for the hybrid plan. She

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asked how remote instruction will be improved, about assessments and what will happen when there is a vaccine.

Trixie Gardner, 66 Naticook Avenue, thanked the Taskforce for their work. She asked if there will be a full remote model for those who want and need one. She commented that she has compassion for teachers who were asked to do something they have never done before and now they may be asked to teach in person and remotely. She asked the Board to think about the students who have to stay home. Mrs. Gardner commented that there are many unanswered questions with this plan and not enough data. She suggested the Taskforce spend some time in the classrooms to determine spacing and on the buses, and show parents what a school day would look like. She asked the Taskforce to share with parents what remote learning will look like. She indicated if people do not know what it looks like they will find other ways to get their children schooling.

Jill Ozmore, 34 Page Road, expressed support with the hybrid option. She believes that the schools are not safe enough yet. She expressed concern with remote instruction from the spring and that the teaching was not good. She commented that she could not imagine how to help her child with special education work as she works full time. She asked where her child with disabilities would go to get her services. Mrs. Ozmore further commented that she does not agree that having older children in the classrooms clean desks is appropriate. She indicated School Board members should be patient with teachers and families, as well as be appropriate and professional.

Brooke Roman, 153 Page Road, expressed support for in-person learning five days per week. She also asked for a plan for band and chorus.

Karen Roman, 153 Page Road, thanked the Taskforce for their work and mentioned that she listened to all the taskforce meetings. She indicated that the members spoke about spacing in the classrooms. She commented we have a large population in town that did not get COVID-19. She was in support of in-person learning with remote options vs the hybrid option. She believes that the hybrid option would consist of more than one teacher, which would not be conducive to learning.

Amy Brenton, 101 Talent Road, expressed support for continuing full time sports. She commented one of her sons did not like school and football was his motivation. She indicated that the sports program should be continued. Mrs. Brenton mentioned one of her sons, in grade 1, is a special education student and cannot participate in remote learning, and her other child did not like remote learning. She indicated that her children need to go back to school full time.

Liz Vaillancourt, 3 Crowell Court, commented that she was disappointed that a decision on the plan was not reached by the Oversight Committee. She indicated remote learning is not what is best for children and it was very difficult for the teachers. She noted that the majority of children are not getting full benefits remotely. She mentioned that social-emotional statistics show 25% of children are depressed and 20% experience anxiety. She indicated parents deserve the opportunity to send their children to school five days a week.

Melissa Minah, Volleyball Coach, commented that she supports all decisions made in accordance with what is best for children. She indicated children thrive when they play sports and compete against other teams. She noted we were granted permission to work outside with our children, starting out in small groups and allowed two weeks later to increase the number. She commented that much time was spent spraying every ball after every practice. She indicated most of the children missed their spring sport and now you are taking away fall sports, which they need. She noted children have been socializing all summer long.

April Webber, 38 Charles Bancroft Highway, asked the Board to consider the working and single families. She mentioned that there are foster families in other districts that will struggle with remote learning and it is overwhelming for them and they find they will not keep those children. She encouraged the Board to consider the full time in-person option.

Patrick Keefe, LEA President, commented this is a serious situation and none of us signed up for this. Teachers were asked to switch gears and instruct in a model we were not used to doing. He indicated that he understands the frustration, but we did our best and worked hard, giving it our all. He noted it was a challenge. He commented as we look to reopen schools there is no one size fits all remedy. There are competing interests in



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the LEA, the parents, students, administrators, and the School Board. He asked that everyone work together on the solution and not fight with one another.

Mr. Keefe indicated that teachers love the students and working in the district. He agreed parents and students should have a choice, but teachers should have a choice as well. He commented that there are teachers that have medical conditions and need to work remotely. There are those that do not feel comfortable returning to the classrooms and deserve options, choices and respect. The NEA released a reopening plan that says teachers should not be returning to school if certain conditions are not met, such as HVAC systems that are not adequate for the COVID situation. He indicated the district is working on getting documentation that systems are working properly, but there are a number of safety concerns for teachers and there are contract issues that may be violations or legal issues. He commented that teachers want to be here, but want to make sure it is safe to do so. He thanked the School Board members and SAU for their work. He indicated the students in Litchfield are the best in the State.

Mrs. Harrison, School Board Vice Chair, commented that many people have taken the time to share their input via email and felt it was appropriate to read all correspondence from community members:

In support of Fall Sports:

Samuel Caliri  
William Caliri  
Kate Kirby  
Kari Scopelites  
Jennifer Biron  
Courtney Landry  
Thomas Adamakos  
Amy Daigle  
Jennifer Abdinoor  
JD Abdinoor  
Kristen Adamakos  
Alexandra Kirby  
Nicole Wilson

In support of Hybrid Reopening Option:

Erica Ruggles  
Sherry Fay

In support of Remote Reopening Option:

Debra Kovisars  
Susan Rafferty  
Joycelin Raho  
Katie Cameron

In support of In-Person Reopening Option:

Keri Douglas  
Amy Steiniger  
Sally Alwan  
Jennifer Bourque  
Cynthia Caliri  
Josh Bremberg  
Cheryl Lavoie  
Nicole Wilson  
Derek Barka  
Heather Portillo

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Justin Somers, 16 Hamel Circle, commented that he was concerned that the meeting this afternoon was one in which the public attended physically. He believes that since we are fashioning remote learning in the reopening plan, it makes sense to use the technology to deliver this meeting to the community.

Kate Stevens, 9 Evergreen Circle, commented if a full remote option is offered, the district should ensure opportunities for transferring students between virtual and in-person classes at least 2 to 4 times during the year. She suggested the Taskforce do some dry runs with volunteers to work out the “kinks” in the plan before implementing the plan.

Hearing no further public input, Mr. Bourque thanked the community members for attending the meeting and sharing their input with the Board.

**II. ADJOURN**

***Mr. Bourque made a motion to adjourn the meeting at 6:28 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.***

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

July 27, 2020

Dear School Board,

My name is Sherry Fay and I am a parent of two high school students registered at Campbell High School.

In making your decision to reopen Litchfield schools, I recommend that that you base it on statistics, science, and recommendations from the medical community. I don't believe this decision should be personal political views. A decision that weighs so heavily on human lives deserves educated, informative, non-biased attention. If our SAU or administration has conducted any research or have made any recommendations on the reopening, please consider that as information, too.

I recommend school reopening in a hybrid model, at least for a short term, with safety precautions put in place and most importantly, reinforced, such as wearing masks, social distancing, and limiting large groups to less than 25. We could utilize preliminary data from other school communities that reopen in mid-August to compare what models are successful and if they are, we could transition into a full-time in person setting. "It is critical that all administrators implement multiple SARS-CoV-2 mitigation strategies (e.g., social distancing, cloth face coverings, hand hygiene, and use of cohorting) and staggering when students return to a school facility" (CDC, July 2020). This article is referenced below.

Finally, when making your decision, please consider our staff including teachers, administrators, school nurses, receptionists, classroom assistants, special education staff, specialists, lunch and recess monitors and our bus drivers. If we consider recommendations for seating in classroom settings and buses of three feet apart, please consider this fact from an MIT professor: "a fine mist of mucus and saliva can burst from a person's mouth at nearly a hundred miles an hour and travel as far as 27 feet. When the sternutation is over, a turbulent cloud of droplet-containing gas can remain suspended for several minutes, depending on the size of the droplet" (Bourouiba, April 2020). Though our students' risks of long-term illness or death from covid are low, our staff's risks are not, and a three-foot distance may not be enough to ensure their safety.

Thank you for the time and efforts in making your decision.

Here are the links I referenced in my correspondence:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html#cohorting>  
<https://www.nationalgeographic.com/science/2020/04/coronavirus-covid-sneeze-fluid-dynamics-in-photos/>

Sherry Fay

On Thu, Jul 30, 2020 at 1:19 PM Nicole Wilson <[nicolewilson19@comcast.net](mailto:nicolewilson19@comcast.net)> wrote:

Hello,

As a parent of 3 children in the Litchfield school, I wanted to voice my thoughts on remote learning and sports.

Remote Learning:

I have two children on IEP's, March - June was very difficult for them. GMS did an amazing job working with my son, CHS.... well that was another story. These kids can not emotionally or educationally have remote learning again. My tow high school kids felt overwhelmed all the time, they were more worried about missing something than they were learning. The kids did assignments...but did they learn anything? For our family the answer was NO.

Sports:

This is a must have for high school athletes. It's not just about playing a sport, it's a way to get frustration out, it's a mental break and a great way to do what they love. Most of these kids get through the school day looking forward to playing at the end of the day. They keep their grades up and are more engaged because of sports. Soccer is a sport that can be preformed while socially distancing. Even our own town leagues are playing this fall - with practices starting already, maintaining social distance guidelines.

At such an odd time in the world right now, these kids need normalcy, they need something to feel proud about, something to look forward to and mostly they need a good education.

Thank you for your time,  
Nicole Wilson  
23 Cranberry Lane

Thu, Jul 30, 2:28 PM

**Derek Barka <derek@derekbarka.com>**

First off, I appreciate the difficult situation you are in and the complexity of the decisions that need to be made. I understand there are no right answers and not everyone is going to be happy with whatever decisions are made.

That said, since everyone else is expressing their opinions, I'd like to express mine. I personally believe the kids should be in the classroom. I don't feel the education they received from March through June was anywhere near the education they would have received in the classroom. I do understand that we had to react quickly and we did the best we can given the time and circumstances. If we do implement a hybrid option moving forward, I expect that the students would be required to be online and viewing the live class. I would expect the teacher to be on video so remote students can see their teacher, their gestures, facial expressions, and any materials being used to supplement the verbal instruction. I expect the teachers would be interacting with the remote students the same way they would interact with an in-person student. These details were not clear in the plan and concerned me.

Finally, I believe cancelling sports is extremely short sighted. My family is as careful as they come in regards to limiting exposure to Covid-19. We limit activities, limit interactions, wear masks around other people, wear masks indoors, and only eat outdoors. However, sports and activities are an essential part of our student's lives. It builds camaraderie, it builds confidence, it builds self-esteem, teaches teamwork, and provides valuable exercise and health benefits - which are crucial to immune support and battling viruses like Covid-19. A sport like soccer occurs outside and has limited contact. The benefits far outweigh the risks. If some parents aren't comfortable with their family engaging in sports or activities, that's fine. I respect everyone's own choices, but don't take the opportunity away from others who feel the risks can be mitigated.

Thank you for your time and, again, I don't envy the position you are all in.

Thanks  
Derek Barka

Thu, Jul 30, 10:49 PM

**Paula Giacoumis <pgiacoumis@gmail.com>**

Good Evening Dr. Jette and School Board,

I am having to write an email late at night for input on the hybrid model because I had to leave the meeting for my own board meeting for reopening. I didn't have time to speak.

First of all, I want to thank the committee's efforts to bring a plan to the community. It's not an easy task, it's uncharted waters, and there are so many aspects to think of, which I am sure you have discussed time and time again. I, in no way, doubt the positive intentions of all committee members. And I do thank them for their time.

With that said, leadership was clearly lacking. I am disappointed in what was brought forth today. As a parent in Litchfield for some time now, the inability to gain consensus seems to be a problem deeply embedded beyond this pandemic. I do not envy Dr. Jette's efforts to undo what has been here beyond his tenure.

Your plan may have been better received by the community had the team been strong about the recommendation for the hybrid plan. I don't understand how an oversight committee, who is supposed to represent our community members, would think a community would agree to a plan they didn't even agree to. To come to the table and say we couldn't agree is unacceptable to me.

After watching the comments from the community it's clear that people want a choice. And a choice is what you should present.

I hope that for once this school board will set a clear goal for their leader. This is not acceptable, come back with something better. The constant blame on money and space is getting old. If it's space, think outside the box. Many districts have done so. Reach out to them. Gain insight from teachers to want to fix a problem, not complain about it. If money is an issue, reprioritize. We are in an unexpected time, so yes maybe some things need to be on hold. It's about time to make tough decisions, follow through with them, and make it happen. Instead of saying, "we can't," how about trying, "what do we need to get it done?" Work with and seek out those who are problem solvers, not problems. It's not against the rules to seek out those whose opinions you value.

I expected better. Ideally I want my kids back in school 5 days a week. I could have lived with the hybrid model had it been presented in a way where a team was backing up the decision, instead I left the meeting feeling frustrated and disappointed.

School board, direct your leadership to give parents a choice. I have confidence they will figure it out.

Thank you.

Paula Izbicki

3 Kokokehas Dr.

From: **Terri DeCarli** <[terridecarli@gmail.com](mailto:terridecarli@gmail.com)>  
Date: Thu, Jul 30, 2020 at 8:29 PM  
Subject: Reopening plan  
To: <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>

> Good afternoon,

> I am writing to express my disappointment with the potential cancelling of Football, Soccer and volleyball. After watching the live streamed meeting I echo the thoughts of Tom Adamakos, Chris Gandia and Coach Costello. Sports are a huge part of kids social development and mental well being, you have kids who have played their sport since they were 4 and 5 years of age, waiting for their chance to play for their high school, you have seniors who are trying to play in college and they need this fall season to cement their chances of attending and playing at the schools they want to go to. For some students sports is what gets them through the day, the week, the month, and quite frankly the year.

>

> Personally for my family I have a senior who is captain of this years two time championship soccer team. This season is what he has been waiting for since he was 4. A chance to play one more time for his team, a team that he has given hours and hours of his life to.

>

> The NHIAA has made a decision to move forward with all sports. Towns that surround us are still maintaining their athletic programs. Most of our teams have been getting together for trainings multiple times a week this whole summer.

>

> These young men and women have been through a lot since this all started in March and honesty I feel like they have done it with grace and understanding. I think to do this to them now is going to do more harm then good.

>

> Respectfully,

>

> Terri DeCarli

From: **Debi Leary** <[dbly4@icloud.com](mailto:dbly4@icloud.com)>  
Date: Thu, Jul 30, 2020 at 7:28 PM  
Subject: This is for the whole board please  
To: <[charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org)>

In response to the woman who said the oversight committee had "one job" and we/ they didn't do it, I feel like saying, "The Board and District did not put a firm plan in place because they felt it important to lay the foundation but take into consideration parent and staff input".

I'm upset that she thinks we didn't do the job assigned. We took all things very seriously and spent a great deal of time reviewing reports, recommendations and news articles.

Anyway, good luck. I do agree with the crowd about having sports though (if they add a clause to the permission form) as it is key to so many students. I remember playing sports and having to sign a liability waiver if I ever got hurt (which I did!) so perhaps it's similar. Sports does teach you how to be a team player, a leader, and gives you the endurance and grit you need to overcome. Anyway, I wanted you to know it was good that you held the meeting today, and I feel like we all have to continue to support each other throughout this very difficult time :-/

From: **Portillo, Heather** <[heather.portillo@cmc-nh.org](mailto:heather.portillo@cmc-nh.org)>  
Date: Thu, Jul 30, 2020 at 4:22 PM  
Subject: Reopening for schools  
To: [schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org) <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>

I am watching the video now for the reopening and has the idea been discussed about letting parents decide that they want to do for their family.

There should be an option to either have your child go 5 days a week or do remote per quarter or semester. This could be a signed form that states what you would like to do.

I know for my family remote or hybrid will not work with my son and I may have to look at different options for his freshman year.

Thank you for your time and consideration.

Thank you,  
**Heather Portillo**

From: **Travis Tucker** <[ttucker21@litchfieldsd.org](mailto:ttucker21@litchfieldsd.org)>  
Date: Thu, Jul 30, 2020 at 4:19 PM  
Subject: Reopening Concerns  
To: SchoolBoard <[SchoolBoard@litchfieldsd.org](mailto:SchoolBoard@litchfieldsd.org)>

Hello Members of the Litchfield School Board,

I am extremely grateful for the extensive work and planning in regard to school reopenings in the next few weeks. I would like to raise concerns in regard to the reopening plan for schools. First, as a student enrolled in multiple AP courses, the modifications to the high school schedule (4 classes first semester, 4 classes second semester) defeat the entire purpose of an AP course. AP exams are administered in early May. Finishing AP courses in January- to take an exam 4 months later, is quite frankly, useless. Starting an AP course one week before February and giving students 2 and a half months to learn an entire year's worth of content before the exam is even less reasonable. With this schedule, I should opt out of every single AP exam I was planning on taking next year (4) because it is simply not possible for me to perform well on those assessments in that manner. However, not taking AP exams for the AP classes you are enrolled in is a major red flag to Colleges and puts me at major losses in terms of chances for college credit. Even for every other course, skills need to be built upon for an entire year. Is teaching English for a semester here and math for a semester there really going to bring student growth? Students in grades K-12 need sustained, high-level, and interactive education. We are not a college. Basic skills and competencies should be built upon all year. Perhaps a modified approach would be utilizing trimesters and courses last for 2 trimesters. I should not have to suffer because of poor logistical planning that doesn't account for rigorous education. We are a community with 400 students in the building and nearly 80 staff members. There is no reason why we cannot be a tad more flexible. It is already devastating to know I will never get a senior year where I can see all of my friends. It is already terrible enough that we will not get a homecoming, or football games, or pep rallies, and everything else that accompanies the high school experience. Let's not jeopardize rigorous academics with a "one-size fits all" solution that really doesn't take into account the needs of all students when so much has already been taken from us.

Respectfully submitted,  
Travis Tucker, Campbell High School Student  
[13 Garden Drive, Litchfield, NH](#)

From: **Alexander Kirby** <[akirby24@litchfieldsd.org](mailto:akirby24@litchfieldsd.org)>  
Date: Thu, Jul 30, 2020 at 2:59 PM  
Subject: HS Fall Sports  
To: Michael Jette <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>  
CC: SchoolBoard <[SchoolBoard@litchfieldsd.org](mailto:SchoolBoard@litchfieldsd.org)>

Mr. Jette and School board members,

I am going into freshmen year of high school and I was last years Student Council President for LMS. I feel that it would be unfair for our season to be cancelled after the hard work and effort that all teams have put in. Speaking for the soccer team personally we have got together and played soccer with each other almost every day. Not only have we gotten together to play soccer we have also went on team runs. This will also effect some of the sports teams students grades. Most students use sports as motivation to keep there grades up. Thank you very much for your consideration.

-Alex Kirby

From: **Kristin Adamakos** <[tkadamakos@icloud.com](mailto:tkadamakos@icloud.com)>  
Date: Thu, Jul 30, 2020 at 2:07 PM  
Subject: Football/sports  
To: <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>, <[rmeyers@litchfieldsd.org](mailto:rmeyers@litchfieldsd.org)>, <[bbourque@litchfieldsd.org](mailto:bbourque@litchfieldsd.org)>, <[emacdonald@litchfieldsd.org](mailto:emacdonald@litchfieldsd.org)>, <[charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org)>, <[thershberger@litchfieldsd.org](mailto:thershberger@litchfieldsd.org)>, <[jknight@litchfieldsd.org](mailto:jknight@litchfieldsd.org)>

To whom this may concern

My name is Drew Adamakos and I play football for campbell. First off I would like to know who came up with the plan to cancel fall sports and why they thought this was a good idea. For me playing football was a great way for me to end my day it allowed me to go be with my friends and do something I love sometimes the only reason I would get out of bed was because of football. Football motivated me to get good grades just so I could keep playing it helped me get throu school because I thought only and hour left till football. If you take that away from the student athletes in my personal opinion I think you will see a huge drop in grades and attendance rate because some of these kids will say oh no football I'm not gonna try anymore. I strongly think you should reconsider your decision on trying to cancel fall sports

Thank you  
Drew Adamakos

From: **PAUL** <[pjbiron@comcast.net](mailto:pjbiron@comcast.net)>  
Date: Thu, Jul 30, 2020 at 2:02 PM  
Subject: School Reopening Plan Questions/Concerns  
To: <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>, <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>

Good afternoon,

Please share this email with any parties that are currently involved in the reopening plan decisions.

As a parent of two high school students (as well as being a teacher in another local NH district) I understand the difficulty of the situation but I do have questions/concerns regarding the reopening plan.



My first question is in regards to course offerings, will students be able to complete all of the courses that they have signed up for in the spring? With the hybrid format, I am concerned that my daughter & son will not be able to follow the educational course track that they are looking to follow in order to prepare them for college as well as have the same rigor of courses as others they may be competing with for entrance to the desired colleges in their futures.

My second question is in regards to high school sports. I am wondering why & how the decision was made to eliminate some high school sports (but not others). I feel all sports should be occurring this fall as this is a major part of the social-emotional well being of students. As with the option for parents to choose whether their child participates in remote vs hybrid learning, this should have been an option for student athletes to choose whether or not they want to participate. There are many students (including my own) that use this as a way to thrive in the high school environment by developing leadership, socialization, perseverance, and other "soft skills". Many student athletes have already put in time for off-season training. The argument of limiting their interactions with each other or students from other schools is not valid as many have had social contact with outside club teams, part-time work, or other social interactions already.

Thank you for your efforts on this process, but I ask that you actively take these concerns of our family & others within town in order to make this the most beneficial and safe school year for all.

Paul Biron

From: **'Justin Somers' via SchoolBoard** <[SchoolBoard@litchfieldsd.org](mailto:SchoolBoard@litchfieldsd.org)>

Date: Thu, Jul 30, 2020 at 12:56 PM

Subject: Reopening meeting

To: [schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org) <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>

CC: [mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org) <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>

Good afternoon -

My name is Justin Somers and I reside at 16 Hamel Circle. I am emailing out of concern regarding the reopening meeting being held this afternoon at 3:00 PM. My main concern is that the meeting is held only in person. I do understand there is an option for parents to send in questions however a live streaming would be more appropriate or if not a recording to be viewed at some later time. Given that we are in some way fashioning remote learning three times weekly (I've read the proposal for reopening) it seems logical to provide technology use in delivering this all important meeting to the community; for how can we say we are using technology to provide instruction to our children three times weekly but we can't deliver a meeting in such a manner.

My wife nor I can attend nor would we in person given the pandemic. The proposal statement and email from Dr. Jette eludes that a large number of people are expected to attend and I would rather watch the meeting from the safety of my residence.

Warm regards,

Justin Somers

----- Original Message -----

From: BRYAN

To: [mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org), [schooboard@litchfieldsd.org](mailto:schooboard@litchfieldsd.org)

Sent: July 30, 2020 at 10:51 AM

Subject: Reopening

Dear Mr. Jette and Litchfield School Board,

I am writing to you as a parent of 3 students in the district. I may be unable to attend the 3pm school board meeting so I'm writing this letter in lieu. I have Two kids who will be attending LMS and one will be a senior at Campbell High School. It is my understanding that the hybrid school option may be one of the options being looked at for school this school year. As a parent of 3 students, I am very concerned about this possibility. I have kept up with watching the task force videos and minutes and it never seemed like hybrid was really

An option and the focus was More on in person with remote option. So I was very surprised to see this in the latest minutes, while I'm still waiting to watch the video. And have also heard some task force members were surprised as well. So who decided this. In the survey it said 85% of parents wanted in person school.

While my students grades remained mostly in tact, my children had a very difficult time staying motivated and engaged this past semester. To be honest I'm not even sure how much of what they learned was retained. I cannot picture my kids working remotely 3 days a week - sitting in different rooms of my house on a Chromebook for the length of a school day watching teachers teach class after class. My fear is their productivity and motivation will diminish with this method, as it did in the spring. And they won't really be learning effectively. In addition, there will be no consistency established. I also don't know how easy it will be to really split classes by last name. How do you know classes are spread across the alphabet. I feel this would be very difficult at the high school level especially with the variety of classes offered. Other towns of similar size are giving in Person a try with hybrid as a backup. Why can't we?

In addition, I am also writing to express concern about the possibility of sports not happening. The NHIAA approved it. Litchfield is not a hotspot. In fact we play many small towns in northern NH where numbers are low. We cannot assume towns won't play us. Throw our town in the hat - part of a season is better than none even if some towns bow out. I am really Hoping the district will have sports this year. I feel that My kids need this outlet for their emotional, social and physical well Being. I drive by the softball fields many times a week and it is packed with team practicing and playing games with kids from other towns and against other towns. There are also many club sports playing and have been playing all summer. We owe it to these kids. Sports help with their motivation for school itself but giving them an outlet after school. Taking this away from them could be detrimental. As a parent, I am willing to pay for additional buses or cleaning supplies etc. whatever is needed to help this happen. We owe it to these kids. While some may say that we shouldn't have sports with HVAC and air issues in school, it is not fair to say that the money used for sports should Go to that instead. If you don't have a child that plays sports, think about the one thing your child loves and what it would feel like to have that taken away. Their one outlet! What will all these kids be doing without it. It's disheartening to think our school board and administration will not at least make an attempt to have sports. Let's try it and see.

Please consider these items when making a final decision on how Litchfield will move toward this school year.

Regards,  
Cheryl Lavoie

From: **Abdinoor, Jennifer** <[Jennifer\\_Abdinoor@comcast.com](mailto:Jennifer_Abdinoor@comcast.com)>

Date: Thu, Jul 30, 2020 at 9:34 AM

Subject: School board decision AND School sports-please allow parents a choice

To: [schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org) <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>

Good Morning.

I am writing to you as fulltime working parents.

Our son, Jaxon will be entering freshman year at the H.S. in the fall. He is currently active, playing sports for, Seacoast United Soccer club team, practicing with the H.S. Soccer team, & playing outdoor basketball with H.S. kids.

I realize the decisions the schoolboard and Athletic Administration have to make on whether kids should be allowed back in school and playing sports will be very challenging. I would like to share my thoughts as a Mom and Litchfield resident.

Unfortunately, I will be in meetings most of the day today and will not be able to attend the School meeting. I do have friends that are able to attend.

During the last few months of LMS, my family and I struggled with the recorded remote learning. My son requires socialization and interactions in order to be at his best mentally. My job changed from being in the office 4xs a week to working at home every day for 9+hrs, while trying to ensure my son was on line doing his work, helping him with school work, and ensuring he got a little exercise each day. It was the hardest time in our lives so far.

The teachers did what they could do and we appreciated that, however the lack of socialization with his friends and not being able to interact during school or sports/ practices almost broke him. He is an only child and was lonely every day; as parents my husband and I struggled to find the time to support him as we are in work meetings most of the day. We started to see his behavior change and he became more addicted to his online games. Our son is extremely outgoing and a happy boy; we recognized that he truly needs some interaction and direction from teachers to succeed and grow as a teenager. Jaxon is back to his real self now seeing his friends, biking, playing sports and laughing. I would hate for all that to be ripped away from him!

I would like to put a positive word in for at least a hybrid school model AND the need to allow kids to play sports. We did complete the online surveys as well. Jaxon has been playing sports all summer as I mentioned above; each coach has set up certain guidelines to include: social distancing, Temperature checks before games, & completing a waiver before each game.

Please allow the option for the children to return to school and continue with the sports. Along with other parents, we are very concerned about their mental health and our own if we are forced back into our homes another year. I worry about the long term affects on the children without the socialization and direct instruction from his teachers.

Thank you for taking the time to read my email and pray the right decisions are made.

Thank you,

Jenn and JD Abdinoor

Thu, Jul 30, 8:59 AM

**Daigle 5** <[amycdaigle@gmail.com](mailto:amycdaigle@gmail.com)>

Good morning.

First, I want to say Thank YOU for the countless hours you have dedicated to planning and ensuring that our students are safe during this unprecedented time.

For what it is worth, I am compelled to write to you this morning to provide my perspective on sports at the high school level continuing. Many kids in town are currently playing sports. These kids will continue to play sports even if the SAU decides against it. With the governor and NHIAA giving the "green light", AAU and club sports are anxiously waiting on the sidelines to scoop up these kids. Sadly, if this happens, the school will never get many of those athletes back. The reality is that families will find a way to pay the thousands of dollars for those teams and many kids will continue to play at that higher level. The children of families who cannot afford those teams will be the ones impacted the most by a decision not to play.

The mental and physical wellbeing of many of these kids desperately depends on playing sports. My freshman is currently playing travel baseball, a summer high school hockey league, youth hockey, and attended the football conditioning that was held at Campbell. All his sports have operated within the guidelines and without issues. If AAU and Club sports can play, then why can't high school?

It is my opinion that high school sports would be the safest option as the SAU could ensure safety guidelines are followed. I understand that some families may not be comfortable playing sports and that is within their rights. But let the families make the decision on what is best for them. I also understand that there is concern regarding students encountering other areas and bringing the virus to the school. This risk will not go away by not playing HS sports. This risk will only increase due to the number of kids who will play on several different AAU and Club teams. Additionally, with the CDC guidelines busing will need to look different which will result in a higher cost. But why can't the expenses be transferred to the families who want their child to play? As a family we have spent over 8k this year alone for hockey and baseball. We are not the only ones who have spent thousands for their kids to be able to play a sport. I personally would be happy to pay for transportation or even sign a waiver saying that I will be responsible for transporting my child. I understand that locker rooms are another concern but honestly locker rooms are being used today by the hockey rinks just in a different manner. These are hurdles that we can overcome and find solutions for. Not reasons to not play.

Sports may not look and feel the same, but it is manageable to do. Many of you may have experienced the difference but for those that may not have seen it, here is my experience. Baseball is limited to who can attend, masks are required in the dugouts, and by players when social distancing cannot be adhered to. Gum, seeds, and spitting is not allowed. Everyone must have their own water bottle. Bags are placed in marked locations. Parents and coaches must always wear a mask. For my son's league there is only one ump who stands behind the pitcher and at the end of the game both teams stand in front of the dugout and waive their hats instead of handshakes. For hockey, the Cyclones Arena checks temps and masks are required upon entering. Only one parent is allowed in and a mask is always required. Locker rooms are open, but the team is split between a couple rooms to allow for spacing. Dressing is done at home or in the parking lot and only skates are put on inside the locker room. Parents and coaches must always wear masks including when they are on the ice with the kids. The rink also has the water bubbler and showers shut off. Tri-Town is operating in a similar manner except the locker rooms have been locked until this week. Handshakes at the end of the game are not allowed. My daughter's dance studio is also open. They are checking temps upon entering. Requiring masks upon entering. Families are requested to stay outside, and the studio has 8x8 boxes marked off for the dancers to dance in.

I provide this detail as I feel it is important to understand that sports can't and won't look the same, but they can be done safely. Students will continue to play sports and the safest place for them to do so is with their classmates who they are already interacting with. I wish I could attend today's meeting but ironically, I will be at Tri-town for

my son's Summer hockey game for a team that is made up of Campbell and Pembroke Academy students. I look forward to seeing the outcome of today's meeting.

Again, thank you for your time and dedication.

Sincerely,

Amy Daigle

From: **Thomas Adamakos** <[AdamakosT@nashua.edu](mailto:AdamakosT@nashua.edu)>

Date: Thu, Jul 30, 2020 at 8:40 AM

Subject: 2020-2021 School Year - Sports

To: [mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org) <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>, [bbourque@litchfieldsd.org](mailto:bbourque@litchfieldsd.org) <[bbourque@litchfieldsd.org](mailto:bbourque@litchfieldsd.org)>, [emacdonald@litchfieldsd.org](mailto:emacdonald@litchfieldsd.org) <[emacdonald@litchfieldsd.org](mailto:emacdonald@litchfieldsd.org)>, [charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org) <[charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org)>, [rmeyers@litchfieldsd.org](mailto:rmeyers@litchfieldsd.org) <[rmeyers@litchfieldsd.org](mailto:rmeyers@litchfieldsd.org)>, [thershberger@litchfieldsd.org](mailto:thershberger@litchfieldsd.org) <[thershberger@litchfieldsd.org](mailto:thershberger@litchfieldsd.org)>

Good Morning and Good Day,

I am writing to you as a concerned parent and fellow educator. I have been a teacher and administrator for nearly 25 years and I think we can all agree that we have never experienced a situation in education such as our current state. I truly understand the difficulty in rendering decisions such as the one facing the district today. My understanding is that with the school year still to be determined, athletics for students will be reduced, to include no football. This is where I wish to express my concern.

I wish to understand how this decision was made as I see surrounding and peripheral districts preparing to implement full athletic schedules. The NHIAA recently came out in support of athletics moving forward so I am wondering why the Litchfield School District wishes to deviate from their recommendations. Was data used to determine Fall sports be reduced and/or eliminated or are we submitting to fear and comparisons to more urban areas across the Nation. Coaches and athletes voluntarily commit to participation and understand the risks involved. I fear ending sports here in our community such as Football and Soccer, will only put our children further at risk as they will be pushed to outside organizations and clubs that have contact with many students/teams from other states. Exposure to this virus could multiply without precautions taken by professionals within our own state.

At the forefront in education in many districts including Litchfield, is the concern for the Social-Emotional health and wellbeing of our students. I hope you realize what this will do to the emotional well being of student-athletes without this outlet. Athletics generally build good citizens. Students learn in many different ways and some students "do not do school well" unless they have buy-in. Athletics keeps kids motivated, committed, and focused to keep their academics from faltering. Athletics teaches some students far greater lessons than they receive from teachers in a classroom or on a computer screen through Distance Learning. They learn collaboration, hard work, commitment, and focus, while making friendships with potential to last a lifetime. Another quality athletics instills is Loyalty. Coach Vince Lombardi once stated "Loyalty is the individual commitment to a group effort- That is what makes a team work, a civilization work". To eliminate sports would take these students' loyalty to their school and this community away. Some may think "What's the point" if athletics is not there for them.

I implore you to let sports continue this school year. The students and coaches understand what they are signing up for and the statistics (currently) state wide reveals far lower risk than what is portrayed nightly on the news. A decision such as eliminating sports has far-reaching consequences for our students and I do hope the decision is reconsidered to allow our student-athletes to flourish.

Thank You,

Thomas Adamakos  
Principal-Amherst Street School  
Nashua, NH  
Resident of Litchfield, N

From: **Courtney** <[landrybct@comcast.net](mailto:landrybct@comcast.net)>  
Date: Thu, Jul 30, 2020 at 8:05 AM  
Subject: Re-opening Input  
To: <[Schoolboard@litchfieldsd.org](mailto:Schoolboard@litchfieldsd.org)>

As a teacher and member of the task force in a neighboring town, I appreciate all who are involved in making these decisions to keep our children and staff safe. There is no right answer. Whether the board decides to offer an option for in-school/remote learning or chooses a hybrid model, masks should be required for all students and staff. Yes there may be some exceptions for students with sensory needs, etc, but our new "normal"

is wearing masks to protect everyone. This needs to be a requirement to ensure that this safety measure is followed by everyone.

Along with this request, I am asking the board to consider Fall sports. Practices have been taking place in town all summer and children have stayed safe. I understand that if we begin to have more cases in town, this may need to change, but for the time being we are in a good place. No decision being made at this time is concrete. Every day, we are all making decisions based on the facts and knowledge we currently have (understanding that it could all change tomorrow). While we are making these "in the moment" decisions, we should consider that we could have sports by following safety guidelines.

Again, thank you for all the time and dedication that goes into making these decisions. It is an impossible task, but we are grateful to have members in our community who are willing to take it on.

Thank you for your time and consideration,  
Courtney Landry

From: **'Jennifer Biron' via SchoolBoard** <[SchoolBoard@litchfieldsd.org](mailto:SchoolBoard@litchfieldsd.org)>  
Date: Thu, Jul 30, 2020 at 7:52 AM  
Subject: Litchfield School Reopening  
To: [schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org) <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>, [mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org) <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>

Dear School Board members and members of the Litchfield school community -

Please consider the NHIAA decision to give fall sports the green light to proceed at their own discretion at Litchfield schools this fall. With proper safety precautions, it would be extremely beneficial if the students can have some sort of athletic season this fall, especially at the high school level. I have a sophomore playing volleyball and a freshman who's been practicing with the soccer team all summer in scrimmage sessions with the hope of making the team. My daughter was the captain of the JV volleyball team last year and the confidence she gained from her fall season at CHS was immeasurable. My son has been playing club soccer and training with his teammates over the summer months; following safety protocols and guidelines during that time and no cases have been reported in that small group. Continuing to train with the high school soccer team and having a fall season would be extremely beneficial as he starts his freshman year at Campbell.

I am looking forward to reviewing the reopening plan today ahead of this afternoon's meeting, and again ask you to please consider keeping fall sports for Litchfield in some way, shape or form for our students.

Thank you,  
Jennifer Biron

From: **'Kari Scopelites' via SchoolBoard** <[SchoolBoard@litchfieldsd.org](mailto:SchoolBoard@litchfieldsd.org)>  
Date: Thu, Jul 30, 2020 at 7:41 AM  
Subject: Fall Sports  
To: <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>  
CC: <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>

Good morning,

Unfortunately I will be unable to attend the meeting today, we are out of town until Saturday.

I would like you to consider having fall sports. I believe that parents should be able to decide whether or not they allow their child to participate. I have 3 sons who have graduated From Campbell and my 4th will be entering 9th grade this fall. My freshman is playing on a summer basketball league and attending football workouts this summer. It gives him purpose and allows him to be surrounded by his peers and this is important.

My twin boys graduated in June and missed out on many many important milestones. I didn't speak up and I should have. Other than graduation they had nothing else. No prom, no senior activities and most importantly no academic awards banquet. They worked so hard and didn't receive any of the events they deserved. Please don't make the same mistakes this Fall. Kids need to be in school, play sports and be surrounded by their peers. It is vital for their mental and physical well being.

Thank you for allowing me to voice my opinion.

Sincerely,  
Kari Scopelites

From: **Kate Kirby** <[katekirby109@gmail.com](mailto:katekirby109@gmail.com)>  
Date: Thu, Jul 30, 2020 at 6:49 AM  
Subject: HS Fall Sports  
To: <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>  
CC: <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>

Mr. Jette,

I will not be able to attend the meeting today but I wanted to express my opinion regarding HS Fall Sports. Since NHIAA has agreed fall sports would occur, I had thought until very recently that it would be automatic that Litchfield would play. For my son and his friends, they have participated in club and summer sports leagues throughout the summer. We have done it carefully by monitoring their health prior to any interaction with others. Additionally NH is doing very well against the fight of the virus. I know that my son will be miserable without sports to keep him busy. Even if he is not playing soccer, he will still be interacting with kids outside of Litchfield, if that goes to part of the decision. The rules for his soccer club is that he cannot participate on the team while high school soccer is ongoing. If there is no high school soccer that he is a part of, he is able to being practices (similar to what he has been doing all summer) in the fall. Sports are important for all the kids mental and physical health. I beg you to allow the families decide whether or not to allow their kids to participate.

Kate Kirby

From: **William Caliri** <[wcaliri24@litchfieldsd.org](mailto:wcaliri24@litchfieldsd.org)>

Date: Wed, Jul 29, 2020 at 11:06 PM

Subject: Fall Sports

To: SchoolBoard <[SchoolBoard@litchfieldsd.org](mailto:SchoolBoard@litchfieldsd.org)>, Michael Jette <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>

Hello,

I hope you will consider running the Fall Sports programs.

I am looking forward to trying out for the Boy's Soccer team at Campbell.

I think sports are an important part of the school experience.

Please consider making sports a priority.

Thank you,  
William Caliri  
Campbell High School

From: **Samuel Caliri** <[scaliri23@litchfieldsd.org](mailto:scaliri23@litchfieldsd.org)>

Date: Wed, Jul 29, 2020 at 10:26 PM

Subject: Fall Sports

To: SchoolBoard <[SchoolBoard@litchfieldsd.org](mailto:SchoolBoard@litchfieldsd.org)>, Michael Jette <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>

Good evening,

I am writing to ask that the students have the opportunity to play Fall Sports for the 2020-2021 school year.

I know that the NHIAA has approved Fall Sports and left participation decisions up to individual towns.

I know that Litchfield can find a way to have the Fall Sports run successfully.

Sports are an important part of my school experience. I am really looking forward to being able to be a part of a team. I know that all of the students will be sure to adhere to all of the safety recommendations that will be needed. We all know that the Coronavirus is a serious concern. However, I believe that we can have a Fall Sports season that does not jeopardize everyone's safety.

Thank you for your time,  
Sam Caliri  
Campbell High School

From: **Josh Bremberg** <[jmbremberg11@yahoo.com](mailto:jmbremberg11@yahoo.com)>

Date: Wed, Jul 29, 2020 at 9:48 PM

Subject: Litchfield School Reopening

Dear Dr. Jette and School Board Members,

I am writing to you to share my view of the reopening options for the Litchfield School District. I am a 20-year veteran teacher, and have one child currently at the Litchfield Middle School.

My hope is that the "hybrid" model is NOT being considered for the Litchfield School District for the elementary and middle school levels. Litchfield is a small community that consists of many two parent working families, who are returning to work, if they haven't already. This option may work for other towns, but I can see it as a major problem for families in Litchfield.



A hybrid model for education will not work without the full-time supervision at home necessary for students of these ages. Adolescents are still trying to figure out time management and executive function skills. Without adult supervision at home, they will struggle. The social-emotional well-being for students of this age is crucial! They need to be in school, interacting with teachers, and their peers.

I understand the challenges and the amount of effort being put into the opening plan. I have seen it firsthand. I appreciate the time and effort put in by all of the individuals, but I do not think the hybrid model will be beneficial to the students of Litchfield.

Thank you for your consideration.

Josh Bremberg

From: **CYNTHIA CALIRI** <[ccaliri@comcast.net](mailto:ccaliri@comcast.net)>

Date: Wed, Jul 29, 2020 at 8:41 PM

Subject: School Reopening 2020

To: [schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org) <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>, [mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org) <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>

Hello,

I wanted to express my thoughts about the reopening of schools for the 2020 - 2021 school year. While I appreciate all of the effort the Litchfield Schools put into transitioning to remote learning in the Spring of 2020, I found the experience not an effective means of academic instruction for my children.

Moving forward in looking to the 2020 - 2021 school year, I would like the District to consider the needs of all families. I know there are families that feel strongly about their need to continue remote learning. I feel strongly that remote learning was detrimental to my children's development and I believe that my children need to be back to school for in-person learning on a consistent 5 day weekly schedule.

I believe that the science supports a return to in school learning.

Providing an option for families to continue remote learning, would then reduce class size for in-person learning. Requiring staff and students to wear masks when moving around the building, seating 6 feet apart, hand sanitation, and washing of frequently touched surfaces - should provide a safe environment for in person learning in each school.

We have been very fortunate in Litchfield as the number of cases of Covid-19 have been steady at 1 - 4 for weeks. I am realistic that there may come a time that these numbers may increase and the need for all students to resume remote learning may be necessary, however there is no indication that in person learning would be detrimental to the community at this time.

I also hope that the School District will find away to support the student's participation in Fall sports. As the NHIAA has left the decision to individual towns, I know that we are in a position to make this opportunity available to students who choose to participate.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html>

Thank you for your time and consideration,  
Mike and Cindy Caliri  
[93 Pinecrest Road](#)

From: **Jennifer Bourque** <jjutras@msn.com>

Date: Wed, Jul 29, 2020 at 3:38 PM

Subject: School Reopening

To: SchoolBoard <SchoolBoard@litchfieldsd.org>

CC: MJette@litchfieldsd.org <MJette@litchfieldsd.org>, Cory Izbicki <coryizbicki@gmail.com>, dbandurski@litchfieldsd.org <dbandurski@litchfieldsd.org>, jpelletier@litchfieldsd.org <jpelletier@litchfieldsd.org>, mwidman@litchfieldsd.org <mwidman@litchfieldsd.org>

Good afternoon everyone,

I wanted to take some time to share my experiences with COVID 19 and also my opinions on the reopening of schools. Much of my opinion is based on my own personal experience since early March. For those who are unaware, I work for The Home Depot. My role is a district human resource manager supporting 2300 hourly associates and 65 salaried leaders across two states. My district is 5 stores in NH (Rochester, Somersworth, Portsmouth, North Hampton and Seabrook) and 6 stores in MA (Danvers, Danvers East, Salem, Saugus, Tewksbury and Methuen). Needless to say, the differences in these markets can vary greatly. Since Saturday March 7<sup>th</sup>, my job has been almost exclusively dedicated to helping our associates through the COVID 19 pandemic, often 7 days a week. I believe that much of my experience mirrors several aspects of school reopening and many of the process, policies, benefits and safety measures that THD instituted are relevant and could be of assistance to the district as well.

The Home Depot was early on deemed an essential retailer. What would you do if you lost your water heater in mid March and couldn't replace it? So the decision was made to keep all of our stores opened through the pandemic. Obviously this was of great concern to our associates at all levels. Additionally, our customer were shopping for everything that was not nailed down and many non essential things. In the early days, when our cases were the worst, neither our associates nor our customers were wearing masks. THD took the stance early on that the safety and security of our associates was our top priority followed by the safety of our customers.

Here are some facts based on my experience to date:

- We have had 18 cases across the district all based in MA stores.
- None of my associates who tested positive were hospitalized or died.
- Most cases were asymptomatic
- There have been no documented cases of COVID 19 in any of my NH stores.
- There have been no "community spread" cases where an associate has "given" COVID 19 to another associate.

What are the steps we took to keep our associates safe:

- Masks are required for all associates and now all customers. Note that since the institution of masks for all associates, we have had only one positive case. (\*that

individual was tested because he was going to vacation in Maine. He was asymptomatic).

- Plexiglass barriers in all close contact areas.
- Physical distancing where possible of 6'. (Note there are many places where this is not possible for our associates so we advise them to be sure to practice proper hygiene when placed in these situations).
- We secured TONS of PPE for our associates including masks, gloves (although no longer recommended) and more hand sanitizer than you can imagine.
- Frequent sanitization of all common areas (break rooms, training rooms, rest rooms) and equipment (phones, computers, registers and hand held phones).
- Educational campaign for all associates that includes frequent reminders to not touch your face, physical distancing and washing your hands.
- By mid August all of my stores will have temperature scans at the time clock. Associates will be required to complete a home health check and fill out a google form confirming their temperature. Their temperature will be taken again before they clock in to work and back in from lunch. If your temperature is greater than 100.4, we insist that you stay home.
- We added early on an additional 80 hours of sick time (2 weeks) for all FT and salaried store leader associates and 40 hours for all PT. Should this time not be utilized, it will be paid out in December or the associate can carry over into May 2021. For high risk associates, we provided them an ADDITIONAL 160 hours sick for FT and 80 for PT. This time will not be paid out if unused for salaried associates only. Hourly associates will have this time paid out.
- We conduct contact tracing after each positive case which involves review of the associates schedule and who they came in contact with in the 48 hours prior to becoming symptomatic (if asymptomatic we still track 48 hours before). Any associate who was in close contact with the positive associate (close contact as defined by the CDC is less than 6 feet apart for 10 consecutive minutes or more) is quarantined for two weeks and paid in full. (Note they actually don't need to utilize their sick time for this, we pay them above and beyond).
- If an associate tests positive, they are sent a wellness kit to their home, paid in full and receive regular check ins from the SM and DHRM and cannot return to work until 2 negative tests or 15 days has passed (and at least 72 hours of no fever and no cough).

I fully understand the concerns our teachers face around returning to the classroom. I worked remotely until Memorial Day when I was allowed to return to stores. Quite frankly, I too was scared as to what would happen. Additionally, I have two daughters that work for THD in South Nashua at the service desk (Jamie) and as a cashier (Bailey). I am in stores 3-4 days a week. I wear a mask and I wash my hands frequently. I interact with associates and customers daily. Physical distancing is not always possible and when it isn't, I be sure to take a moment to wash my hands or utilize hand sanitizer. I advise associates daily that are returning to work after an extended leave to allow themselves some time to adjust and by and large they are adjusting fabulously. I have first hand experience of wearing a mask for hours on end in the hot sun. There is no air conditioning in outside garden. I believe that schools are also essential and I

know that there is fear but we need to take every step possible to ensure safety and then we need to let go of the edge of the pool. I've heard so many references that people don't want to be a part of the "experiment". I would argue we are all part of this experiment right now and we can't continue to operate as a society without basic needs which include access to food and shelter as well as education.

I believe that if the district takes a similar approach with the associates safety and security as their top priority (teachers/support staff) and the safety and security of their customer (the students), we can make a safe return to school.

I'd also like to share that while I know the task force is already formed, I have a tremendous amount of first hand experience as to how to truly operate a business in the midst of a pandemic that could be very helpful and worthwhile. I am willing to help in whatever way I can, specifically as it relates to operations. I know and can advise on so many aspects of this including contact tracing, education on proper mask use, protocols on who to quarantine and when and so much more. If I can be of any assistance, I am beyond more than happy to provide support and information based on my experiences.

My final thoughts I have to share as a community member heavily involved with youth sports and also as the assistant coach for the Girls Lacrosse program at Campbell. Before making a universal decision on cancelling all sports, please consider the guidelines set forth by the state (and other local states) as well as the information set forth by NHIAA. Club sports have been in full swing for upwards of two months including numerous HS, Middle School and even Elementary school students attending practices, scrimmages and tournaments across state lines without incident. Sports currently being played throughout the state include baseball, softball, girls lacrosse, girls and boys soccer and basketball to name only a few. I believe strongly that the health and well being of our students include their ability to participate in extra curricular activities inclusive of sports and other clubs.

Thank you for taking the time to read this.

Best regards,

Jenn

From: **Sally Alwan** <[sally.alwan7@gmail.com](mailto:sally.alwan7@gmail.com)>  
Date: Wed, Jul 29, 2020 at 10:26 AM  
Subject: school re-opening  
To: <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>

Dear School Board

I am delighted to hear that you have made progress in the re-opening plans for the schools. I am unsure if I am able to attend tomorrow's meeting, however I do have some thoughts and ideas.

As a primary care physician in the community who treats COVID patients, I feel the safety of the students and teachers is invaluable. COVID is a serious illness with disastrous consequences for both children and adults.

I feel that the re-opening plan should definitely allow each child to be separated 6 feet apart from any other child. The importance of that is to prevent child to child transmission. This distance separation is very important.

Also, for middle school and high school, limiting the number of children in the hallways and in the building itself is important, as spread can easily happen at the lockers, the bathrooms, and the communal spaces.

I am in full support of a hybrid model that would allow smaller numbers of children inside the building at a given time. (a one day on, one day at home model). As long as there is adequate separation by children, I think it would be reasonable.

A parent mentioned something along the lines of "plexiglass" barriers; however new evidence provided by NEJM shows that the COVID virus easily goes above and over any such barrier. If such barriers are implemented, the children still need to be 6 feet apart regardless, due to the scientific evidence of lack of efficacy.

Again, physical/social distancing is key to keeping the children and staff safe while they are in the building.

If you have any questions from me or would like to have Dartmouth-Hitchcock's official recommendations for pediatrics, please do not hesitate to reach out to me at any time. I am available via my cell phone at 603-731-0475

thank you again for all your hard work!

sincerely

Sally A. Alwan

From: **Joycelin Raho** <[joycelin.raho@gmail.com](mailto:joycelin.raho@gmail.com)>

Date: Wed, Jul 29, 2020 at 8:41 AM

Subject: Resources for remote/homeschooling

To: <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>

Dear School Board Members,

I am capable of keeping my 7 year old daughter home next year and will likely choose to do so. Will the school be able to provide any resources like lending out textbooks or sharing the class curriculum so I can keep my daughter on track to re enter school when it feels safer?

Thank you

Joycelin Raho

Mother of Sophie, 2nd grade

From: **Amy Steiniger** <[stein6898@comcast.net](mailto:stein6898@comcast.net)>

Date: Tue, Jul 28, 2020 at 6:51 PM

Subject: Comment for Upcoming School Board Meeting - If too long please advise

To: [schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org) <[schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org)>

Hello,

My name is Amy Steiniger, 22 Burgess Drive.

I felt the need to share today. It is my belief that we need to move forward. We, as partners, can help this community do that. We need to get our kids back to school. I have experienced first hand, this spring, that the remote learning we participated in for my younger child at GMS was not learning and there was no teaching. Please do not be blind to what occurred in the spring. There may have been some positives, but remote can never replace in school learning. Please do not let fear and the politics driving the fear rule you. Yes, the disease is real, but if we all follow protocols, we can do this. We all have one responsibility together and that is to provide a safe and meaningful education to the young children of this town.

If you MUST do any remote learning, DO NOT eliminate school days, work through it. Be creative. Allow families to make the choice, but use the tools and technology to allow for remote learning that is inclusive and meaningful. Do not allow teachers to be absent from the solution. If they want to teach, we need to help them do this with tools and resources, but this spring cannot be a repeat. That is not teaching or learning. Let those who want to be in school be there physically because they learn better and need the interaction and socialization. In addition, the isolation is creating mental health issues previously absent by not moving forward safely.

Please get our kids back to school 5 days a week with the option of remote learning for whomever thinks its best for their family. In my opinion, remote learning at this age is not good for anyone, but appreciate other perspectives.

I ask again, be creative and be thoughtful in your planning. If teachers want to go back to what they love, then they need to be teaching 5 days a week regardless of how unconventional the methods. We have time to figure it out, keep the communication open and be cautious with any decisions that reduce or eliminate physically attending school.



Sincerely,  
Amy Steiniger  
From: **Debra Kovisars** <[dkovisars@comcast.net](mailto:dkovisars@comcast.net)>  
Date: Mon, Jul 27, 2020 at 9:41 PM  
Subject: Parent input school board meeting  
To: <[charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org)>

To Whom It May Concern,

I also sent a message via google doc. Then I saw that concerns should be sent to this email. (You may receive it in two places) I did make se detailed changes to this. See below.

I have two students attending Campbell. (Senior and a freshman) I have multiple concerns and suggestions about the hybrid "rumor" of alternating freshmen and sophomore (Mon/Wed) and junior and seniors (Tues/Thurs) with Friday being remote for all. I have concerns and suggestions.

My concern is mostly for my freshman who will not experience socializing with ALL grades making new friends/role models. He had a rough time all his years in middle school being treated bad by his classmates (his class has a lot of rude kids) my senior daughter, myself amd the guidance counselors have been reassuring him that high school will be different because he will be able to mingle with 9-12 grade kids (more fish in the sea) and will make new friends and won't be "stuck" with his 2024 classmates. I'm very concerned if the school is segregated by grades that he will experience what he did in middle school.

As far as remote learning, I have no worries about my senior, she did great. My son on the other hand did not, I spent 2-3 hours daily with him and he still had a hard time. I am back to work with no adult home to help/guide him. My suggestion is, if the kids "have" to learn remote, that they be taught as if they were in a classroom setting. Instead of sitting in the class listening to the teacher do the lesson they have to "attend" the online classroom "LIVE with the teacher" teaching her lesson from home (Zoom?) following a class schedule as if they were at school (maybe shortened classes) starting at 8am?? - 1:00pm ?? With Friday being a "catch up day" I think it's important kids are held accountable for "attending" online/zoom classes, this will also allow them to interact with teacher and students online. (and not sleep all day)

It was really overwhelming and hard for my son to comprehend assignments and watch videos remotely and he was not comfortable reaching out to teachers if he didn't understand an assignment, even after getting additional instruction it was still too hard to figure it out. (For me too)

To sum it up, my concerns are: segregating the classes and not having structured remote days It is very easy for them to get behind and overwhelmed and now that he is starting high school, grades do count! I want this to be a positive experience for him. I want to build his confidence with friendships and schoolwork. I hope my thoughts were helpful and thank you for taking the time to read my concerns and suggestions.

Deb Kovisars

From: **smraff via SchoolBoard** <[SchoolBoard@litchfieldsd.org](mailto:SchoolBoard@litchfieldsd.org)>  
Date: Tue, Jul 28, 2020 at 2:25 PM



Subject: As a member of the Operational Committee, I have concerns about returning to school blindly

Dear Dr. Jette and School Board members -

As a member of the Operational team that has been working on the return to school plan, I am deeply concerned that this is not the right time for students and teachers to return to school, either hybrid or in person. The Operational team has worked very hard and has put some good information together but for almost every step we took forward, there were several obstacles that had no solution. So because of this, I believe that the only way for our district to go is to start off with remote learning (with a lot of time spent tweaking it quite a bit) and then re-looking at where we are around some benchmark, Thanksgiving or whatever works best. Yes, parents are not going to be happy and will threaten this or that, but remote learning guarantees that no one will get sick or die while getting an education. And the learning is going to have to be different. Everyone is going to have to think outside the box. Maybe there aren't any sports for now and no after school activities. Maybe just focus on the basics since one of the past issues with remote learning was that parents were overwhelmed. Use para's as teachers aides as well as using them as class room paras and 1 on 1's. I know going remote this Fall isn't going to be a popular decision because of day care issues and parents' need to work but everyone is going to need to compromise in order to keep our whole community safe.

In doing research while on the Operations Committee, I read several local return to school plans and most of them are very similar. But the Merrimack NH plan stood out because they had some very thought provoking comments in their opening statement as well as some very informative survey results from parents and teachers. I am sure you all saw this but some of this really stood out:

### Merrimack Research Support Advisory Board

#### Their research offers mixed results:

- Researchers agree that children are not contracting novel coronavirus at the same rate as adults BUT Research has yet to show whether children transmit novel coronavirus at a similar rate as adults
- Widespread school closures and a low rate of testing among school age children could be contributing to the lower number of reported COVID-19 cases among children
- Since most other respiratory virus can and do transmit between adults and children, it would be *odd* if the novel coronavirus didn't have some similar likelihood of transmission
- Insufficient American data due to near universal school closures since March

Per an article in the World Economic Forum, symptom-less spread of covid is common.

(<https://www.weforum.org/agenda/2020/03/people-with-mild-or-no-symptoms-could-be-spreading-covid-19/>)

On top of this, there are several reports out now that opening schools and camps has not been successful. A summer camp in Missouri took all the right precautions and still had 42 cases and had to shut down. When the campers went home, they then took that contamination home to their families. (<https://campenings.wordpress.com/2020/07/15/this-summer-camp-took-extraordinary-covid-19-precautions-it-still-failed/>)

Schools in South Africa tried reopening on June 8th, implementing the same safety measures we are



talking about using (masks, distancing, temperature checks, hand sanitizer) and they are now closing school because of a resurgence of infections in the schools.

(<https://www.aa.com.tr/en/africa/covid-19-spreads-to-schools-in-south-africa/1887226>)

Also, child hospitalizations for covid-19 are surging in Florida. New cases among children under 17 have increased by 34% in just 8 days. Cases of children 17 and under needing hospitalization has increased by 23% in the same amount of time. And there have been 5 child deaths in the state of Florida because of covid-19. All of this is before school even starts.

(<https://www.cnn.com/2020/07/27/health/florida-covid-children-hospitalizations/index.html>)

So we may feel that we are not "those districts". But now, there are predictions that Nebraska and New Hampshire are on the list of states that will see blossoming cases of infection. The NY times published an article on July 2 about a Harvard researcher and his team who developed a model that predicts covid-19 outbreaks two to three weeks in advance.

(<http://indepthnh.org/2020/07/26/new-hampshires-covid-19-cases-could-be-headed-in-wrong-direction/>)

The professors were asked to predict where the next increase in cases might be and they noted "Nebraska and New Hampshire are likely to see cases increase in the coming weeks if no further measures are taken, despite case counts being currently flat."

So all of this is leading a lot of districts to rethink their plans and instead start off the school year with remote learning which, as I said, I believe is the only way to go. There is a lot of good information in these two articles as to why districts are turning to remote learning only this Fall.

(<https://www.cnn.com/2020/07/22/politics/what-matters-july-22/index.html>),

(<https://www.cnn.com/2020/07/13/us/school-reopening-plans-major-cities/index.htm>)

The major reason districts are doing this is that there are too many unknowns and the country is still dealing with the growing crisis of covid-19. *Education Week* also has a good article/snapshot of the reopening plans of districts around the country.

(<https://www.edweek.org/ew/section/multimedia/school-districts-reopening-plans-a-snapshot.html>)

Per this article, more and more districts are going to remote learning. From the CNN report referenced above "The bottom line is most people will need to buckle in for more distance learning, alongside their own work and other responsibilities".

I know going back remotely will not be a popular decision for some. But with so many unknowns and the fact for every step the Organizational Committee was looking at to re-open Litchfield schools, there were many reasons why those steps would not work. I could list a bunch more but the bottom line is that by starting off with remote learning, all the problems and concerns we discussed would be null and void (how to deal with a teachers exposure, a students exposure, a students who gets symptoms while in school, bus routes, enough drivers for bus routes, teachers and paras not being willing to come back, Covid hasn't gone away since we shut down right away in March, what if a teacher is exposed, quarantines for two weeks and then comes back and is exposed again and needs to quarantine again, what if substitutes are needed, will the district have them, are desks six feet apart enough, do we have enough space for that, etc, etc)? Social distancing is for short term. Grocery shopping, doctors appointments, etc. According to medical doctors, this virus is highly contagious. So this puts schools are in a very unique situation. They are untested. And all the recommendations are just that - recommendations.

There is too little data on what actually, truly will keep everyone safe if we try to start up in person this Fall.

And one last concern I have is that our teachers have not been surveyed. There was a very short survey sent out by the NEA (I think) but that did not ask the questions that truly need to be asked. Don't we want to know what our teachers and school personnel are concerned about? Who may not come back? I asked HR if that was going to be done but I was told that a survey would only go out after a decision has been made as to how schooling is going to resume in the Fall. That doesn't make sense to me. Again, as reference, the Merrimack district sent a very extensive survey to their teachers. It was very thorough and asked a lot of very specific questions.

And speaking of teachers, I find it very interesting that a lot of parents want to make the choice themselves as to whether they will decide to send their child to in-person learning or remote learning in the Fall. And they are very vocal that it should be their decision.

(<https://www.cnn.com/2020/07/24/us/gwinnett-county-parents-protest-reopen-schools/index.html>).

But very few of these parents take the time to factor in how dangerous this could be to school personnel. Keeping in mind that this change should not be permanent and that students will be still be taught, there should be no concerns about "teachers not doing their jobs ", especially since businesses are still not bringing their workers back into the office. And restaurants are not at capacity. Meetings are still be held through Zoom. Courts are not open. I think it would be a big mistake to be the district that opens without enough solid information and then be the one to have disastrous results. Some people are suggesting that the kids go back to school and then when it gets "bad", we can pull back. But I don't know what defines "bad". One death is beyond bad, if you ask me. Why take that chance?

Anyway, just a little background information. I have subbed in Litchfield and Nashua for many years and have been a para several years as well, this year in the Litchfield district. Over the years, I was on the Budget Committee and my husband was on the School Board (for 6 years). He brought football to CHS. I was also a town trustee and a library trustee. I have been on numerous other committees, including the committee that worked on bringing CHS to Litchfield.

I also taught at Elm St Middle School and I have coached middle school volleyball for 10 years. So I have been very involved in community activities. But I asked to be on the Operational Committee because I feel this is one of the biggest decisions our district has to make. I love working with the kids and miss them so much but I can't imagine anyone losing their life or that of a family member over this. Let's take it slowly and learn as we go and pray that there is a vaccination very soon. Thanks so much.

Sue Rafferty  
[33 Century Lane](#)

From: **Keri Douglas** <[keridouglas@comcast.net](mailto:keridouglas@comcast.net)>

Date: Mon, Jul 27, 2020 at 3:13 PM

Subject: Feedback on Ideas for Reopening

To: [charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org) <[charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org)>

CC: Robert Meyers <[rmeyers@litchfieldsd.org](mailto:rmeyers@litchfieldsd.org)>, [bbourque@litchfieldsd.org](mailto:bbourque@litchfieldsd.org) <[bbourque@litchfieldsd.org](mailto:bbourque@litchfieldsd.org)>, [emacdonald@litchfieldsd.org](mailto:emacdonald@litchfieldsd.org) <[emacdonald@litchfieldsd.org](mailto:emacdonald@litchfieldsd.org)>, [thershberger@litchfieldsd.org](mailto:thershberger@litchfieldsd.org) <[thershberger@litchfieldsd.org](mailto:thershberger@litchfieldsd.org)>

Good afternoon , Chairman Bourque and members of the Litchfield School Board:

Thank you for creating the task forces to help determine what Fall 2020 will likely look like for our students. Considering the variety of opinions and concerns that affect this decision, it was no small feat that was undertaken. I appreciate that you posted the Oversight Committee meetings; I also appreciated that you allowed for a free-flowing dialogue amongst the subcommittees by not recording those. That said, I am writing today to express my concerns regarding the reopening plans that have been discussed. Although I serve as a member of the Litchfield Budget Committee, this message does not reflect the views of any committee or organization on which I serve or for whom I volunteer; the views expressed in this message are my own and are simply those of a concerned parent.

I have been very open about my desire for my sons to return to school in person and about my expectations for the environment into which they will return. I expect an environment that promotes healing rather than fear, that encourages social interaction rather than discourages it, and that allows a return to their normal rather than teaching them to accept a new one.

Based on my watching of the Task Force Oversight Committee, I could go on at length about the many concerns that I have about reopening in person, from parameters that I deem objectionable to the concern that the school will be forced into remote for the winter months, but none of my concerns are related to the concept of sending my sons to school in person – rather my concerns are about the requirements that will be imposed upon them to make other people comfortable. For example, requiring facemasks at desks in classrooms is a non-starter for my family.

We will not participate in a hybrid model. Our experience this past spring with remote learning was not favorable, so I am not interested in continuing that method, even if only for a few days a week. I would also expect that the in-person days would be subject to the same requirements as those outlined for an in-person return – since masks in a classroom are a non-starter, reducing exposure to that requirement to only twice a week does not change the acceptability of the proposal.

We will not participate in a remote setting if it has any resemblance to what we experienced last spring. While my boys excelled on paper, the tears and the fights are not recorded in any of the documentation. The struggles that we faced on a daily basis and their constant complaints of “too much screen learning!” and “I have no motivation because I miss my friends!” are not shown in any of the homework. We had some teachers who absolutely knocked it out of the park; there were others who did not. I have heard stories from parents whose students went from As to Fs. We are fortunate that my son “only” went from an A+ to a B- in “only” one class but his confidence still took a beating. If remote is to be an option, it needs to be completely reworked. There also need to be opportunities for students to socialize online – one local school had book clubs and social activities planned throughout the week on Google Meet so students could engage with their peers without the school expecting them to be the ones to schedule the activities themselves.

Since many of the options being discussed are objectionable to me, that leaves me considering alternate educational opportunities. I do not want to homeschool. Let me repeat that very clearly: I do **NOT** want to homeschool....but I will if that is the decision that makes the most sense to meet the social, emotional, mental, and educational needs of my children. My boys need social interaction so if they will be socially distanced and masked in our district, then we will choose an alternate route.

As it stands, I see my options for this coming school year as being:

- 1) Attend school in person with requirements TBD and subject to possible shutdown
- 2) Attend school remotely using online tools only
- 3) Advocate for a hybrid model that combines the concerns associated with both 1 & 2

4) Homeschool independently with peers, widening our social circle and eliminating the need for screens, for facemasks, and for social distancing while also preventing any schedule disruption when schools are closed.

...but what if there was another option? What if the school provided an “offline” version as an option for remote learning? What if parents could be provided with the textbooks, the workbooks, and a weekly syllabus? Parents who choose this option would commit to delivering finished packets of work on a regular basis. If help is needed, the student could log into the class with the rest of the students who opt for online only. Parents could coordinate with other parents of students in the classes to set up homework sessions with a limited number of kids – and this would be possible because they would be using the same material. By providing parents with an opportunity to establish small study groups, our district would be incorporating the benefits that parents are seeking from homeschooling or from local private schools while still allowing their students to remain a part of the Litchfield School District.

I have been very open about the fact that I am leaning towards homeschooling because I do not feel like I have any good options right now...but if another option became available, one that allowed my students to continue learning without being so heavily reliant on computer screens and to do so while meeting with a small group of students that they already know who are working on the same material while being in an environment that does not require face masks, social distancing, or disruptive quarantines, well, that option is likely to receive some very serious consideration. Granted, opening the schools and returning to normal is my first choice...but homeschooling through the school would be my second.

I hope that the options for this coming year could be similar to:

- 1) Full time in person
- 2) Remote: online version
- 3) Remote: offline version

Thank you for your time,

Keri Douglas  
9 Pheasant Street

From: **Kate Stevens** <[katemkstevens@gmail.com](mailto:katemkstevens@gmail.com)>  
Date: Mon, Jul 27, 2020 at 11:30 AM  
Subject: Full Remote Option for GMS  
To: <[charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org)>, <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>

Dear Dr. Jette and School Board Members,

If a full remote option is being offered please ensure that there are 2-4 times times throughout the year to transfer students between virtual and in-school learning and vice versa. The situation changes too quickly to commit to a full school year one way or the other.

As a process designer I'd suggest doing some dry runs at each school with the task force members and/or additional volunteers to work out some of the kinks before starting with students if you haven't already.

Thank you,

- Kate Stevens  
9 Evergreen Circle

From: **Erica (Eagan) Ruggles** <[ericaeagan@gmail.com](mailto:ericaeagan@gmail.com)>

Date: Tue, Jul 21, 2020 at 2:59 PM

Subject: Thought on a potential hybrid model

To: <[mjette@litchfieldsd.org](mailto:mjette@litchfieldsd.org)>, <[bbourque@litchfieldsd.org](mailto:bbourque@litchfieldsd.org)>, <[charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org)>, <[emacdonald@litchfieldsd.org](mailto:emacdonald@litchfieldsd.org)>, <[rmeyers@litchfieldsd.org](mailto:rmeyers@litchfieldsd.org)>, <[thershberger@litchfieldsd.org](mailto:thershberger@litchfieldsd.org)>

Dr. Jette and Members of the School Board,

I wanted to send a note expressing my opinion on the potential of offering a hybrid model. I'm not sure that I'm comfortable sending my two children (pre-k and 1st grade) back to school full-time given the challenges with social distancing, etc. My children have not been inside a public place since March 13th so I'm struggling with the thought of sending them back to school and at the same time, struggling with the thought of full-time remote learning.

That said, I think a hybrid option is a good alternative only if siblings are part of the same cohort and if the structuring is well thought out. I've seen other districts proposing an A, B, A, B schedule which I find to be challenging on many levels. If a hybrid model is going to be offered, I would suggest structuring it in the following way:

Monday: Group A

Tuesday: Group A

Wednesdays Everyone home - WILD Wednesday (deep cleaning)

Thursday: Group B

Friday: Group B

By clumping A, A, B, B, it allows a 5 day block of time if someone tests positive for COVID and would prevent them from coming back to school. It also allows Wednesdays to be used as a deep cleaning day in between both cohorts. I realize you are likely getting inundated with thoughts and suggestions but felt strongly that I'd like to share mine.

It is not lost on me that you have been given an enormous task and that no matter what is decided, there will be people who are unhappy as there truly is no "one size fits all" in this situation. Please know that my husband and I appreciate everything that's being done; the countless hours of work, meetings, thought, and organization that is going into planning what the upcoming school year will look like. I trust that keeping the safety and well-being of all students, teachers, and staff is being critically looked at.

Thank you for your consideration. I look forward to seeing the final plan so we can decide how best to move forward for our family.

Best,

Erica Ruggles

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## LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

### Approved Minutes for August 6, 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

*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. 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](mailto:charrison@litchfieldsd.org), and Michele E. Flynn, Administrative Assistant, at [meflynn@litchfieldsd.org](mailto:meflynn@litchfieldsd.org).*

*Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.*

**PUBLIC CALL IN NUMBER: 1-877-568-4106**

**ACCESS CODE: 637-867-285**

#### 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 4:29 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 5:23 p.m.*

#### II. PUBLIC SESSION

##### A. Call to Order - Board Chair's Statement

Mr. Bourque called the meeting to order at 5:33 p.m.

##### B. Pledge of Allegiance

##### C. Review & Revision of Agenda

##### D. Summary of Non-Public Actions from July 15, 2020:

*Mrs. MacDonald made a motion to approve the non-public minutes of June 17, 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.*

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*Mr. Meyers made a motion to accept the nomination of Jocelyn Duford as CHS Math teacher, at a salary of \$41,729 for the 2020-2021 school 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.*

*Mrs. Harrison made a motion to accept the nomination of Noah Benoit as CHS Social Studies teacher, at a salary of \$41,827 for the 2020-2021 school year. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

#### **E. Presentations and Recognitions**

There were no presentations or recognitions.

#### **F. Correspondence**

Mrs. Harrison reported as of 3:20 pm we received 101 emails regarding reopening of schools since the last meeting. She shared the statistics and a summary of the comments and questions with the Board:

- 38 in support of Full In-Person Reopening Option
  - In-Person facilitates best learning
  - Need for Human Interaction
  - Social Emotional Development
  - Increase Masks in classes to full time
  - Most Effective for Teachers
  - Best for students, if physically possible
  - Working parents need kids in full time
  - Childcare outside school increases exposure
  - Remote option needs to be better defined
  - Kids need to learn how to relate and communicate with others
  - Hybrid “chaotic”, remote “inadequate” without direct instruction
  - No data suggesting risk to kids
  - We pay taxes for schools to be open
  - Safe with precautions in place
  - Concerns with students in foster care losing placement
  - Hybrid cuts instruction by 60%
- 22 in support of Hybrid Reopening Option
  - Manageable by teachers and staff
  - Addresses space needs
  - “Moderate” response to Covid - benefits of in-person for all students
  - Safer, less exposure to other students
  - Need a smaller school population to adhere to safety requirements
  - Can build relationships and routines in class, practice out of class
  - Easy to pivot to remote or all-in from middle ground
  - May be able to avoid switch to full-remote
  - [longerhttps://docs.google.com/document/d/17r-E746FZLi9OAedUXYgLNw\\_nsE3Qb8YvpOryUejzzM/edit#heading=h.rc5thglml1cx](https://docs.google.com/document/d/17r-E746FZLi9OAedUXYgLNw_nsE3Qb8YvpOryUejzzM/edit#heading=h.rc5thglml1cx)
  - Chance for teachers to meet ALL students at beginning of year
  - When you swing a pendulum you start in the middle
- 7 in support of Full Remote Option
  - Equip classrooms for live instruction and class discussions
  - Workplaces advocating work from home, thru the end of the year, doesn’t make sense to send kids back to school now
  - Can’t trust kids to prevent spread (handling masks, hand washing, cleaning, distancing)
  - Learning cannot happen when health and safety needs are not met.

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- 27 in support of Athletics
  - Devastating to miss Senior season
  - Contributes to physical, mental well-being
  - Students only motivation to go to school
  - Helps with academics - eligibility
  - NHIAA has established safety guidelines
  - Just as important as anything taught at school
  - Div 3 teams have very low number of cases
  - If hybrid or remote model, keep athletics running
- Suggestions
  - Need a decision as soon as possible
  - Ordering school supplies has been on hold
  - Masks should be worn full time if possible
  - Really listen to input from committee work
  - Build in MORE movement, recess time
  - Create cohorts by academic achievement
  - Create Cohorts by grade level (CHS)
  - Teachers may be more comfortable with face masks AND shields
  - Make use of Town facilities
  - Make quarterly or semester commitment, not for the year. Circumstances change.
  - “Quarantine” student athletes and travelers to keep in-school population safe
  - Involve teachers in planning for Performing Arts
  - Special masks and equipment (music and arts) should not come out of program budget. Those funds should come from the Cares Act.
  - Put “cooling off” remote periods directly before/after scheduled vacations
  - Start slowly - phased reopening
  - Use large spaces to spread out classes
  - Keep co-curriculars and athletics running
  - Make decisions based on current data, not “what if”
  - Decide to be proactive, not re-active only when staff and students fall ill.
  - Give parents a choice between two or more options
  - Offer later arrival for common planning time
  - Think creatively, outside the box
  - Regarding costs - reprioritize and get it done
  - Do away with planned weeks of remote instruction
  - In mid July, the American Academy of Pediatrics clarified their stance on returning to school:
  - "Returning to school is important for the healthy development and well-being of children, but
  - we must pursue re-opening in a way that is safe for all students, teachers and staff. Science
  - should drive decision-making on safely reopening schools. Public health agencies must make
  - recommendations based on evidence, not politics. Leave it to health experts to tell us
  - when the time is best to open up school buildings, listen to educators and administrators to
  - shape how we do it.”
  - Supply teachers and staff with N95s
- Questions
  - Band and chorus at LMS and CHS?
  - Temp scanning at arrival?
  - Opportunities to change enrollment due to student experience?
  - How do we assess, evaluate and vote to “flip the model”.
  - Eliminate sophomore and senior projects?
  - HVAC - Merv-13 filters, measure air exchange? (might want to skip?)
  - How does “deep cleaning” differ from daily disinfecting?
  - What’s in place to address SEL needs?



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- How are SPED and 504 students' needs going to be met? Option for more time in school if we open with hybrid?
- Attendance taken at home/school/hybrid?
- Risk of transmission in non-masked high risk areas like gyms/daycares?
- Do we have the staff willing to accommodate each of the plans offered?
- If you want classes to be held outside, how many tents are you willing to purchase per school. I believe I read 2 per school somewhere - if so, that is not enough.
- If an educator needs to purchase special masks or equipment for their class, how does one go about getting the funds and what is the approval process?
- Are toilets being fitted with lids to reduce the addition of droplets into the air when flushing?
- How many students and staff must become ill before closing down schools again?
- Will additional staff be hired so class sizes can be reduced?
- Are we using county (including Manchester/Nashua) data to determine/evaluate model?
- 4x4 schedule - AP Classes? <10 students?
- And finally, please answer this rising Litchfield 7th grader's question which should be the first question in every adult's mind: "If they took us out in March when things weren't so bad, why are they sending us back when it's worse?"
- Comments
  - Thank you for all your hard work
  - Need time to plan logistics, teacher and staff training
  - Consider impact on arrival/dismissal, all areas of day to day logistics
  - Thanks for streaming meeting live
  - Confident remote instruction will be much improved from Spring
  - FERPA is not a reason to not include remote instruction
  - Pulling student and applying for private school - no plan for remote instruction, needs 5 days in
  - Kids are "all hanging out together" now
  - Local day cares are up and running with no spread
  - Disappointed in lack of details on remote learning model. What does it include if hybrid?
  - I cannot give either group my full attention and my best if I am split between them. I could just lecture to them, but that is not my best teaching.
  - PPE and special protective equipment should not come out of classroom/program budgets. Should be funded by CARES.

Mr. Bourque indicated correspondence will be attached to the minutes. Brian - we will put them in the minutes -

**G. Comments:**

- **Superintendent's Comments**
  - **Enrollment Update**

Dr. Jette updated the Board on enrollment numbers in the district. He indicated that elementary numbers are relatively unchanged, as are the high school numbers.

- **AP Government & Politics Textbook Request:**
  - Cengage
  - Pearson

Dr. Jette presented a textbook request from Ms. Widman, Director of Curriculum, Instruction & Assessment. He indicated that AP textbooks (Government & Politics) from two vendors were reviewed by Nate Cooper, CHS Social Studies teacher. He noted that Mr. Cooper's first choice was the Pearson book, which is less costly than that from the other vendor. Dr. Jette added the books have been approved by PERC.

Mrs. Hershberger asked if the research source listed on the recommendation form is what was actually used.

Ms. Widman indicated the research sources are used in conjunction with the recommendation.

Mrs. Hershberger commented that the resources are very broad. Dr. Jette indicated that they will review that.

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***Mrs. Hershberger made a motion to approve the purchase of AP Government & Politics textbooks from Pearson Education as recommended. 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.***

- **School Board Comments**

Mrs. Hershberger commented that she believes the hybrid option offered in the school reopening plan is not sufficient. She indicated the options of full in-person and a more vigorous or full remote are appropriate to plan for different scenario throughout the year.. She noted the Board's responsibility is to present a direction and the Superintendent should be granted the authority to choose the plan.

Mrs. Harrison commented she did not have a chance to watch the Oversight Committee meeting yesterday, but was disappointed to hear members of the committee saying the Board will not approve anything other than an all in plan as stated by the Board Chair. She indicated she is siding on the side of safety, regardless of the decision, and she is not willing to make concessions when it comes to the safety of the students and the staff. Mrs. Harrison commented it was sad to read the LEA and LSSA are not in favor of the plan. She indicated we need to address their concerns because without them we cannot reopen the schools. She asked that we trust the administrators because they are in the buildings making this work and trust their input regarding what is and is not possible.

Mr. Bourque clarified that he expressed to the Oversight Committee the Board will not support a hybrid option and pointed out that was the consensus of the Board.

Mrs. Harrison suggested that the Board take a vote on matters for which the Chair will be speaking on behalf of the Board.

Mrs. Hershberger commented she did not think the hybrid option was off the table. She indicated that it was her understanding the plan was incorporating all three options.

Mr. Meyers commented that someone brought up that the Board was ignoring the sub-committees, but the sub-committees did not express any recommendations. He believes there is a misunderstanding that people believe the committees were handing their consensus to the Oversight Committee.

Mrs. Harrison indicated as a member of the operations team she believed their role was to present recommendations to the Oversight Committee.

Mr. Meyers commented the Board failed in not providing a clear direction.

Mrs. Hershberger commented we cannot look back. She indicated the task forces have had discussions on everything at every level, and as a result we will have a more carefully thought out plan.

Mr. Meyers commented Dr. Jette is in the worst position with a tough decision.

Mrs. Harrison felt it is important to have three plans and depending on what is going on in and around our schools, it is also wise. She commented it is impossible to ask everyone to agree on an answer.

Mrs. MacDonald commented her goal was to offer the people of the town a choice. She indicated many people need to go to work. She noted she was surprised by the hybrid option.

#### **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. 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](mailto:charrison@litchfieldsd.org), and Michele E. Flynn, Administrative Assistant, at [meflynn@litchfieldsd.org](mailto:meflynn@litchfieldsd.org).*

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*Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.*

There was no public input.

### III. GENERAL BUSINESS

#### A. Public Minutes:

- July 15, 2020
- July 23, 2020

***Mr. Meyers made a motion to approve the public minutes of July 15, 2020 and July 23, 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.***

### IV. REPORTS

#### A. Business Administrators Update

- Food Services Price Increase Proposal

Mr. Izbicki commented each year reporting has to be done by the Food Services Department and sent to the State regarding meal charges. He indicated that the district's prices have been stagnant for many years. He noted the State is recommending a price increase of \$0.05 per meal. Mr. Izbicki recommended a price increase of \$.10 per meal. He noted if we do not increase meals by at least \$0.05 per meal, the difference will be absorbed by the general fund.

Mr. Meyers commented we ran a deficit the last two years. He noted our cohort average for elementary school is \$2.83 and \$3.25 for the high school.

Mr. Izbicki explained the state is saying we have to implement a price increase. He indicated if we were serving our average number of meals per year we would not have that deficit, but we were not operating under normal circumstances.

Dr. Jette pointed out that the reason we were running a deficit is because we were investing in the food services program. He indicated offering breakfast will increase revenues and a \$0.10 increase will generate additional revenue.

Ms. Crowley commented that the price increase will be especially helpful since we will lose out on a la carte and extras.

Mr. Bourque commented the last time the Board approved a price increase, adult meal prices was included. Ms. Crowley indicated adult meal prices will be increased.

***Mrs. Harrison made a motion to approve a \$0.10 per meal price increase for district food services. 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. Izbicki reported the financial statement for the audit has been completed and the bulk of the financials is done. He indicated he will begin preparing the DOE-25.

Mr. Izbicki reported that DDM completed the HVAC assessment for all three schools with A & E Mechanical on hand to repair the issues. He indicated within the next month we will need to contract with a controls vendor to fix control issues in order to reopen the schools. He explained that the controls contractor ensures the controls are working properly to allow a flow of fresh air and monitor that cold air intake so the system does not freeze in the winter. DDM will provide a list of contractors if A & E Mechanical is not available. He reported all filters were changed to MERV-13 filters; however, the overhead units at CHS only hold MERV-8 filters. Also, it was

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discovered that motors to some overhead units were not running and there were no belts on some of the motors.

Mr. Izbicki indicated he provided a list of PPE and Cleaning supplies inventory. He reported that an order was placed for 1,000 pediatric sized face masks, mainly for elementary students, but some may be needed for smaller middle school students. He noted a box will be provided for each bus in the event a student forgets their masks. He mentioned that J & J Janitorial Supplies has plenty of hand sanitizer and wipes available. He indicated the district will pick up those supplies from J & J.

Mrs. Harrison asked about the costs for HVAC systems repairs. Mr. Izbicki indicated in the long term, all systems need to be updated; for the short term repairs, we will not know the costs until they are provided.

Mrs. Harrison asked if the district placed orders for any of the PPE items on the list. Mr. Izbicki indicated that no orders have been placed currently, but he will follow up with the nurses to see what is needed for reopening.

Dr. Jette redirected the discussion back to ventilation. He indicated that Mr. Ross, Director of Facilities, has both institutional knowledge and knows how to get into these systems. He recommended that we need redundancy in the system and assistance for Mr. Ross.

## **V. OLD BUSINESS**

### **A. Policies: 2nd Reading:**

- **BCB, Board Member Conflict of Interest**

*Mrs. Harrison made a motion to approve policy BCB, Board Member Conflict of Interest. 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.*

- **DAF, Administration of Federal Funds**

*Mrs. Harrison made a motion to approve policy DAF, Administration of Federal Funds. 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.*

- **DI, Financial Management & Reporting**

*Mrs. Harrison made a motion to approve policy DI, Financial Management & Reporting. 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.*

- **DJ/DJB, Purchasing**

*Mrs. Harrison made a motion to approve policy DJ/DJB, Purchasing. 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.*

- **DJE, Bidding Requirements**

*Mrs. Harrison made a motion to approve policy DJE, Bidding Requirements. 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.*

- **DKCA/R, Travel Reimbursements**

*Mrs. Harrison made a motion to approve policy DKCA/DKCA-R. 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.*

- **DN, School Equipment & Supplies Disposal**

*Mrs. Harrison made a motion to approve policy DN, School Equipment & Supplies Disposal. 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.*

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- GBAA, Sexual Harassment & Title IX (Employees)
- JBAA, Sexual Harassment & Title IX (Students)

*Mrs. Harrison made a motion to approve policy GBAA, Sexual Harassment & Title IX (employees) and policy JBAA, Sexual Harassment & Title IX (students). 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.*

#### **B. Policies: New & Revised**

Mrs. Flynn indicated the following policies were reviewed by Heather Murray, formerly with the NH DOE, to analyze how credits can be earned and articulate them into the correct policy, with the subsequent policies revised to reflect changes resulting from the previous Board decision to allow the different credits to be added to student GPAs.

- IK, Earning of Credits

*Mrs. MacDonald made a motion to approve policy IK, Earning of Credits, for a first reading. 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.*

- IHBH, Extended Learning Opportunities

*Mrs. Harrison made a motion to approve policy IHBH, Extended Learning Opportunities, for a first reading. 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.*

- IHCD, Advanced Course Work/Advanced Placement Courses & STEM Dual/Concurrent Enrollment Program

*Mrs. Harrison made a motion to approve policy IHCD for a first reading. 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.*

- IIMB, Distance Learning

*Mrs. Harrison made a motion to approve policy IIMB, Distance Learning, for a first reading. 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.*

- IMBC, Alternative Credit Options

*Mrs. Harrison made a motion to approve policy IMBC, Alternative Credit Options, for a first reading. 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.*

#### **C. Coronavirus Review and Update**

- Fall School Reopening Plans Update
  - Task Force Final Report
  - Staff Reopening Survey Results

Dr. Jette commented that the district will be watching schools that open across the country to see what to do in our district. He reported the two associations (LEA and LSSA) are thinking about the safety of employees and could not support the reopening proposals. He indicated there has been diverse feedback from the community. He noted that in the final report it is articulated that a reduced cohort will be safer in the schools.

Dr. Jette reported that in-person services offered are Full Attendance and Hybrid, with the Remote model running with the Full Attendance model for families that do not want to send their children to school physically. He indicated that if we have 20% that choose the Remote model, we will have to select a few additional children to go remote to get to a safer level of in person services. He commented if we get to a lower percentage as the situation changes or if conditions worsen, we would move to a Hybrid, alphabetical division model. He noted the

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next step is to survey parents so we will know how many students and which students will be physically attending classes and their grade levels.

Mrs. Harrison asked which plan the associations do not support.

Dr. Jette commented that the letters received from both associations were about in-person services and questioning if it was safe to do so; if it will increase the likelihood of COVID through proximity and contact. He indicated the associations are advocating for Full Remote for teachers and students and we know that is not what parents want.

Mrs. Harrison commented we know that is not best for the students, but safety is a factor.

Mrs. MacDonald asked who would teach Hybrid classes.

Dr. Jette indicated that is a whole different skill set and is an added phase in the reopening plan for schools. He explained that the proposal includes 8 professional development days for training, such as on how to move through the building, etc., welcoming meetings with remote learners to meet the teachers, and phasing in classes by grade levels over several days, with the first full day of school on September 9.

Mrs. Harrison asked if there is a reason to do a phased in opening by grade level.

Dr. Jette indicated it is so teachers from other grades can observe and assist the grade level teachers in the school during the phased in approach. He added that Remote student meetings will take place on September 1, from 8 am - 11 am, teachers will meet with small groups of families that will be working with the teacher remotely during the year; Half the in-person class students (K, 1, 5, 6, 9, 10) will meet with teachers on September 1 from 8 am - 12 pm and the remaining half (2, 3, 4, 7, 8, 11, 12) will meet with teachers on September 2 from 8 am - 12 pm to review protocols and expectations.

Mr. Meyers commented he would rather hold remote weeks until after December in the event they are needed.

Mr. Bourque suggested to take remote weeks off the calendar.

Mrs. Harrison commented we should take advantage of every day they are in school, but make it clear that there has to be a Plan B and C.

Dr. Jette asked if there is Board consensus with the phased in approach and removing the remote weeks from the calendar.

***Mrs. Harrison made a motion to approve the phased in approach of the 2020-2021 Reopening Plan and to remove remote days from the calendar. Mrs. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

Dr. Jette reviewed the Reopening Plan final report with the Board. He mentioned that the district will be using the Harvard Global Health Institute Risk Level Tool, with 7 day rolling average and indicators.

Mr. Meyers asked about attendance policies that may be affected by the plan.

Mr. Lonergan indicated that it is important to track and see who is participating.

Ms. Widman indicated we built that in for parents as well because if a student goes remote because they are ill there has to be engagement. She commented in a competency-based system it is crucial.

Mr. Lecklider indicated that students need to be held accountable for attendance. He noted there is a parent education piece as well, and there needs to be serious expectations of families.

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Mrs. Bandurski commented that we can work together and come up with a plan if there is lack of engagement from the student or family. She indicated there is no active participation to intend to achieve competency.

Mr. Mitchell commented even with the remote option he believes missing students will be noticed quickly.

Dr. Jette indicated there are guidelines for all types of attendance for students and staff. He commented we will have various data and metrics that we will receive and we will communicate when we see trends that are noticeable.

Mrs. Hershberger asked about the availability of PPE and other necessary safety equipment, as well as the overall staffing levels necessary to operate schools under each teaching model.

Dr. Jette indicated that discussion occurred and if we observe several staff are out, it will be covered by the monitoring criteria.

Mrs. Hershberger asked if the district has developed a policy regarding who has the authority to make the reopening decision. She felt strongly it should be the Superintendent's decision.

Dr. Jette expressed his appreciation, but he believes in engaging in discussion and dialogue about it.

Mrs. MacDonald asked who will be teaching remote students.

Dr. Jette indicated currently the vision is that the teacher of the class or that grade will be teaching remote students. He commented we do not have a dedicated remote teacher we can hire. He noted the teacher will be providing the lessons live to students in class and remote learners.

Mrs. Harrison felt that would be a lot of pressure on the teachers. She asked what a remote class would look like. She indicated a description of a remote class will help alleviate much parent concern.

Mr. Lonergan indicated the students are all technology natives and have been brought up with Google and Google Classroom. He commented it is a matter of adjusting to the technology for the teacher, which may be a bit of a learning curve.

Mr. Lecklider commented how the numbers break out will be interesting. He indicated if in school class size is higher in comparison to remote size, that is going to determine what the synchronous model will look like. He noted for 7th and 8th graders, the teachers are content certified.

Mrs. Hershberger asked if administrators are planning on teachers rotating to classrooms.

Mr. Lecklider indicated as much as possible. He noted they are working on cohorting and clustering.

Mr. Lonergan indicated that teacher rotation will not be possible at the high school because of the varying schedules; however, traffic and the flow of students will be managed and monitored. He expressed concern regarding FACS, Tech Ed and Unified Arts and how remote students would access those courses.

The Board discussed with the administrators options to allow remote students to come into the schools for labs and Unified Arts.

Dr. Jette indicated there are guidelines and expectations for Remote 2.0 and Total Remote options. Ms. Widman noted that differentiated expectations are included in the Full Remote option.

Dr. Jette referred to Mr. Pelletier regarding technology.

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Mr. Pelletier indicated that an order has been placed for grades 5 and 9 for 1:1 Chromebooks, but they may not be delivered until October. He commented we are trying to get all the parts and pieces we have at the middle and high schools, but there may be a potential for some students to bring their own devices.

Dr. Jette reviewed the plan for Operations, which reflects criteria for mask wearing, cleaning, distancing, travel, visitors, hygiene protocols, ventilation systems, food service, transportation and staffing.

#### **Additional Staffing Needs**

Dr. Jette indicated there will be a need for additional staffing in Technology and Custodial. He mentioned that interns can be used for technology, which will reduce the cost of additional staffing.

Mr. Izbicki indicated that additional food service staffing will be necessary as well.

Dr. Jette indicated that there will be an increased need for substitute teachers and monitors for lunches, recess, and buses for mask enforcement. He noted that additional staffing will be needed in nursing due to additional responsibilities with COVID-19. He mentioned based on feedback from the Board, we added in the report that NHIAA has delayed the season to September 8 and only recommendations for fall sports are reflected in the report.

Board members suggested removing the wording that the competitive season is cancelled in the plan.

Mrs. Harrison commented that all after school programs will be affected.

Mrs. Harrison and Mrs. Hershberger both felt that co-curricular activities should continue.

Mr. Lonergan indicated that advisors for co-curricular activities are willing to go forward with them and make them work within the guidelines.

Dr. Jette noted it is up to the advisor to come up with a proposal.

Mrs. Hershberger was concerned that committing to riding or not riding the school bus for the whole year would be too extreme and suggested families commit for each semester.

Mrs. Harrison suggested families commit for each quarter.

Mrs. Flynn explained that changing the routes or bus assignments each quarter would cause too much confusion with not only students and parents, but the drivers themselves. She felt that commitment by semester would be less confusing for all.

Dr. Jette mentioned that each administrator was responsible for developing a drop off / pick up pattern for their school.

Mr. Mitchell reported that he met with Mr. Izbicki and Mr. Preadable (from First Student) this morning to discuss the possibility of using the small loop for buses and the large loop for parents. He indicated that it was determined the buses will not be able to make the turn radius back onto Charles Bancroft Highway safely. He explained that the large loop will be used for bus drop offs and parent drop off/pick up, with the blacktop area being used for afternoon bus pick ups. Mr. Mitchell commented more staff will be used to direct both children and traffic and afternoon pick up will be planned with commitments from parents and assigned groups for dismissal.

#### **VI. NEW BUSINESS**

- **Policies: Review:**
  - **JRB, School Mascots**



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Dr. Jette commented with the issue of diversity and correctness at the forefront, a school mascot policy was developed in alignment with the district's Statement of Unity. He explained we are going to look differently at our mascots as we move forward. He indicated if the Board approves the policy it will trigger the district to examine the mascots we have in place.

Mr. Lecklider commented that we started to discuss this last year, but it did not go further than that. He indicated that there is awareness of the concerns about the LMS mascot. He noted there was something about building spirit and character around the school at that time as students would leave the middle school and go to Alvirne. Mr. Lecklider commented that at LMS we work to build spirit and team. He mentioned he was partial to having the Lion as the new mascot.

***Mrs. Hershberger made a motion to approve Policy JRB, School Mascots, for a first reading. 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.***

Dr. Jette asked the Board if they intended to vote on the Reopening Plan.

Mrs. Harrison talked about purchasing items that are needed now, and start hiring additional staff.

Dr. Jette indicated that additional staffing will be hired as needed and some purchasing can begin.

Mrs. Harrison mentioned that she looked into having additional handwashing stations built. She found a plan on how to build them that is inexpensive.

Mr. Mitchell commented that portable handwashing statutes need to be refilled every two hours and custodians are going to be so busy with everything else.

Mrs. Harrison commented our job is to make returning to school as safe as possible and we are falling short on these. She indicated we owe it to our children, staff and teachers to do the safest thing possible.

Mr. Mitchell agreed that hand washing is very important, but was not sure portable sinks were the answer.

Dr. Jette noted we are not set up for the ideal situation for hand washing.

Mr. Bourque suggested staggering lunches, breaks; using hand sanitizer; placing cohorts together. He mentioned that the hybrid option schedule was not discussed.

Dr. Jette indicated that the team will go back to look at it.

Mrs. Harrison asked about temperature checking the students when they arrive at school. Dr. Jette indicated that parents will be responsible for taking their child's temperature at home.

Mrs. Harrison asked about band and chorus classes. Dr. Jette indicated music educators put out their own report and principals will meet with the teachers and discuss specific plans for their classes.

Mrs. Harrison was concerned about AP classes in a four block model. She asked how other schools make sure their AP students are ready for the exams.

Mr. Lonergan indicated that CHS will have to be a bit creative with AP classes. He commented that there are teachers that have experience with the four block model. He noted the challenge is if the AP course is a first semester course and we will need to continue that first semester support.

Mr. Bourque asked if Board members had any further comments or questions. Hearing none, he asked for a motion to approve the Reopening Plan.

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Mrs. Harrison asked to which plan the Board would be voting on.

Dr. Jette indicated the intent is to reopen with Full Attendance with a Remote Option and if it is not safe to open we will move to the next part of the plan.

***Mr. Meyers made a motion to approve the School District Reopening Plan as recommended. Mrs. Hershberger seconded.***

Mrs. Hershberger asked about staff concerns and accommodations.

Dr. Jette indicated they have not looked at ADA letters received yet and cannot make a determination until a plan is in place.

Mrs. Hershberger asked what is the maximum percentage of the student population will be participating in the full reopening.

Dr. Jette indicated that the district will do a survey to determine what we are committing to and those are the numbers we are going to base it on.

Mrs. Hershberger asked if conditions change a week prior to opening, parents need time to plan for this. She was concerned over how soon a final decision will be made. She asked who makes the decision about reopening after the Board approves the plan?

Dr. Jette indicated that the Administrative Team and School Board would meet remotely to discuss it and decide.

***The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, no; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

## **VII. MANIFEST**

There was no manifest.

## **VIII. PUBLIC INPUT**

A. Community Forum

Mrs. Harrison summarized public input that was received during the meeting.

John Son, resident, commented that he was confused by the reopening document released today. He believes the Hybrid option is a better solution. He asked why the Board was deciding against the wishes of the Task Force Committees. He also indicated that a BYOD option is a short term solution.

Carey Tanguay, resident, was in support of the in-person, five day in school option.

Shanna Dodge, resident, was in support of the Hybrid option.

Debi Leary, resident, asked to add Kindergarten to the 1:1 grant.

Michelle Gill, resident, asked about the playground cohort information and was concerned about transportation.

Debi Leary, resident, was concerned about the parking and drop off/pick up option for GMS.

High School Special Education Teacher was disappointed in the change from the Hybrid option to the Full In-Person option.

Kristen Starret, teacher, shared a picture of a handwashing station.

## **IX. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)**

***Upon a motion made by Mrs. MacDonald, the Board entered into non-public session at 10:08 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. 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 Mrs. MacDonald, the Board returned to public session at 10:24 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**

*Mrs. MacDonald made a motion to adjourn the meeting at 10:25 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 August 19, 2020**

**Location: Town Hall**

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

*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. 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](mailto:charrison@litchfieldsd.org), and Michele E. Flynn, Administrative Assistant, at [meflynn@litchfieldsd.org](mailto:meflynn@litchfieldsd.org).*

**PUBLIC CALL IN NUMBER: 1-866-899-4679**

**ACCESS CODE: 502-658-605**

**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 4:10 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.*

*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 5:25 p.m. and read an opening statement.

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

**D. Summary of Non-Public Actions from July 30, 2020:**

*Mr. Meyers made a motion to grant authority to Devin Bandurski, Director of Special Services, to determine if the PK program will be able to run safely. 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.*

**Summary of Non-Public Actions from August 6, 2020:**

*Mrs. Hershberger made a motion to approve the non-public minutes of July 15, 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.*

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Mr. Meyers made a motion to accept the resignation of Susan Benoit, GMS Grade 2 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 were no presentations or recognitions.

#### **F. Correspondence**

Mrs. Harrison read correspondence from community members and Litchfield staff.

Brittany Milligan, CHS Music Teacher, submitted correspondence voicing her concern regarding the lack of support for teachers and staff members by the School Board. She was concerned teachers and staff were not invited to the July 30 Board meeting.

Timothy Otis, 6 Ronisa Avenue, expressed concerns that the hybrid model was not offered as an option for school reopening. He was concerned about risking his child's health with a full reopening plan.

Steph Silver, 6 Blackbird Lane, was concerned about the lack of information for reopening schools. She suggested an orientation day for students in Kindergarten and Grades 5 and 9.

Heidi Ames, Moose Hollow Road, asked for clarification of the reason the Board held a non-public meeting after the July 30 public session that was not posted.

Kristeen Durand was concerned that there has been no decision on when children are going back to school in Litchfield.

Kathleen Follis, 8 Mike Lane, asked the Board to discuss extra-curricular activities and expressed that a plan be created to allow children to be active, while statewide COVID numbers are low and before the possibility of the pandemic conditions worsening. She suggested if students or parents feel that participation in these activities is unsafe, they be allowed to opt out.

#### **G. Comments:**

- **Superintendent's Comments**

- **Handbooks Update**

Board Dr. Jette indicated student handbooks are being completed and is hopeful they will be ready for the School on September 2. Mrs. Hershberger suggested adding an addendum for one year for new information.

- **GMS Update**

Dr. Jette informed the Board that during the August 6 storm a tree fell on electrical wires and tripped an electrical box at GMS. Power was restored, but not at GMS and upon further inspection it was determined the electrical box, which is a Square D panel, had to be replaced. Power remained out until it could be safely turned back on. The building was re-energized on Monday morning and Schneider Electric is scheduled to return on Friday to install the new panel. GMS operations were moved to LMS during the outage. The school will be ready for occupancy on August 24. The total cost to restore the power is approximately \$75,000, which is an unbudgeted expense. It highlights the nature of GMS and the antiquated systems.

Mr. Izbicki reported the district will submit a property claim to Primex.

- **Litchfield Community Facilities Survey**

Dr. Jette shared a survey regarding community facilities with the Board and noted it was created by the Planning Board.

Mrs. MacDonald commented she does not agree with the way the survey is set up.

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Mrs. Harrison commented the District Capital Planning Committee did a lot of work on the Capital Improvement Plan and the Board voted to move ahead with it. She indicated the survey is gauging interest in if it should be approved.

Mr. Bourque commented the Town Capital Improvement Committee would like to gather feedback before the survey goes out to the public. He indicated the items the district committee submitted are still in the plan.

Mrs. Harrison was confused as to why it is being presented from a priority standpoint.

Dr. Jette commented that the survey includes dollar amounts and is forcing people to decide if they want to spend the money in taxes when it should be asking what the priorities are as a community. He believes the survey will cause more confusion and will generate confusing data. He noted that the Town Administrator would like feedback by Friday. He commented the Board can provide general feedback based on what was heard tonight and each Board member can provide individual feedback.

- **School Board Comments**

There were no Board member 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. 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](mailto:charrison@litchfieldsd.org), and Michele E. Flynn, Administrative Assistant, at [meflynn@litchfieldsd.org](mailto: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.*

Mr. Bourque indicated that Patrick Keefe, LEA President, asked to speak about the LEA's reopening recommendations.

Mr. Keefe thanked the Chair and opened by commenting that the LEA was not well-represented on the reopening task force and LEA ideas were not represented in the document that was voted on by the Board. He indicated that health and safety were not the center of the plan, schools are not well staffed and not prepared to handle the increase in responsibilities that are associated with reopening guidelines.

Mr. Keefe presented recommendations from the LEA:

- The level of education must be high quality and meaningful
- Blended synchronous learning is impractical and discouraged by the NH DOE and Governor
- Begin the school year in the hybrid model for the first 9 weeks
  - Reduces the number of students in the building
  - Allows for better and more thorough cleaning
- Recalibrate safety thresholds:
  - Red Plan:
    - remote; educators and students make the curriculum and instructional decisions
  - Yellow Plan:
    - remote option for students and staff
    - exclusively in-person or remote but not both
    - purchase of tests/other equipment for outdoor instruction
    - HVAC systems must meet ASHRAE standards
    - air quality test done before first day of school
    - cleaning once per week

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- Green Plan:
  - remote learning for all students and staff, not both types of synchronous learning
  - More outdoor classes.

Mr. Keefe indicated this is the counter-proposal to the District's reopening plan. He indicated this is a difficult time and staff has been given a difficult task to accomplish. He noted the proposal is endorsed by the LSSA. Mr. Keefe commented staff wants to be back in school, but under safe conditions.

### III. GENERAL BUSINESS

#### A. Public Minutes:

- July 30, 2020

*Mrs. Harrison made a motion to approve the public minutes of July 30, 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.*

- August 6, 2020

*Mrs. Harrison made a motion to approve the public minutes of August 6, 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. Business Administrators Update

- Unaudited Financials

Mr. Izbicki provided information on the district financials to the School Board. He reported that auditors completed their field work the last week of July. He indicated as they were reviewing the general ledger they noted a particular liability (Workers Compensation) was carrying a balance and was not clearing out. They proposed an entry to resolve it and the funding will be added to the end of year fund balance that is being returned to the taxpayers.

Mr. Bourque asked about the dollar amount to offset a tax increase.

Mr. Izbicki indicated based on the estimate pending the final DRA revenue review, we are looking at a tax increase of negative two cents (-\$0.02) per thousand. He explained once the DOE 25 and MS 25 are submitted to the State, that goes toward the tax rate. He noted those are the factors that led to the change in the amount of the general fund being returned that was reported on June 17 and July 9.

Mr. Meyers asked for a summary of summer projects.

Mr. Izbicki indicated that the following projects were completed: CHS sidewalks and walkways; dugouts; loading dock; LMS secure vestibule/canopy project estimated costs are being finalized; district door lock project is commencing with a meeting with One Source Security and a key system plan; Chromebook expansion is in process for shipping; mobile bleachers purchase and will need concrete pads installed for bases; HVAC audit done by DDM and a control contractor was recommended. Mr. Izbicki noted that the district may be working with the original control contractor for CHS ventilation.

Dr. Jette explained when the mechanical contractor completed CHS the plans went with them. We tried to track down the contractor and were unable. We went through different avenues and the last vendor that was recommended turned out to be the person who programmed the system at CHS. He indicated the HVAC audit was shared with the union associations and if someone wants to examine it, they can make a request.

Mr. Bourque commented that updates be provided as the district moves forward.

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Mrs. Harrison requested a list of PPE purchases to date and asked what we have and what is needed.

Mrs. Hershberger indicated there is an updated proposed budget for the plan.

Mr. Bourque reported that nurses were asked if they can perform their job responsibilities under the reopening guidelines and the response was that they can.

- **2020 DOE-25**

Mr. Izbicki asked Board members to sign the 2020 DOE 25 and MS 25 cover sheets.

Mr. Bourque commented that the Board is being asked to sign a report when it has not been submitted to them for review

Mr. Izbicki commented it has been requested in the past and we have to submit it by September 1.

Dr. Jette indicated Mr. Izbicki can email it to the Board and members can sign it once it is reviewed.

**V. OLD BUSINESS**

**A. Policies: 2nd Reading:** *(all policies for 2nd Reading have been vetted by legal counsel)*

Policies IK, IHBH, IHCD, IIMB, and IMBC were reviewed by Heather Murray, formerly with the NH DOE, to analyze how credits can be earned and articulate them into the correct policy, with the subsequent policies revised to reflect changes resulting from the previous Board decision to allow the different credits to be added to student GPAs. Board members were asked to provide final approval of the policies.

- **IK, Earning of Credits**

***Mrs. Hershberger made a motion to approve policy IK, Earning of Credit. Mr. Meyers seconded.***

Mr. Meyers suggested investigating if athletes can earn PE credit for sports.

Mr. Lonergan commented that was revisited in the past, but was not considered as teachers have to sign off on competencies. He indicated that they will revisit it.

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

- **IHBH, Extended Learning Opportunities**

***Mrs. Hershberger made a motion to approve policy IK, Earning of Credit. IHBH, Extended Learning Opportunities. 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.***

- **IHCD, Advanced Course Work/Advanced Placement Courses & STEM Dual/Concurrent Enrollment Program**

***Mrs. Hershberger made a motion to approve policy IHCD, Advanced Course Work/Advanced Placement Courses & STEM Dual/Concurrent Enrollment Program. 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.***

- **IIMB, Distance Learning**

***Mrs. Hershberger made a motion to approve policy IIMB, Distance Learning. 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.***

- **IMBC, Alternative Credit Options**

***Mrs. Hershberger made a motion to approve policy IMBC, Alternative Credit Options. 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.***



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- **JRB, School Mascots**

***Mrs. Hershberger made a motion to approve policy JRB, School Mascots. 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.***

**B. Coronavirus Review and Update**

- **Fall School Reopening Plans Update**

Dr. Jette shared the data results of the parent survey for school reopening with the Board. He commented the survey went out to families and was due late day on Friday. The initial data had several families' multiple entries and not all the answers were the same. The duplicates were identified and families were called regarding conflicting responses. Students of families that did not complete the survey were identified and parents were contacted. A handful of people that responded were not in the system and we reached out to them to determine that they did move to town, but had not yet registered their children.

Dr. Jette presented elementary survey results:

K: 76 students enrolled - 61 in person - 15 remote  
1: 77 students enrolled - 61 in person - 16 remote  
2: 89 students enrolled - 71 in person - 18 remote  
3: 90 students enrolled - 70 in person - 20 remote  
4: 78 students enrolled - 63 in person - 15 remote

Mrs. MacDonald asked if the desks would be 4-6 feet apart or a full 6 feet apart.

Dr. Jette indicated the desks would be 4-6 feet apart as outlined in the plan.

Mrs. Hershberger commented it is important for families to know how far apart the desks will be and how many students will be in a class.

Dr. Jette commented that there is a chart that shows square footage per room, but that is with the rooms empty.

Mrs. Harrison commented the data shows, for example, 16 remote students in grade 1. She asked why there cannot be a remote class.

Dr. Jette explained grade 1 has four teachers. If we take one teacher to instruct a remote class that will leave three teachers for 61 students, which is above distancing guidelines. The plan is to have concurrent teaching of in-person and remote so students can have the ability to be instructed by their assigned teacher.

Mrs. Hershberger commented that elementary parents concerned their children will be wearing masks a good part of the day and after day one, they may decide to go remote based on how the day goes.

Mrs. Harrison indicated she is holding strong on 6 feet of distance and if under 6 feet, masks should be worn.

Dr. Jette commented that he is confident we are able to do this and teachers will have to rethink how they will set up their rooms. He indicated now that we have this data, classes have to be rebalanced.

Mr. Mitchell commented distancing can be done. He noted in smaller rooms there will be 14 to a class; in larger rooms 16 to a class.

Dr. Jette presented middle school survey results:

5: 94 students enrolled - 68 in person, 25 remote  
6: 90 students enrolled - 71 in person, 19 remote  
7: 90 students enrolled - 62 in person, 27 remote  
8: 91 students enrolled - 71 in person, 20 remote

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Mr. Lecklider indicated he met with team leaders last week and have started conversations with the learning team. He noted grade 6 will be the greatest challenge, but we will be creative.

Dr. Jette asked Mr. Lecklider how confident he is with moving around the building during the day with 272 students in the building.

Mr. Lecklider commented it will be challenging, but we will be cohorting and clustering. He indicated we will set students up in their general grade level area. He noted he would rather start with masks on full time and scale back from there.

Mrs. Hershberger asked if teachers in grades 7 and 8 will be rotating to students.

Mr. Lecklider indicated there will be some passing for those students because of elective classes for the two upper grades.

Dr. Jette presented high school survey results:

9: 116 students enrolled - 102 in person, 14 remote

10: 115 students enrolled - 100 in person, 15 remote

11: 100 students enrolled - 84 in person, 16 remote

12: 111 students enrolled - 96 in person, 15 remote

Dr. Jette asked Mr. Lonergan to report on the CTE schedule.

Mr. Lonergan indicated that the CTE schedule is in line with the CHS schedule. He reported Pinkerton is using the hybrid model so our students will go there on days when they are not assigned there. He noted Alvirne has a more consistent schedule, so it will be challenging.

Dr. Jette asked how passing in the hallways and stairways will occur.

Mr. Lonergan indicated Mr. Perez has already begun assigning directions in hallways and stairways to try to keep students from crossing paths and loitering. Students will be required to wear masks while passing between classes.

Mrs. Hershberger asked if there was any discussion about open campus.

Dr. Jette indicated a form for early release has been developed by Guidance and is under legal review.

Mrs. Harrison suggested the COVID dashboard be put on the website so parents can access it.

Dr. Jette indicated it is a Harvard study that looks at every country in the world. He noted that data is drilled down to counties (i.e. Hillsborough), but not reflective of towns. He commented our metrics are based on staff attendance and student attendance. He indicated it could be made public, but there are so many components to it that could be complex and confusing.

Mrs. Harrison commented many parents have been asking about the reopening decision on Facebook and if it will change. She noted there is much uncertainty.

Dr. Jette indicated that we are offering a reopening with full attendance and a remote option for families that want to opt out of full attendance. He commented numbers in New Hampshire are favorable and other districts that opted for full attendance are sticking with their decision.

Mrs. Hershberger felt it would be good for parents to have information about specific things we look at on the dashboard.

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Dr. Jette indicated that the plan is inclusive of those elements, as well as early fall/late summer weather and PPE that may be difficult to acquire.

Mr. Bourque asked if there is anything lacking to open the schools.

Dr. Jette indicated there is nothing lacking to reopen. He commented on opening day we will not be going into the auditorium and we will not have a BBQ. Teachers will report to their own schools and we will have a virtual Welcome Back with a slide show and recognition of staff service. Staff will be provided with a Welcome Back kit that contains items needed for classrooms, such as masks, sanitizer and wipes.

Mrs. Hershberger asked if decisions will be made about staffing issues at the building level.

Dr. Jette indicated we will discuss substitutes. He believes it is not fair to put out a call at 5:30 am and tell families of a particular grade to stay home because there is not enough staff. He noted that we will have to handle it and if it is ongoing, we will have to address it and re-examine it. He commented it will vary by grade. Dr. Jette noted that there are professional development days on the calendar for staff; nurses will be training how to put on proper PPE; on September 1 remote students will be able to schedule appointments with teachers so they can explain the protocols and expectations; buses will run on September 1 to practice the routes.

- **Sub Rates**

Dr. Jette presented a proposal to increase substitute rates in the district. He explained currently the district pays \$13.00 per hour. He indicated Hudson increased their rate to \$100 per day. The district is asking the Board to approve an increase in the pay rate to \$100.75 per day or \$15.50 per hour. He commented we have a good teaching and learning environment in our schools and that is attractive.

Mrs. Hershberger commented if other districts are doing hybrid at some level, a five day per week job would be an advantage for our district.

Mrs. Harrison asked if administrative assistants can support nurses who may need help.

Mr. Lonergan indicated that is the case at CHS, as even the administrators have helped in the past.

Mr. Mitchell indicated that Mrs. Clinton Jones has been asked to step in and help.

Mr. Lecklider indicated the receptionist at LMS supports the nurse.

***Mr. Bourque made a motion to approve an increase in district substitutes' pay rates to \$100.75/day or \$15.50/hour. 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.***

- **Fall Sports**

Dr. Jette reported the NHIAA has recommended the following sports, Bass Fishing, Cross Country, Field Hockey, Football, Golf, Soccer, Unified Soccer, Spirit, and Volleyball, can have their first official practice on September 8 and on September 10 low risk events can begin. He indicated moderate risk sports have to wait until September 18 and high risk sports, such as Football, have to wait until September 25. He noted this is the current guidance from the NHIAA. Dr. Jette commented we have not yet made a decision on athletics; however, we did make a recommendation on our concerns about what we consider high risk sports. He indicated the Athletic Director needs to start building a schedule and we are looking to keep travel down to 20 or 30 minutes away. He noted the Athletic Director had mentioned a discussion about flag football. Dr. Jette mentioned that all Superintendents are struggling with the athletics decision.

Mr. Meyers commented travel teams around New England are aggressively marketing schools that cancel seasons. He indicated the Lakes Region schools are meeting to set up their schools, but football is off the table because of concern over the number of students.

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***Mr. Bourque made a motion to approve the offering of all school sports with the understanding that the Board can revisit and amend the offerings. Mr. Meyers seconded.***

Dr. Jette asked the Board to be aware that many factors come into play with this as there is no middle school or junior varsity for other districts.

Mr. Bourque commented he was not aware they were only discussing high school sports.

Mr. Lecklider indicated it is important for the middle school to follow the high school's lead and currently cross country is a low risk sport. He noted LMS offers Cross Country, Soccer and Volleyball. He commented if the district determines those can be offered at the high school, we will explore them for middle school.

Mrs. Harrison noted some districts cancelled football, soccer and cheerleading as of today.

Dr. Jette suggested the Board authorize the district to pursue the schedules. He noted it is a choice and families are making choices to go with travel leagues.

***Mr. Bourque amended the motion to authorize the CHS Athletic Director to proceed with all sports at the high school and middle school. 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.***

Mr. Bourque mentioned that the district can determine if they continue if conditions change. He noted that protocols for safety should be set up.

Mr. Meyers commented if coaches are working with students now they should be under contract.

Dr. Jette indicated that a conversation occurred today regarding that issue.

Mr. Lonergan commented they cannot have players scrimmaging or going full court. He noted they can drill, work on skills, do sets, but no game type atmosphere.

Mr. Meyers commented he would like to see the two coaches actively working with our students under contract.

Dr. Jette indicated that Mr. Meyers is saying you want them paid the full amount. He suggested that they first determine from the Athletic Director what has or is being done. On September 2 we will have Mr. Knight attend the meeting and plan for the contracts. He noted he will seek legal opinion on coaches payments.

## **VI. NEW BUSINESS**

### **A. Portrait of a Learner**

Ms. Widman presented the approved Portrait of a Learner criteria to the School Board. She thanked the entire committee that came together to develop the document and indicated that Mr. Perez took the lead. She explained the Portrait of a Learner contains traits and descriptors for students to have when they graduate, which include: Perseverance & Adaptability; Integrity; Communication; and Critical Thinking. She commented there are learning standards that will be posted throughout our district.

Mrs. Hershberger asked if the traits are in order as it does seem that Perseverance & Adaptability would apply in a pandemic environment. Ms. Widman indicated they were voted on in this order by the highest priority.

Mr. Meyers asked if they will be embedded in the competencies. Ms. Widman indicated it depends on how they fit into the curriculum and the competencies.

***Mr. Meyers made a motion to adopt the guidelines for the Portrait of a Learner. 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.***

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**B. AP Test Results**

● **AP 5 Year Score Summary**

Ms. Widman presented AP test results for the 2019-2020 school year. Students took AP exams from home or another environment in May. The percentage of students who scored a 3 or above was 88%. She noted that a breakdown by test subject by year reflects that there are some tests that are not given every year.

Mrs. Hershberger asked if there are any other factors that are resulting from an increase in numbers as the data appears to show less students overall took tests in previous years.

Ms. Widman commented that you can surmise that was a factor. She indicated that data shows in past history we had over or close to 100% of students taking the AP exam. She explained some students come back on our college boards or have taken the exam on their own.

**VII. MANIFEST**

The manifest was circulated and signed by the Board.

**VIII. PUBLIC INPUT**

**A. Community Forum**

Sue Seabrook suggested increasing substitutes for nurses.

Jennifer Diener asked if the Board has seen updated information on best practices for mitigation of community transmission in a school setting by the NH School Nurses Association that recommends wearing masks at all times, except when eating.

John David Son, asked if the Board will address the LEA recommendations presented this evening in public session or in another meeting.

Dr. Jette indicated the Board and District are engaged in impact negotiations. He noted the negotiations are ongoing. The next meeting is Friday morning and then on Monday afternoon. Dr. Jette commented we are continuing forward with the reopening plan as written.

Joanne Berry asked if coaches are allowed to hold tryouts before September 8.

Dr. Jette indicated the rules the district placed in the reopening plan are high school NHIAA rules. He offered to reach out to the NHIAA regarding middle school.

● **Special Meeting**

Dr. Jette updated the Board on the special meeting scheduled for September 16. He reported that he, Mr. Izbicki and Mrs. Flynn met with the Moderator and determined the best option for observing pandemic protocol for a public meeting would be to hold the meeting in the CHS gym. The special district meeting will be to discuss and vote on revising a previously approved warrant article to appropriate additional State aid for the district. A public hearing will be held on September 2 and the Board will inform and consult with the Budget Committee regarding the special meeting procedures on August 27.

**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 8:43 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. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, 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. MacDonald, the Board returned to public session at 9:25 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.*

**XI. ADJOURN**

*Upon a motion made by Mrs. MacDonald, the meeting was adjourned at 9:26 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.*

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 Minute of the Public Hearing held on September 2, 2020**

**Location: Town Hall**

#### **In Attendance:**

B Bourque, Chair  
C Harrison, Vice Chair  
E MacDonald, Board Member  
R Meyers, Board Member  
T Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Michele E. Flynn, Administrative Assistant

#### **I. PUBLIC HEARING: RSA 197:3-a, III**

**6:00 p.m.**

*The governing body's warrant shall specify, in one or more articles, the amounts of appropriations proposed for reduction, rescission, or increase from the operating budget or separate warrant articles, or both, adopted at the annual meeting.*

#### **RSA 197:3-a - Special Meeting for Change in Education Funding**

*In response to statutory changes resulting in reductions or increases in distribution of state revenues for education pursuant to RSA 198:41 to school districts which would take effect after the adoption of a new school district budget and would apply in the fiscal year covered by the new budget, the governing body of a school district may, after consultation with the budget committee, call a special meeting of the legislative body to consider a reduction, rescission, or increase of appropriations made at an annual meeting.*

Mr. Bourque opened the public hearing at 6:11 p.m.

- **Superintendent's Report**

- **School District Response to Statutory Changes**

**Warrant Article 1** to appropriate additional revenue up to \$670,000 from the State of New Hampshire Department of Education, to add to the Capital Improvement Expendable Trust Fund.

Dr. Jette explained the Special District Meeting will be held on September 16, 2020 at 6:00 p.m. in the CHS Gymnasium and face masks are required to be worn. He indicated that this meeting is being held according to RSA 197:3 regarding special meetings in response to statutory changes that result in increases or decreases in distribution of state revenues for education.

Dr. Jette explained that the current NH state budget allocates an additional \$62.5M in targeted appropriations to districts as "fiscal disparity aid". One time funds are set to deploy in FY21. He noted these funds were not appropriated in March 2020 and voter approval is needed to transfer the funds to the Capital Improvement Expendable Trust Fund that was established and approved by the voters in March 2020. The School Board and School District consulted with the Budget Committee on August 27 in accordance and compliance with RSA 197:3a. The district has future projects that the funding will be used toward, such as Ventilation updates that total \$2.65M; GMS Planning \$320,000; LMS Kitchen \$300,000; CHS Gym Bleachers \$206,000. Current projects the district has either completed or are implementing include ventilation repairs (\$125,000); LMS canopy (\$220,000); GMS electrical repair (\$60,000).

Dr. Jette emphasized that this funding is critical to helping upgrade the repairs that need to be made going forward. He noted if the article does not pass, the one time revenue will go into the general fund and result in an

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unassigned fund balance, which will be used to offset the taxes. He noted that Litchfield State Representatives informed the public these were one time funds and that it was earmarked for infrastructure.

Dr. Jette further explained because of COVID 19 cost savings last year, the majority of the school district unassigned fund balance was returned to taxpayers and has offset taxes this year. He noted if this funding is returned to taxpayers it will result in an artificial dip that will cause a spike in the tax rate the following year. He reported that he and Mr. Izbicki have sat in on multiple meetings regarding ventilation in the district, during which was discovered the CHS system was never balanced in the past and valves are not functioning because of outdated controls.

The meeting on September 16 will be in the CHS gymnasium and voters are required to vote in person.

- **Board Comments**

Mr. Bourque read the warrant article:

Shall the Litchfield School District vote to raise and appropriate the sum of up to \$667,000 to the Capital Improvement Expendable Trust Fund previously established on March 10, 2020? This sum to be offset by a one-time grant of “fiscal disparity” funds in the amount of up to \$667,000 as part of the State of New Hampshire’s adequacy aid to the District. No amount to be raised by additional taxation.  
*(Majority Vote Required)*

- **Community Comments**

There was no public input.

- **Board Action**

***Mrs. Harrison made a motion to recommend Warrant Article 1 as written. 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.***

**CLOSE PUBLIC HEARING**

**The public hearing was closed at 6:33 p.m.**

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 2, 2020

Location: Town Hall

#### In Attendance:

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

*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. 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](mailto:charrison@litchfieldsd.org), and Michele E. Flynn, Administrative Assistant, at [meflynn@litchfieldsd.org](mailto: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: 292-443-637**

#### PUBLIC HEARING: RSA 197:3-a, III

6:00 p.m.

*The governing body's warrant shall specify, in one or more articles, the amounts of appropriations proposed for reduction, rescission, or increase from the operating budget or separate warrant articles, or both, adopted at the annual meeting.*

#### I. PUBLIC SESSION

Immediately following public hearing

##### A. Call to Order - Board Chair's Statement

Mr. Bourque called the meeting to order at approximately 6:35 p.m.

##### B. Pledge of Allegiance

##### C. Review & Revision of Agenda

##### D. Summary of Non-Public Actions from August 19, 2020:

*Mr. Bourque made a motion to approve the non-public minutes of July 30, 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 approve the non-public minutes of August 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.*

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*Mr. Meyers made a motion to accept the nomination of Taylor Theokas as a Grade 2 teacher at GMS at 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; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

*Mrs. Hershberger made a motion to accept the resignation of John Bennett, CHS Special Education teacher. 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.*

*Mrs. Hershberger made a motion to accept the resignation of Tammie Robie, GMS Part Time Computer 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 were no presentations or recognitions.

#### **F. Correspondence**

Mrs. Harrison reported a letter was received from the Trixy Gardner family and 23 other families in opposition to the full remote model. The letter noted arguments for a dedicated remote teacher for remote students to provide equal access to education. The letter was signed by:

- Trixy and Derek Gardner, 66 Naticook Avenue
- Andrew and Erica Ruggles, 54 Century Lane
- Danielle and Brian Morgan, 5 Grouse Lane
- Kevin and Janine Anctil, 43 Tanager Way
- Meg Couture, 12 Birch Street
- Kathleen Doucette, 115 Talent Road
- Nicole Quintana, 21 Riverview Circle
- Edward and Margaret Almeida, 10 Hopkins Street
- Jessica Vaughn-Martin, 19 Martin Lane
- Jennifer and Jeff Diener, 9 Birch Street
- Debra and Jeffery Hidalgo, 25 Brenton Street
- Candice and Jason Steeves, 20 Chasebrook Circle
- Samantha McClelland, 31 Chasebrook Circle
- Brooke Gray, 22 Brook Road
- Bethany Weixler, 5 Tamarack Lane
- Heidi Ames, 21 Moose Hollow Road
- Meg and Zach Fowler, 1 High Plain Avenue
- Wendy Sarasin and Austin Trombley, 2 Darlene Lane
- Bryant and Catherine Morris, 23 Moose Hollow Road
- Stacy Lamountain, 5 Hildreth Drive
- Andrew and Kate Stevens, 9 Evergreen Circle
- Tonya Watkins, 531 Charles Bancroft Highway

Lindsay Forhat was concerned about the audio/visual component for remote learners. She indicated she was under the impression the district was going to invest in high-def cameras and external audio mics that would allow remote students to be actively engaged during lessons. She commented she was disappointed to learn teachers are expected to live stream from their laptops. She noted that it is difficult to clearly hear the teacher speaking through the mask.

Stacy Lamountain, 5 Hildreth Drive, believes expecting the teacher to simultaneously teach students in the room and remote students is a poor learning environment for the students and a tiresome burden for teachers. She commented that a microphone and simple camera should have been considered months ago for a teacher to stream a class effectively. She was concerned about students that do not have access to electronic devices to watch their teachers on Google Meet. She indicated timeliness of information and practical dry runs have been lacking. She stated that a group of parents sent a letter to have a better action plan for remote learners to be put on the agenda for the board meeting and the request was denied because the board is convinced it has taken positive action to deliver a quality education to all students, but she does not believe this is the case.

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Candice Steeves, 20 Chasebrook Circle, expressed concerns regarding synchronous learning, improper ventilation and inadequate hand washing.

Erica Ruggles, 54 Century Lane, was concerned about teachers using their laptops for synchronous learning and felt that external audio microphones and high definition cameras would create a better remote environment conducive for live streaming.

Kelly and Scott Sicard, 10 Brandy Circle, requested for their names to be added to the Trixy Gardner correspondence signed by 23 other families.

**G. Comments:**

● **Superintendent's Comments**

Dr. Jette commented the district is dedicated to making sure staff can work in a synchronous environment. He indicated that staff are trained on how to use the laptops they have and have tested the cameras and mics. These devices will help make remote teaching easier. Dr. Jette reported that he visited schools today and took photos of classrooms and was impressed that there were no issues with masks in the schools. Photos shown were taken at CHS lunch, CHS math class, an English classroom, a Kindergarten classroom and a Grade 1 classroom where the teacher was wearing a humanity shield. He noted signs are posted at all schools, physical spacing is evident and creative and mask wearing are all being done.

Mrs. Hershberger commented that she heard students at LMS would be wearing masks full time the first two weeks and asked for confirmation of it.

Dr. Jette indicated he will be visiting LMS tomorrow and will find out.

Mrs. Hershberger asked how the first day with remote learners went on September 2.

Dr. Jette indicated he went to LMS and about half of the families attended. He noted that a presentation was recorded for those who did not attend.

Mrs. Macdonald asked why parents are not reaching out to principals for help for remote learners.

Mrs. Harrison commented there were some glitches in the audio in grade 8 and there are issues that need to be worked out. She indicated that she thought schools would be more involved with remote learners on day one and felt the presentations were not long enough. She noted many parents feel they are not ready for the remote environment.

Dr. Jette commented that a brief presentation was the model at LMS; CHS students walked through the schedule and met with their teachers; GMS students met one on one with their teachers.

Mr. Izbicki commented to walk around and see the students back in class and the teachers engaging was nice.

Mrs. Hershberger felt the alternative of learning at home when a student is out sick is not defined. She commented if they call in sick and join remotely it is confusing.

Dr. Jette indicated nurses have to log the sick call in. He noted we will have protocols from nurses soon about what to do if students have symptoms of COVID 19.

Mrs. MacDonald commented it is touchy for students with allergies and hard for some parents as well.

Dr. Jette indicated that symptoms they are looking for are fever and loss of taste and smell.

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

o **Sports Update - Joshua Knight**

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▪ **Local Plan**

Dr. Jette reported Mr. Knight has developed a local plan with a cluster that includes Milford, Souhegan, Hollis-Brookline, Pelham, and Sanborn and is trying to minimize the amount of time students spend on the bus.

He noted football has not been determined. All schools are taking a conservative schedule for football and we are a small school surrounded by large schools, therefore, districts were chosen for which we could have some decent competition. Athletics will have access to two buses per day with a limited travel time of 30 minutes. Golfers are allowed to travel to home courses for practices and home matches after signing a waiver, and will be bussed to away matches.

Dr. Jette reported that Dan Dufourny and Kali Trunca were hired as assistant soccer coaches. Locker rooms are closed to Physical Education classes and will only be used for after school athletics with a 10 student maximum and requiring face masks to be worn. He noted that the NHIAA has stated we are allowed to play whatever schools we want to play and games we want to play, culminating in an open tournament where we will play as a Division III school.

▪ **Regional Play**

Dr. Jette provided protocols from each school participating to Board members. He noted all athletic directors met and worked on the protocols for athletics and activities, as well as spectating.

Rob Fay interjected that he will be live streaming every home game possible.

▪ **Schedule**

Dr. Jette provided the schedule of regional play to the Board for review.

***School Board consensus: agreement to move forward with the local athletics plan.***

▪ **Contracts**

Dr. Jette reported the district's Intent is to issue contracts to the coaches, which will include language in the event that the season is shortened.

Mr. Meyers believes the football coach and the volleyball coach should be paid because they worked through the summer.

▪ **Captains' Practices**

Dr. Jette reported that he received clarification that Captains' Practices are not allowed by NHIAA rules. He indicated coaches are able to offer coaching practices in the prior season. He noted the practices held were not captains practices, but were coaches practices.

o **PE Credit for Athletics**

Dr. Jette responded to the question of physical education credit for athletics not being offered at CHS. He indicated that there exists an 11 year old Board decision that allowed credit to be earned for varsity athletics, which should have been included either in the program of studies or student handbook. He noted there is no record of rescission of that decision.

o **Substitute Update - Rates**

Dr. Jette commented when the Board took action at the last meeting on increasing substitute rates, that included paraprofessionals as well as teachers, which caused a ripple effect. In order to provide equity, the district is asking for the following substitute rates for 2020-2021:

- Substitute Paraprofessional: \$13.34
- Substitute Custodian: \$13.81
- Substitute Food Service Technician: \$10.27
- Substitute Office Assistant: \$13.80

All rates are subject to the LSSA CBA and in line with salary schedules and when salary schedule steps adjust, these rates will adjust as well.

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**Mr. Meyers made a motion to approve the requested rate increases for substitute paraprofessionals, custodians, food service techs and office assistants as presented. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.**

**o District Determination - Special Education**

Dr. Jette presented to the Board the findings for the audit of Special Services. He reported there were no incidents and no faults or findings in the District Determination.

**o Enrollment Update**

Dr. Jette updated the Board on the number of students enrolling in the district and the number of those that have moved out of the district. He noted Mrs. Bandurski was in charge of the PreK enrollment and the numbers are 9 students in the 3 year old program and 12 in the 4 year old program. He indicated the enrollment numbers at GMS are: Kindergarten: 66; Grade 1: 78; Grade 2: 87; Grade 3: 91; Grade 4: 75.

Mrs. MacDonald was concerned that the PreK numbers were so low since it is a half day program. She asked for the class size numbers.

Dr. Jette indicated that the PreK numbers were at 11 and 20, but are now at 9 and 12, which is conflicting. He offered to get clarification on the PreK program numbers. He noted LMS numbers are all below 100: Grade 5: 93; Grade 6: 93; Grade 7: 91; Grade 8: 90.

Mrs. Hershberger asked if these are physical in person and remote students, less the withdrawals.

Dr. Jette indicated that is correct, but there could be families in the process of registering or withdrawing.

Mr. Meyers asked for the total number of withdrawn students.

Dr. Jette noted we will get those numbers. He reminded Board members we are waiting for the October 1 numbers as those are the numbers we go by. He indicated CHS numbers are as follows: Grade 9: 117; Grade 10: 115; Grade 11: 101; Grade 12: 112. CHS is running at 13% remote; LMS is running at almost 30% remote; GMS is running 20% remote.

Mr. Meyers was concerned that the lower numbers from the middle school will hit the high school and asked about plans for staffing.

Dr. Jette indicated that he is hesitant to make any predictions in the middle of a pandemic. He believes if students do leave they will return to the district. He commented that marketing works to attract families. He noted we have not delivered our first synchronous instruction yet and everyone is nervous, both parents and teachers. He encouraged everyone to be patient.

Mrs. Harrison commented that she does not feel remote learners are in the places we hoped for them at this time. She indicated that all the preparations taken for in-person learning worked and she is hoping to make that happen for remote learning as well.

**● School Board Comments**

Mr. Bourque commented that the School Board joined Facebook several years ago, but he believes it has been counterproductive and unhealthy. He indicated this Board will not be driven by Facebook and will accept input through traditional avenues. He believes comments on Facebook have been getting more and more negative with insults to staff and the district. He encouraged the public to participate in the community forum. He noted there are many issues/discussions on Facebook that should go to the schools, but gets lost on social media.

**o Remote Students Access to Schools**

**o Remote Student Access to Athletics & Co-Curriculars**

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Dr. Jette noted there are two agenda topics regarding access to schools and programs by remote students. He commented that he is seeing more and more families almost building their own hybrid model and that is not what the district schools are equipped to do. He indicated that a five day per week in person model was offered and traditionally we have allowed home school students to access the schools and programs.

Dr. Jette stated he would never shut a door on any child, but he is trying to manage the spread of the virus and the numbers in the buildings. He commented we gave parents the choice and honored all choices, but we have to draw the line somewhere. He indicated if we have an incident and have to contact trace it will be challenging at best. He noted remote students can participate in clubs virtually. He believes we have to be clear about what we are doing and why we are doing it.

Mrs. Harrison asked if remote students are able to access the buildings. Mr. Bourque indicated there are no remote athletes.

Mrs. Harrison asked if remote students would be allowed to participate in outdoor activities.

Mrs. Hershberger believes remote students should have access to schools in a limited capacity in classes where there is space and attendance should be taken. Mr. Bourque commented that we need to manage the numbers. He indicated the LEA wants to minimize the number of students in the building and the more students that are allowed to come in will push those numbers higher.

Mrs. Hershberger commented if it is about space it is a non-issue; however, we should consider if there is space and if remote students should participate in athletics with protocols being followed.

Mrs. Harrison commented that remote students and parents did not know what they signed up for since these issues were not addressed at that time. She indicated that she understands why parents are concerned and feel they have been dismissed.

Mrs. Hershberger does not believe they are being dismissed. She disputed the assumption that by not having a remote only teacher students are getting less of an education.

Mrs. Harrison wanted to see more of an effort to build community with remote families than there has been.

Mr. Bourque asked Board members and the public to let the program unfold and see how it goes. He noted that adjustments can be made if necessary.

#### **H. Community Forum**

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Janine Ancil, 43 Tanager Way, commented that today was the first half day and it was not a perfect day as was depicted in photos shown by the Superintendent. Students came in with masks that were too big for them; took them off when their noses were itchy or when they were talking; they are not always masked when less than 6 feet apart; the 6 foot measurement is from the center of a chair to the center of the next chair; students walking over to others across the room impulsively.

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Mrs. Ancil indicated none of the teaching teams have figured out how to make remote learning work and there are issues with the location of the laptop and audio. She noted that they did perform mock remote tests. She mentioned there are concerns about remote learners from both parents and teachers. She commented the humanity shield is not a “golden” solution because it fogs up and collects much moisture.

James Watt, 19 Pilgrim Drive, commented he is the parent of a student in LMS and one at CHS. With reference to comments that were made regarding questions and answers, he asked about the Board procedures for public input. Mr. Bourque indicated that the public can make comments and ask questions, but the Board does not interact with the public.

Mr. Watt asked if there is a timeline that will be presented to parents, teachers and students where issues are measured against the progress that has been made. He indicated we are in a split mode with children learning one way and children learning another way and there has not been enough practice with the remote model. He asked if there is a goal to add a timeline with milestones toward progress.

Mr. Bourque commented he is unable to answer that question at this time, but directed parents to reach out to the principal of their child’s respective school for assistance.

Mr. Watt commented that he feels that remote parents were not getting a response on this question.

Jill Ozmore, 34 Page Road, commented she is providing some additional detail on having a on flexible schedule. She felt the explanation of the schedules was too simple and does not address complex cases. She mentioned she has a daughter that has an IEP (inaudible). She commented as a parent of a remote student she is concerned about the shared paraprofessional assigned to her daughter and how that paraprofessional will deliver services with seven students who are in person and remote learners. Mrs. Ozmore indicated she asked that question, but it has not been answered. She commented it is important to recognize that if we did not have remote students we would not have students in in-person classes.

Josh Bourque, 141 Talent Road, commented it is obvious the Board is not equally representing full in and remote students. He indicated that it takes time to create a remote learning environment. He felt Board members were dismissing concerns of remote families and was disappointed the Board will not provide equal instruction and resources for the remote model to be successful. He commented that neither teacher at GMS that he met with felt that they did not have the knowledge or resources they needed to have. He asked the Board to consider remote students as well as in person students.

## **II. GENERAL BUSINESS**

### **A. Public Minutes:**

- **August 19, 2020**

***Mrs. Hershberger made a motion to approve the public minutes of August 19, 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.***

## **III. REPORTS**

### **A. Principals Report: GMS - Social Emotional Learning**

Mr. Mitchell indicated that Mrs. Clinton-Jones, Ms. Polichronopoulos, and Ms. Hayes will present information on Social Emotional Learning (SEL). Mrs. Clinton-Jones commented the report was planned for last spring and GMS has been implementing SEL for a long time.

Ms. Hayes commented that CASEL information is the foundation with five core competencies that increase students’ academic performance and improve classroom behavior, as well as the ability to manage stress and depression, and have better attitudes about themselves, others and school. The Aces study was important to show the more Aces (trauma) the child experienced, the more negative outcomes they will have in the future.

Ms. Polichronopoulos indicated that there is a resiliency task force district-wide and social emotional learning is important. Someone who has a high “ACES” number will benefit from SEL, but so will a regular student. SEL is

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something that will help everyone and is important with remote learners. She stated that they expect to provide support for remote learners at GMS. She noted many things can be going on in a child's life that influence their need for SEL.

Mrs. Clinton-Jones mentioned the training that has been offered in the district and that GMS has a building-wide support committee. Positive reinforcement practices have been put in place; guest speakers have presented valuable information; book studies have been done with different groups of staff members across the district; and there was a presentation on "How to Flip a Kid" that provided information on how to get that student to be more calm during a crisis.

Ms. Hayes addressed student needs and assessing. She reported that DESSA Screening / Follow Up has been implemented and is done three times per year; students are assessed on the five ACES competencies so we can target our intervention to groups or individual needs.

Ms. Polichronopoulos noted individual screenings and evaluations are performed and that information is necessary to provide interventions. She indicated when we see students who are showing changes, we can gather information to see to support that student.

Implementation: Tier 1

- morning meetings for classroom staff
- proactive regulation strategies
- whole class instruction by school counselor
  - based on CASEL and ASCA standards
  - monthly themes discussed by Resiliency Taskforce
  - collaboration with physical education on mindfulness classes/yoga
- school-wide activities
  - community building project at the beginning of the year
  - Raise Craze: Acts of Kindness
  - student council projects and assemblies
  - SLP and OT social skills modeling at recess
  - sensory pathway

Implementation: Tier 2:

- Teacher problem solving at classroom level
- targeted lesson by school counselor
- Lunch groups : building social skills, reinforcing emotional regulation strategies. conflict resolution, problem solving
- Adult check-ins and check-outs
- Counseling interns

Implementation: Tier 3:

- Individual behavioral interventions
  - counseling,
  - social stories,
  - behavioral plans,
  - evaluations,
  - individualized discipline
- CPI training including paraprofessionals
- Related services/special education
- Paraprofessional supports for students
- Referral to outside services when needed.

Next steps: Short Term:

- supports for returning after remote learning



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- focus on reconnecting
- find innovative ideas to connect with ongoing remote students
- resources for staff/students

Next steps: Long Term:

- focus on common language and lessons that reinforce SEL competencies
- teacher training
- expanding tier 2 and 3 supports
- recreating policies to reflect SEL standards.

Dr. Jette thanked everyone for their presentation tonight. He asked about drop off and pick up at GMS.

Mr. Mitchell indicated we received every child we were supposed to and sent every child home that we were supposed to. He commented it was a learning experience, but we have a thoughtful and creative team who are coming up with suggestions to make it run smoother. He noted the buses will empty when they get to the front of the line, which is a change from waiting for all buses to arrive before emptying them. He explained this will save more time and provide some relief to the line of traffic.

Mrs. Clinton-Jones expressed her gratitude to the parents who were patient.

#### **B. Business Administrators Update**

- **2020-2021 Tuition Rates**

Mr. Izbicki commented the tuition rates are calculated in the DOE 25 and rates have decreased slightly at each school level due to the funds that were returned to the taxpayers for FY20. He asked Board members to approve tuition rates for 2020-2021: Elementary: \$15,290; Middle School: \$15,761; High School: \$16,082.

***Mr. Bourque made a motion to approve the 2020-2021 tuition rates 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.***

Mr. Izbicki reported that he attended weekly meetings on the LMS canopy project and ventilation; signed a contract with Viking Controls that will be updated and will install a cloud-based system that will enable the facilities director to access it from anywhere and work with Viking to find the issues. He indicated that he met with the architect and contractor for the LMS canopy this afternoon to finalize the costs, which are on budget. The contractor will arrive on Friday to section off the entrance to the building with fencing and carve out a section for staff and students to walk and access the building. The official contract with the guaranteed maximum prices will be completed Monday.

Mr. Izbicki reported the final cost for the GMS electrical repairs was \$58,000. He will provide Primex with the information to see if the district can be reimbursed for some costs. Construction on the new IT office has begun; the north walkway at CHS was completed; patchwork on curbing was completed. He indicated he has begun gathering FY22 budget information.

Mrs. Hershberger asked for an update on the ventilation.

Mr. Izbicki indicated MERV 13 filters are backordered and will be installed as soon as they are available; all filters were replaced with new MERV 8 filters; every non-functioning exhaust fan has been repaired or replaced.

Mrs. MacDonald asked if the schools are opening windows.

Mr. Izbicki commented opening windows is not an issue. He reported the ventilation controls will be addressed and the high school will be completed. He believes the district has been very proactive.

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Dr. Jette indicated that they learned that at LMS when air is removed through the return that air never enters another classroom and does not have to move through a MERV 13 filter. He mentioned those filters are not a necessity there. He commented that he has been hearing about the November cold and flu season and how when it is humid inside the school the droplets get larger and settle out largely, but when there is less humidity it stays in the air longer. He noted that even ventilation systems will not help when it gets drier and droplets linger in the air longer.

Dr. Jette mentioned that information about the rekeying project will be shared with the Board in non-public session. He explained it is a much simpler and more secure key structure that will be in place.

- **Bus Routes**

Mrs. Flynn mentioned that bus routes are being finalized on a case by case basis and will be in place for the full day start of school.

### **C. Student Handbooks**

Student handbooks from GMS and LMS were provided for the Board to review. The CHS handbook is in draft form and is in the process of being finalized.

Dr. Jette indicated that the SAU has all comments and suggestions from the Board with regard to the handbooks and will work to finalize them for the next Board meeting.

## **IV. OLD BUSINESS**

### **A. Sophomore & Senior Projects**

Responding to questions from the Board, Dr. Jette reported there has been a change to the procedures for Sophomore and Senior Projects. He noted Shannon Szepan and Diane Angelini are the co-advisors of Sophomore Projects and the procedural change is allowing students to do more service with their families instead of out in the community. He indicated there is a 15 hour check point and a 30 hour presentation with their advisor.

Dr. Jette reported Denise Freeman and Lynn Gnaegy co-advisors for Senior Projects and the change to that program is a decrease from the 40 hour requirement to 30 hours.

Mrs. Harrison commented this is not a service project, but something they would like to do.

Dr. Jette indicated they are actually calling it a “passion project”.

Mrs. Hershberger commented that during a pandemic there is even more need for community projects.

### **B. Coronavirus Review and Update**

- **Fall School Reopening Plans Update**

Dr. Jette commented that after hearing concerns by parents of remote students, he will meet with the Principals to go through the original approved plan and identify what was not caught in the plan or things that have morphed. He indicated they will edit the plan and bring it back to the Board or reapproval.

Mrs. MacDonald expressed she was confused about remote learners and extra-curricular activities. She indicated not one student who is participating in sports is a remote learner.

Mr. Bourque confirmed Mrs. MacDonald’s statement.

Mrs. MacDonald asked why it is appropriate for them to participate in an outdoor sport.

Mr. Bourque indicated if remote students are participating in an outdoor sport they are not coming into the building.

Mrs. Harrison commented there is a difference in academics online and being a part of the school community.

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Mrs. MacDonald commented some parents opted for remote learning because they did not feel their children would be safe in the building, so why is it okay to do some things in person?

Mrs. Harrison commented she would feel comfortable with it if it were a small group.

Mrs. Hershberger agreed that some of the remote parents feel small groups are okay. She indicated all protocols and restrictions will be in place for those co-curriculars.

Mr. Meyers believes if we are offering a small cohort after school activities, then any students should be able to participate.

Dr. Jette indicated he will come forward with the plan one more time. He noted this question was not answered in the plan and should have an answer.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

Jamie Watt, resident, commented while a number of people called in this evening, there was a complete absence of response to any questions which were asked. He asked about the proper forum, public and live, to ask questions and receive answers from the school board. He indicated even to structure them into one document or form to have a collation of questions ready is better than simply rejecting the expectation of an answer. He was concerned about comments made regarding the abdication of interacting on Facebook due to negativity and felt that it could be handled better.

**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 School Board entered into non-public session at 9:35 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; Mrs. Hershberger, yes.***

**VIII. 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 10:30 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**

***Mrs. MacDonald made a motion to adjourn the meeting at 10:30 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,

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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**

**Minutes of the Special District Meeting  
held on September 16, 2020  
State of New Hampshire**

Time, Place: 6:00 p.m. in the Campbell High School Gymnasium

Present: Moderator, Mr. Frank Byron, presiding.

School Board members: Mr. Brian Bourque, Chair; Mrs. Christine Harrison, Vice Chair; Mrs. Elizabeth MacDonald, Mr. Robert G. Meyers, Mrs. Tara Hershberger.

Dr. Michael Jette, Superintendent of Schools; Mr. Cory Izbicki, Business Administrator; Mrs. Michele Flynn, Administrative Assistant; Attorney Diane Gorrow.

Ballot clerks: Mrs. Nancy Pinciario, Mrs. Laura Gandia

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

Mr. Byron invited members to join him in the Pledge of Allegiance.

Mr. Byron invited Mr. Bourque, School Board Chair, to introduce the School Board and District staff.

Mr. Byron announced that Executive Orders due to COVID-19, masks are required to be worn in the building. A separate section is available for those in attendance and are unable or refuse to wear a mask.

Mr. Byron indicated that the special meeting is taking place according to RSA 197:3-a that allows a School District to respond to statutory changes in funding which have taken effect after the adoption of the School District's FY2021 budget and resulted in an increase in the distribution of funds for education to the Litchfield School District pursuant to RSA 198:41.

Mr. Byron read the Moderators Rules and made pertinent announcements.

As is customary, Mr. Byron asked voters if they were in favor of allowing non-voters and employees of the school district who were in attendance to comment during the meeting.

***The majority was in favor of allowing non-voters and/or employees of the district to comment during this special meeting by voice vote.***

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### **ARTICLE 1**

*Shall the Litchfield School District vote to raise and appropriate the sum of up to \$667,000 to the Capital Improvement Expendable Trust Fund previously established on March 10, 2020? This sum to be offset by a one-time grant of “fiscal disparity” funds in the amount of up to \$667,000 as part of the State of New Hampshire’s adequacy aid to the District. No amount to be raised by additional taxation. (Majority Vote Required)*

Mr. Byron indicated that Dr. Jette, Superintendent of Schools, would speak to the article.

Dr. Jette explained that the current NH state budget allocates an additional \$62.5M in targeted appropriations to districts as “fiscal disparity aid”. The District has been allocated approximately \$667,000 of these funds. These one time funds are set to deploy in FY21. He noted these funds were not appropriated in March 2020 and voter approval is needed to transfer the funds to the Capital Improvement Expendable Trust Fund that was established and approved by the voters in March 2020. The School Board and School District consulted with the Budget Committee about the special meeting on August 27 in accordance and compliance with RSA 197:3a. The district has future projects that the funding will be used toward, such as Ventilation updates that total \$2.65M; GMS Planning \$320,000; LMS Kitchen \$300,000; CHS Gym Bleachers \$206,000. Current projects the district has either completed or are implementing include ventilation repairs (\$125,000); LMS canopy (\$220,000); GMS electrical repair (\$60,000). Because we are investing in the ventilation system, it is running better at CHS, but we still have a long way to go. We have contracted ventilation experts to assess the performance and condition of our ventilation systems in each school in the district and they have concluded after extensive evaluation and examination that the systems are beyond the end of their useful life. Electrical repairs at GMS were caused by a surge during a power outage that tripped the Standard D electrical box, which resulted in the failure of that circuit box.

Dr. Jette emphasized that this funding is critical to helping upgrade the repairs that need to be made going forward and have been identified in the District Capital Plan. He noted if the article does not pass, the one time revenue will go into the general fund and result in an unassigned fund balance, which will be used to offset the taxes. He noted that Litchfield State Representatives informed the public at the Annual Meeting in March 2020 that these were one time funds and that it was earmarked for infrastructure.

Dr. Jette further explained because of COVID 19 cost savings last year, the majority of the school district unassigned fund balance was returned to taxpayers and has offset taxes this year. He noted if this funding is returned to taxpayers it will result in an artificial dip that will cause a spike in the tax rate the following year. He reported that he and Mr. Izbicki sat in on multiple meetings regarding ventilation in the district, during which it was discovered the CHS system was never balanced in the past and valves are not functioning because of outdated controls.

Representative Ralph Boehm, 6 Gibson Drive, commented that he was glad to see the list of proposed items that need to be done to the school facilities. He indicated if we vote on this we have a list of things that are needed and we are voting on that list. He noted the way school

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funding works now is that the lower enrollment we have the higher the number of repairs that need to be paid for.

Andrew Cutter, 6 Moose Hollow Road, commented that he is the Budget Committee Chairman and a member of the Capital Improvement Committee. He indicated next week a public hearing will be held on the Capital Plan. He pointed out that the list that was presented is a small subset of the needs of the school district. He expressed he is in favor of moving this money into the fund and believes it is fair to let people know what happens if the article is not approved. Mr. Cutter commented the money will go back into the general fund and will get returned to the Town and can be used for some of the items the Town needs and has identified.

Sue Ann Johnson, 35 Locke Mill Drive, asked if the Budget Committee has weighed in on what should be done with this money. She asked if they are in favor of a yes vote.

Mr. Cutter indicated the Budget Committee did receive the presentation, but no recommendation was requested because this is more of an advisory and was purely informational.

Mrs. Johnson asked who will decide how the money will be spent if we vote yes and can it be spent only on school infrastructure improvements and not on salaries or other things.

Dr. Jette explained because the money will be put in the trust fund it will be used for capital expenditures only and the School Board approves the expenditures.

Representative Rich Lascelles, 236 Charles Bancroft Highway, commented this money came from a State budget surplus at the end of next year. He explained the State decided to turn it back to towns and districts for capital improvement projects. He indicated that since we have had this pandemic crisis, we can assume revenues will be down in the State due to the COVID impact. He believes it is a good idea to put this money in the reserve fund with Budget Committee oversight so we don't have an artificial spike in taxes due to the decrease in revenues and more local level expenditures next year.

Rick Cayette, 19 Burgess, if this was so important and you gave examples, why did the Board put specifics on where the money can be allocated from to specific examples.

Richard Riley, 17 Moose Hollow Rd, commented that he heard stated tonight that there should be Budget Committee oversight with this money and heard that the School Board has oversight. He indicated he would like clarification on this. He commented that it was his understanding that these types of capital expenditures have to be approved by an individual vote as that is how it has historically been done. He asked why it is now you have a fund to expend money without an individual look at how this money would be spent. Mr. Riley commented you have a list, but a list is nothing more than a list and does not give you permission to spend the money that way, and that is my major concern.

Dr. Jette clarified that the Budget Committee does not have oversight on the Capital Plan and the School Board has the oversight over this fund. He commented there is a member of the

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Budget Committee on the Capital Improvement Committee and there is some oversight from various boards in the Town.

Dr. Jette indicated the question was will the individual expenditures go to the voters for approval, and the answer is they will not. Currently, we are prioritizing health and safety needs like ventilation, and we have had to make a large investment in the ventilation alone. The School Board will have public discussions and meetings about capital expenditures and will take these items on a case by case basis. He noted the problem is we keep ignoring these issues to the point that it becomes a health and safety issue. He commented if you do something like bleacher replacement and all of a sudden there is a condemned sign on them and the Fire Department says we cannot occupy them and we have to repair them. Dr. Jette commented that this is part of the concern that happened over a long time in the district and we have to make sure the Board is aware of the projects and weigh in on them. He indicated right now there are plenty of concerns that can be pointed out in the schools that need to be addressed.

Mrs. Harrison indicated the improvements are those that have been identified in the Capital Plan. She commented the funds in this grant will not be spent on salaries or any other items that have not been identified in the plan.

Ralph Boehm, 6 Gibson Drive, referenced the ventilation cost and commented the list greatly exceeded \$600,000 - \$700,000. He indicated the State did a good job of managing the COVID situation. He commented that he believes the ventilation can be handled by CARES Act funds the State has.

Hearing no further comments, Mr. Byron indicated there is a request by five people for a secret ballot. All registered voters will use Secret Ballot #2 to vote for or against the article.

Voters marked their secret ballots and the ballots were collected and counted.

**Vote on Article 1:**

**Yes: 54**

**No: 14**

**The Moderator indicated that Article 1 was passed by a vote of 54 to 14.**

The Moderator thanked all who attended and accepted a motion to adjourn at 6:50 p.m. The motion was seconded. The motion passed unanimously by voice vote.

A true record of the  
Litchfield School District Special Meeting,  
Prepared by:

Michele E. Flynn  
Administrative Assistant to the

A true record of the  
Litchfield School District Special Meeting  
Attest:

Theresa Briand  
School District Clerk for the



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Litchfield School Board  
September 22, 2020

Litchfield School District  
September 22, 2020

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## **LITCHFIELD SCHOOL BOARD**

Litchfield, New Hampshire 03052

**B. Bourque, Chair**

**C. Harrison, Vice Chair**

*School Board Edition*

### **Approved Minutes for September 16, 2020**

**Location: Town Hall**

#### **In Attendance:**

B Bourque, Chair  
C Harrison, Vice Chair  
E MacDonald, Board Member  
R Meyers, Board Member  
T Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Tom Lecklider, Principal, LMS  
Michele E. Flynn, Administrative Assistant

*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. 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](mailto: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.*

**PUBLIC CALL IN NUMBER: TBD 1-414-909-7202**

**ACCESS CODE: 548-933-222#**

#### **I. PUBLIC SESSION**

**Immediately following special meeting**

##### **A. Call to Order**

**All times are approximate.**

Mr. Bourque called the meeting to order at 7:25 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 2, 2020:**

*Mr. Meyers made a motion to approve the non-public minutes of August 19, 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.*

##### **E. Presentations and Recognitions**

There were no presentations or recognitions.

##### **F. Correspondence**

Kathleen Doucette was concerned with the lack of communication regarding the positive COVID case at GMS. She commented she would have thought a plan would be in place for the inevitable event of a positive case after all the discussions regarding sports and school activities. She commented communication and transparency are key and that we can do better.

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Melissa Raikey, 13 Naticook Avenue, thanked the School Board for their work to get the schools open. She commented that she was confident in the handling of the COVID case and is impressed things are going well in the schools.

Kate Stevens, 9 Evergreen Circle, was concerned over the synchronous remote teaching at GMS. She commented it is not working and that the teachers do not have the opportunity to build relationships with their remote students. She believes the Board's plan cannot be feasibly implemented without two teachers in the classroom. She urged the Board to follow the priorities in the plan that was approved and put relationships and connections first. She commented that the administration and teachers should be able to do their jobs and create a remote model that works for both teachers and students at GMS.

**G. Comments:**

- **Superintendent's Comments**

- **Sophomore / Senior Projects Response**

In response to Board member questions regarding the reduction in the number of hours for Sophomore and Senior projects, Dr. Jette indicated the hours were reduced to align both project requirements. He noted both Sophomore and Senior projects are at 30 hours, which was confirmed by Principal Lonergan. He commented this was not a COVID related alignment.

- **PK Enrollment**

In response to Board member questions regarding the inconsistent enrollment numbers in PreK, Dr. Jette indicated that the numbers are confusing to go through because there are two programs (3 yr olds - 4 yr olds) and some students have a staggered attendance and some attend all four days. He indicated Special Education students attend all four days. He noted that Wednesday is cleaning day. He commented when looking at the enrollment numbers keep in mind there are different days and hours students are attending.

Mrs. MacDonald asked if the students come in on Wednesdays to clean. Dr. Jette indicated the teachers come in to clean and plan.

Mrs. MacDonald asked if the PreK teachers help Kindergarten and Grade 1 teachers clean. Dr. Jette indicated he would check with Principal Mitchell.

Mr. Bourque commented that he is sure the PreK teachers are not cleaning all day.

Mrs. Harrison clarified that there is a lot to clean. She indicated individual items need to be cleaned properly.

- **Enrollment Update**

Dr. Jette reported enrollment numbers of students as of 9/9/2020:

GMS - K: 65, plus one enrollment; Gr1: 79; Gr2: 87; Gr3: 92; Gr4: 75.

LMS - Gr5: 92; Gr 6: 93; Gr7: 91; Gr8: 90.

CHS - Gr9: 118; Gr10: 113; Gr11: 103; Gr12: 112.

Dr. Jette reported there are 236 remote students across the grade levels.

- **Student Withdrawal Numbers**

In response to Board member questions regarding the number of student withdrawals in the district, Dr. Jette indicated there have been 113 withdrawals across the district. He noted this is new data.

Mrs. Hershberger asked if homeschooled children are considered withdrawn. Dr. Jette indicated it all depends on the circumstances, but the district has to be notified and track the student.

Mrs. Hershberger asked if the district receives education funding for a homeschooled child. Dr. Jette indicated there is no State aid for homeschooled students.

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**o Donation**

Dr. Jette reported Principal Loneragan heard from Dennis Perreault, retired CHS teacher, who would like to donate his Lincoln Presidential materials to the school.

Board members expressed their gratitude for Mr. Perreault's generosity and thanked him for the donation.

**• School Board Comments**

Mrs. MacDonald commented there has been much confusion about how desks are being cleaned between classes. She indicated some students say teachers are cleaning desks and some say students are cleaning desks. She asked for clarification.

Dr. Jette indicated the question keeps coming up and he will look into it.

Mr. Bourque thanked everyone who came out this evening to vote on the warrant article at the special meeting. He reported the article was approved with 54 yes votes and 14 no votes. He indicated the funds will be deposited into the Capital Improvement Expendable Trust Fund.

Mr. Bourque commented there seemed to be confusion at the last Board meeting over public input and comments. He read the statement preceding the Community Forum section for the public. He indicated that many of the questions asked over the last several meetings should have been brought to the administrators' attention and not escalated to the Board. He noted many times the questions are responded to by one member of the Board; however, if questions are directed to the proper person, it will help alleviate confusion at the Board meetings.

Dr. Jette commented if questions are sent to the school teacher or principal, they are often brought to the attention of the SAU and we can answer those questions.

Mrs. Hershberger thanked parents, students and staff for taking the time to complete the weekly surveys. She shared response data, noting there was an average 25% response rate. She encouraged everyone to take the surveys.

Mr. Bourque commented this is a learning experience and we learn from the feedback on how to make things work better.

Dr. Jette thanked Mrs. Hershberger for summarizing the survey responses for us. He indicated the survey links will be sent by the principals to families.

**H. Community Forum**

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Mr. Bourque repeated the call in number for public input.  
There was no public input.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

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- **September 2, 2020 Public Hearing**

*Mrs. Harrison made a motion to approve the public hearing minutes of September 2, 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.*

- **September 2, 2020**

*Mrs. Harrison made a motion to approve the public minutes of September 2, 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.*

### **III. REPORTS**

#### **A. LMS Principals Report**

- **Mascot Selection, Timeline & Process**

Mr. Lecklider's written report was provided for the Board. He reported the last few days since reopening has gone well. He commended staff on the hard work that they put into getting ready for and making reopening at the middle school a success. He commented it is great to see the students back in the building. He reported the canopy project is going well at LMS.

Mr. Lecklider addressed the selection, timeline and the process for the new LMS mascot. He indicated in accordance with the recently approved Board policy, LMS will be adopting a new mascot. He reminded the Board that the current mascot is the Raider, which is a Native American face. There are a number of schools that have had similar mascots over the last several months.

Mr. Lecklider indicated the part of the policy that is in question is the part that states, *"Mascots/logos shall not be derogatory or offensive to persons of any race, color, religion, sex, sexual orientation, national origin, ancestry, age or persons with a disability."* He anticipates that LMS will transition to a new mascot with a timeline that takes us to the end of December. He explained that the processes at other schools has been examined, we will ask for ideas, narrow in on finalists, collect ideas to align to the district theme and core values, narrow down to 2 or 3 options and have a school vote in November. The next step would be to name the new mascot and explore logos to align with the new mascot.

Mr. Bourque asked if there has been any conversation about aligning colors with the high school. Mr. Lecklider indicated there has been no discussion about that at this time, but we can have those discussions.

Mr. Bourque asked if a survey will be done. Mr. Lecklider indicated there will be a survey done through a Google form.

Mr. Meyers asked about the new grading scale and why we are giving students 64 chances to fail and only 36 chances to pass. He commented if we are competency based we are digging a hole students will not get out of.

Mr. Lecklider commented in doing the PowerSchool transition it was easier to align Grades 5-12 as one unit. He agreed with Mr. Meyers philosophically. He noted the competency model is performance vs proficiency. He indicated the middle school is doing a hybrid model as we still use grades as well. He commented it is hard to determine if a student is competent in a subject or not when using numbers.

Mr. Meyers asked if Ms. Widman can relook at this.

Mrs. Harrison commented that she thought we were on track to shift for grading and reporting with PowerSchool.

Dr. Jette indicated that is still the end goal. He suggested that Ms. Widman can speak about that in October when she presents her report. He noted GMS has competencies embedded into the grading and they have never had that before. He commented that this is an alignment of grading scales.

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Mr. Lecklider commented our curriculum guides were approved by the Board. He indicated even before PowerSchool our curriculum did not align with competencies. He noted the instruction unit planning and design have been based on competencies.

Mrs. MacDonald asked about morning drop off at LMS.

Mr. Lecklider explained LMS began a before school program this year, which is self-funded. He indicated the doors open at 7:30 am and there is staff on duty, but the traffic back up was chaotic. He noted typically the drop off is completed by 7:35 am and the students get settled between 7:37 am - 7:45 am.

Mrs. Hershberger commented that mask breaks are a consistent theme in the survey responses. She asked what about mask breaks.

Mr. Lecklider commented numbers are higher in grades 5 and 6 with an average of 20 students in classrooms. He indicated students wear masks all day and will have times where they go outside. He noted team leaders are working on how to schedule mask breaks.

#### **B. Business Administrators Report**

Mr. Izbicki provided a business report for the Board. He reported that a contract with Solid Roots Construction was executed on September 9 for the LMS Canopy project. Some lead time will be needed for supplies and we gave them leeway for that. We are awaiting word from the Fire Marshal regarding the canopy fire suppression; however, the new canopy is fire safe as it is made of concrete and steel and no suppression system is needed.

Mr. Meyers asked if the project can be presented to the State as completed if something minor has not been completed, so we can secure the funding for which we applied.

Dr. Jette was confident that the construction will be completed on time and the district will not lose that funding. He mentioned that the sidewalk is a tripping hazard since the asphalt has sunk below the curbing and we asked them to install a new sidewalk.

Mr. Izbicki reported on the HVAC and energy efficiency projects. Viking Controls has been in and installed the main control unit at CHS and the update will allow facilities to program and code the system remotely. They are working to ensure there is access to the units as well. Viking Controls has provided a quote to start installation of the same type of control unit and wiring in the ventilator unit at LMS.

Mrs. Harrison asked if we replace the pneumatic system will we be able to use the new control system with it? Mr. Izbicki confirmed that is the goal.

Dr. Jette asked the Board to keep in mind that the replacement of systems is costly and is not a solid amount since it was pulled from the HL Turner report. He reported that he asked the State Representatives at the Special Meeting about the \$600M sitting in Congress that we could access. He will be sending a letter to the State Representatives. Dr. Jette reminded the Board that the CARES Act grant for Litchfield is earmarked at \$68,000, of which \$8,000 was given to St. Francis. He indicated the district has not allocated the funds at this time because we do not have the full scope of what to spend it on, but if we can get additional funds we can solve the problem at LMS.

***Mr. Meyers made a motion to authorize the Superintendent to send a letter to Legislators, Congressmen and Governor Sununu to request additional funds from the State budget surplus. 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. Izbicki reported that a claim has been submitted to Primex for the GMS electrical switch replacement; MS 25 revised revenues have been submitted to the Department of Revenue Administration and the DOE 25 has been submitted to the NH DOE. He indicated based on the estimate on the tax rate, there is a reduction of 2 cents per thousand on the tax rate for 2020 and our goal to stabilize the tax rate is working.

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Mr. Izbicki reported that according to an email from Ms. Crowley, Director of Food Services, the state application has been submitted. He indicated when the district begins receiving reimbursements for free meals we will see significantly more revenue coming in due to a higher reimbursement rate.

Dr. Jette asked the Board to keep in mind that if a student purchases a meal they pay \$2.50 and the State returns \$.50.

#### **C. Student Handbooks**

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

Dr. Jette reported all handbooks have been proofed and changes highlighted.

Mrs. Harrison commented that she understood the GPA included VLACS credits at the high school. Dr. Jette indicated that will be addressed and fixed.

Mrs. Harrison indicated that under Competency Recovery it states “working on competency recovery”. Dr. Jette indicated the goal going forward is to have recovery by the end of the semester.

Board members discussed changes and made suggestions.

***Mrs. Harrison made a motion to approve the 2020-2021 student handbooks for GMS, LMS and CHS with suggested revisions. 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. NEW BUSINESS**

##### **A. Policies:**

- **Revised: IHBG, Home Education**
  - **IHBG, Home Education (Existing Policy)**

Dr. Jette explained that a NH DOE audit on school districts across the state and Litchfield has identified we have an outdated policy. He indicated the old law mentioned an annual update from parents, but the new law requires a one time notification by parents to the district, which changed in 2012. He assured the Commissioner that Litchfield’s practices are totally compliant with the law.

***Mrs. Hershberger made a motion to approve policy IHBG as 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.***

#### **V. OLD BUSINESS**

##### **A. Coronavirus Review and Update**

- **Fall School Reopening Plans Update**
- **Access for Remote Students Matrix**

Dr. Jette provided an update on the school reopening plan document. He indicated the Board discussed revisions to the plan, which was marked up by Mrs. Harrison for items that seemed out of sync.

Mrs. Harrison expressed concern regarding synchronous learning challenges that have been brought up by parents of remote students. She wanted to know if we are truly flexible on evaluating and changing the plans.

Dr. Jette indicated that we are open to being flexible; however, he noted the majority of the suggestions from parents have been for a remote teacher. He commented the district does not have a dedicated staff member for remote teaching. He explained if we take one teacher from each grade to be a remote teacher, the rest of the classes would result in higher numbers of students per classroom and they would not be able to social distance.

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Mrs. Harrison commented that she would like to make sure we are thinking creatively and outside the box. She mentioned there are staff members who are certified.

Dr. Jette commented that he met with Principal Mitchell to discuss this. He indicated Principal Mitchell will speak with teachers and ask for suggestions. Dr. Jette noted we have to try to implement what we put in the plan and need an opportunity to adjust to the feedback and identify the concern.

Mrs. MacDonald commented there is much conversation regarding cleaning and the supplies to use. She asked if the students can use the pink spray provided to classrooms.

Mr. Izbicki indicated it is not abrasive and students should be able to use it.

Mr. Lecklider mentioned Ms. Falzone sent an email to staff regarding what can and cannot be used for cleaning, which was subject to what is on the label and whether or not it can sit for 10 minutes. He indicated LMS does not have wipes in every room and teachers are not sure which wipes they can or cannot use.

Mr. Bourque commented that he has been sending wipes to GMS for many years. He asked what they do with them.

Mrs. MacDonald asked if teachers have paper towels in their rooms.

Mr. Izbicki indicated some have dispensers and some do not. He mentioned we are down to four custodians and remaining staff are all pitching in to get things done.

Dr. Jette reminded the Board the Coronavirus is a respiratory illness. He commented that in order for it to be transmitted by touch, you would have to touch a surface and then your eyes or mouth. He indicated we have hand sanitizer and people are using it and washing their hands.

- **COVID Case in District**

Dr. Jette updated the Board on the positive COVID case in the district. He reported that school nurses were invited into the daily COVID briefing. A tool kit for schools was released by the State and contains an algorithm, which the nurses reviewed with the Administrative Team. Dr. Jette indicated that plan has been in place all along. He noted that we have stated if we had a positive case we would work with the Department of Health & Human Services (DHHS), which is what occurred. He commented we exercise an abundance of caution and are confident we will know how to handle the next case, should one occur.

Dr. Jette explained anyone with close contact with COVID infected persons (within 6 ft for 10 min, even with a mask) have to be quarantined for 14 days. There are staff and students home on a 14 day quarantine currently. He acknowledged the process was slow and frustrating, and staff members were calling DHHS and getting a different case manager than was assigned to the district, which resulted in inaccurate information. What we learned is to streamline the communication between the nurse and DHHS.

With regard to transportation and school buses, Dr. Jette indicated that would go to a whole different division. He commented the district did everything possible as best as we could and we are in a better position to handle another case.

Mrs. Harrison mentioned that there were questions from parents on how to contact schools after hours or on the weekend.

Dr. Jette indicated email is the best way as we are constantly checking it. He mentioned people were worried about secondary exposure and there are no protocols for that. He noted the protocols are there for positive cases and exposure. He commented he was very clear in his message to the school community and he also has concerns about using social media to alert people in the community.



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**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 Mr. Bourque, the Board entered into non-public session at 9:27 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.*

**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. Harrison, the Board returned to public session at 10:00 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.*

**X. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 10:00 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 October 7, 2020**

**Location: Town Hall**

#### **In Attendance:**

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

*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. 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](mailto: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.*

**PUBLIC CALL IN NUMBER: 1-650-215-5226**

**ACCESS CODE: 163-227-583-1**

#### **I. PUBLIC SESSION**

**6:00 p.m.**

##### **A. Call to Order**

Mr. Bourque called the meeting to order at 6:09 p.m.

##### **B. Pledge of Allegiance**

##### **C. Review & Revision of Agenda**

##### **D. Summary of Non-Public Actions from September 16, 2020:**

*Mrs. Harrison made a motion to approve the non-public minutes of September 2, 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.*

*Mr. Bourque made a motion to accept the nomination of Christie Rice-Pearson as part time Physical Education teacher at CHS for a prorated salary of \$36,724.71 for the 2020-2021 year. 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.*

##### **E. Presentations and Recognitions**

There were no presentations or recognitions.

##### **F. Correspondence**

Mrs. Harrison reported that the following correspondence was received:

Heidi Ames, Moose Hollow Road, regarding concern for the current teacher load in all schools.

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Jennifer Biron, with positive feedback regarding the transition back to school and co-curricular activities and sports.

Amanda Lessard, 14 Deerwood Drive, regarding the health and well being of teachers and their workload.

Melissa Raikey, 13 Naticook Avenue, regarding her dissatisfaction with the pay she receives for subbing.

Melissa Raikey, 13 Naticook Avenue, regarding teacher workload at GMS and suggestions for alleviation.

**G. Comments:**

- **Superintendent's Comments**

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

- **Follow PreK**

Dr. Jette provided a PK update to the Board. He reported he met with Mrs. Bandurski, Director of Special Services, and determined there are no PK classes on Wednesdays, which are used for cleaning, planning and home visits delivering services. He indicated Mrs. Bandurski is confident the workload is comparable and reasonable and we are doing everything we need to do.

- **NHSBA Delegate Assembly - Resolutions**

Dr. Jette announced that the deadline for proposed resolutions is November 6, 2020 and that the Delegate Assembly is scheduled for January 23, 2021. He asked Board members for delegate volunteers.

Mrs. Harrison offered to be the School Board Delegate this year.

Dr. Jette indicated the Board would need to bring a proposal for a resolution to the next Board meeting to meet the submission deadline.

- **2020 Enrollment Projections**

- **October 1, 2020 Enrollment**

Dr. Jette reviewed the enrollment projections based on the October 1, 2020 enrollment numbers. He indicated projection numbers are highlighted in orange using the formula we had last year. Actual October 1 enrollment is highlighted in green and indicates the district has 1,225 students enrolled, which includes students physically in schools and students who are remote. He explained that the cohort averaging model was used to project the next three years.

Mrs. Hershberger was confused about the average change for the three year average. She indicated it does not seem to correlate with the other numbers.

Dr. Jette explained it is an average of the total change of all three years. He noted the total number of students consists of grades K-12 and staffing projections are included, predicting the number of teachers we will need. He indicated the lesson of the exercise is that we are predicting staffing needs to be neutral next year. He noted we are talking about the technology needs of the district going forward and how we better staff our technology department, which is tied to a shift in the model.

- **Book Request**

Dr. Jette presented a book request proposal to purchase the "Introduction to Programming Using Python", which is a college level book for the Program Running Start Programming 1 course. The book has been approved by PERC. He indicated that once we purchase the book we will get reimbursed by the Running Start Program.

Mr. Bourque asked why we are purchasing books after the school year has started.

Dr. Jette indicated that they have an existing book, but when the college came forward with the grant, they wanted to take advantage of it.

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- **School Board Comments**

Mrs. Harrison commented that she would like to hold Budget Review meetings in the CHS auditorium so the public can attend.

Dr. Jette indicated that the meeting is planned to be in the auditorium.

Mrs. Harrison commented she would prefer to have all School Board meetings in the CHS auditorium so the public can attend. She indicated that since there has been an uptick in public input she feels that having community members attend would lend to more transparency and communication. She believes the Board is missing out on essential input by only having phone calls and email.

Dr. Jette indicated that Rob Fay, LCTV, has said if we are not going to meet at Town Hall the CHS auditorium is a better place.

Mrs. Harrison commented meetings that are closed to the public sends a different message when our children are in schools.

Dr. Jette indicated that Mr. Fay emailed him that the Board should be aware that meetings in the auditorium will require multiple LCTV staff.

Mr. Bourque indicated he would prefer to meet at CHS if the audio is good.

Dr. Jette indicated that there are other options to explore, such as Boxcast as mentioned at previous meetings.

The Board consensus was to hold meetings in the CHS auditorium going forward.

#### **H. Community Forum**

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There was no public input.

## **II. GENERAL BUSINESS**

### **A. Public Minutes:**

- **September 16, 2020**

*Mrs. Hershberger made a motion to approve the public minutes of September 16, 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.*

## **III. REPORTS**

### **A. CHS Principals Report**

Principal Lonergan provided his written report to the Board.

- **Sophomore and Senior Projects**

Mrs. Gnaegy and Mrs. Freeman provided a presentation on the history / mission of senior projects, changes for the 2021 year, and an example of a project presented by a student.

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Mrs. Gnaegy reported that the Board has been provided with a presentation to review. She indicated senior projects are student-selected explorations of topics that result in a formal project and presentation. Each project must be approved and students are given a detailed timeline with checkpoints and deadlines for the submission of materials throughout the year. Mrs. Gnaegy mentioned that a senior is working with Rob Fay, LCTV, for his project.

Mrs. Freeman commented the first CHS principal and the community wanted the senior project. She noted senior had to pick something they were passionate about and it was 40 hours of work, but some changes have taken place since then. Last year there was a proposal to change senior project to a capstone project. She indicated that a junior can actually present, but it would be a two year project. She commented that we also brought forward live interviews. Mrs. Freeman indicated after community night we thought of having a fair where seniors would show projects to freshman, sophomores, and juniors to have an opportunity to see what seniors do.

Mrs. Gnaegy commented one of the things we want to take over and try to present to the community is the fact that we tightened up a lot of requirements of the project. She indicated competencies have been eliminated at this time and we check their logs. She noted out of 101 seniors there are 64 at this time. She commented we have some fabulous projects this year and we have dropped the required hours to 30.

Abigail Buxton, a senior at CHS, indicated that her senior project goal is to get her private pilot's license. She commented the reasons for the project is because it runs in the family as both parents are airline pilots and she has always wanted to do this. She noted it is also a career opportunity to explore. She reported included in the project is flight time, ground school, medical license, application and tests. She indicated there have been some complications with the pandemic in getting the medical license. Ms. Buxton commented she began the project at the end of last year and was challenged with the airport closure for a time, which resulted in her schedule being delayed a bit. She indicated her goal was to have her license by the end of the summer, but she anticipates she will have it by the end of December.

Mrs. MacDonald asked about some of the other projects seniors have chosen.

Mrs. Freeman indicated one student is picking up a dog from a breeder in Vermont to train it as a therapy dog.

Mrs. Gnaegy indicated one student will do social media marketing for the school store and another student is building a boat.

Mrs. Freeman commented the senior that is working with Rob Fay, LCTV, is interested in doing something with theater and will learn about communications and filming.

Mrs. Gnaegy commented one student will take a digital French cookbook and translate it into English. She indicated she is interviewing her relatives and learning French to do so.

Mrs. Freeman commented we had a student who designed a video game that was breathtaking.

Mrs. Gnaegy indicated that they are hoping that the presentations can go before evaluation committees and that evening the students can present their projects to the community. She noted last year the presentation was virtual. She commented we are trying to have them start early because there are other programs that the students have as well.

Mrs. Harrison commented that the enthusiasm is incredible and will help students prepare for life beyond school.

Mrs. Hershberger commented the projects sound great. She indicated that she heard feedback about the ability for the students to start early, which was positive.

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Mrs. Gnaegy thanked the Board for the time to present to them and she thanked Ms. Buxton for presenting to the Board.

- **SAT's & Testing**

Principal Lonergan reported SAT and PSAT testing will be administered next week and at the end of the month. He indicated this is used as progress monitoring, but the challenge is we are testing 200+ students, which includes remote students. There will be two staff teachers in the classroom proctoring. Rooms will be set up for students that need additional time or who are remote learners. At the end of the testing students will be able to get a grab and go lunch and depart at 1:00 pm. Sophomores and juniors that are taking PSATs will have a similar schedule. He noted the reason we are testing seniors is because they did not have an opportunity to take the test in the spring.

- **Sports Update**

Principal Lonergan reported that the Athletic Director has done a good job coordinating athletics and working with other schools to set up Varsity contests. He noted there are two challenges: managing the visitors at games and managing people wearing masks and those who are not wearing masks.

Mr. Bourque asked about signs that people are standing on their vehicles or at the fence.

Mrs. MacDonald indicated she asked the same question and was told it is because they do not want people congregating around the fence.

Dr. Jette reminded the Board that things were modified when athletics was allowed. He indicated we have agreements with two other schools that limit the guests at games to two. He noted we are hearing that people are sitting on their cars and we should honor the rules of the agreements.

Mr. Bourque commented if that is what we agreed upon, those inside the fence are still a good distance from the fence.

Dr. Jette commented the parent that sent in positive feedback about athletics was correct. He indicated we will continue to manage it the way we have because most other towns have had spikes in COVID-19 due to athletics.

- **Latin Honors**

Principal Lonergan commented that he has no resistance to this, but the challenge is an intense focus on being valedictorian or salutatorian and taking additional classes for a student to boost their GPA. He indicated the other point is what other classes can students take that they will like that will still count toward their GPA. He noted that Latin Honors takes away from some of that challenging competition that is not healthy sometimes as students go through high school. He noted many colleges recognize Latin Honors.

Mrs. Hershberger asked if there are schools that have Latin Honors and valedictorian and salutatorian.

Mr. Lonergan commented that he is not aware of any.

Dr. Jette indicated there are scholarships that will recognize top GPA or valedictorian. He contended that it is unhealthy for students to compete against each other academically and should compete against themselves.

Mrs. Harrison commented some people argue it comes down to having many students graduate with honors.

Principal Lonergan mentioned Carolyn Leite, Nate Lamy, Brittany Milligan, and Barb Labelle are trying to get concerts produced for the community to watch. He indicated they want to make sure the students get opportunities to perform.

Mrs. Harrison commented that Mrs. Leite has done a great job making it work for her remote students. She indicated Mrs. Leite makes them feel like they are part of the school community.

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Mrs. Hershberger commented Mr. Lonergan's report she read many expressions of appreciation, which reflects how people are feeling.

Principal Lonergan commented that this is a difficult year, but they are supporting each other and keeping up the positive spirit.

#### **B. Business Administrators Report**

- **Revised MS-22**

Mr. Izbicki provided the revised MS-22 for the Board to sign.

Mr. Izbicki reported he received a letter from Dennis Perreault about the Lincoln materials donation that is valued at \$2,500. He thanked Mr. Perreault for his generous donation.

***Mrs. Harrison made a motion to accept the donation of Lincoln materials from Dennis Perreault that is valued at \$2,500. 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.***

- **FY22 Budget Overview**

Mr. Izbicki reported there are all but two department budgets that have been entered into the budget system and he is ready to schedule meetings with department heads over the next two weeks.

- **Projects Update**

Mr. Izbicki provided an update on projects underway in the district. He reported the columns are being erected for the LMS canopy project. He indicated that the district is still waiting to hear from Primex and Travelers Insurance regarding the settlement for the GMS electrical repair.

Mr. Bourque asked about the date of completion for the LMS canopy.

Mr. Izbicki reported that the contractor anticipates the project to be completed by November 30. He indicated they are working on concrete and columns and will begin laying the pad. He noted there are no combustible materials in the canopy so a fire suppression system will not be needed.

Mr. Izbicki reported the final disparity amount that was approved by the voters at the Special Meeting totals \$659,432 and the tax rate calculation is level. He noted that the MS 22 was revised following the approval of fiscal disparity. He indicated there will be a final review of revenues with the NH DRA. He received a letter from the NH Municipal Bond Bank stating rates for 25 year bonds are below 2% interest.

Mr. Izbicki reported that the Food Service has received \$18,000 back in federal reimbursement for meals as compared to \$3,900 at this time last year.

Mrs. Hershberger asked if that is retroactive to September 1 and if the district will be issued a credit.

Mr. Izbicki indicated he will check on that. He reported the Food Service Director has been working on student debt, which has decreased to \$3,600 across the district. reimbursement numbers since September 1 we got \$18,000 back as compared to \$3,900 at this time last year -

#### **IV. NEW BUSINESS**

##### **A. New School Feasibility Study**

- **Contract**

Dr. Jette discussed the feasibility study for the proposed new school with the Board. He reminded the Board that the voters were asked to approve a warrant article in March for a feasibility study for a new school. He indicated voters approved a \$70,000 warrant article. He noted the Capital Plan has been accepted and we are moving toward the study. He reported he communicated with Carl Ladd, NHSAA, and Keith Burke regarding the study. Several documents were sent to Mr. Burke, requesting him to summarize the previous findings. Dr. Jette noted they will provide a more comprehensive enrollment projection than the district prepares in-house and will determine a better number for a new school core. He indicated we should have that information in December to

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work from and we plan to ask for additional funding to advance the project further. He noted this report will have all the appropriate deadlines and timelines. He commented the study is expected to cost \$9,000.

#### **B. Owner's Project Requirements (OPR)**

Dr. Jette explained and discussed the OPR with the Board. He reported he and Mr. Izbicki are working with Dave Ely, architect, and Dick Henry, energy consultant, on the process for the proposal of a new school. He indicated this process is the public discernment of what are people looking for in a new school. He explained they will go through a process with us and the goal is to engage in public conversation. He noted the original architect is not interested in working with our town; however, our needs are different now and we need a fresh look. Dr. Jette commented he is energized by Mr. Ely's and Mr. Henry's vision, which is energy efficient and Mr. Ely has stated this goes beyond the vision of a Montessori school. He indicated Mr. Ely is equipped for a school this size, but he can walk through the project requirements and present that to an architect. He noted they will prepare a contract for this and we envision keeping someone on from this project as the Owner's Project Representative, similar to a Clerk of the Works.

#### **C. Architect Walkthrough**

Dr. Jette discussed with the Board requirements for a proposed new PK-5 school. He indicated that he has scheduled a meeting with an architect from Banwell to discuss what can be done to help us along and prepare for the next phases. He noted he will keep the Board informed as the district moves forward.

### **V. OLD BUSINESS**

#### **A. Policies:**

- **2nd Reading: IHBG, Home Education**

***Mrs. Harrison made a motion to approve Policy IHBG, Home Education. 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.***

#### **B. Coronavirus Review and Update**

- **Fall School Reopening Plans Update**

Dr. Jette reported that there is a chart on the State Department of Health & Human Services site that is the school dashboard for COVID-19, and many parents monitor this chart. He indicated each morning since the beginning of school a COVID meeting is held with the Administrative Team at 10:00 am. During this meeting the COVID numbers are discussed, problems or issues in the schools are discussed, how the district supports the schools, how principals support the teachers, and how the SAU supports the administrators and teachers. Dr. Jette displayed the COVID chart for the Board and indicated there are moderate areas for COVID in southern NH. Nashua and Manchester have moved to a substantial status. He noted this dashboard contains every school in the State. Dr. Jette reported that on the dashboard GMS shows there is one active case and two recovered cases with no outbreaks, and the last reported case was 10/3/2020. He explained that the non-rapid test is the method used to reflect active cases on the list. He noted that we have four cases, but the dashboard shows three cases, which is due to a lag in information.

Mrs. Harrison asked if the number of cases can be posted somewhere for parents to see. Dr. Jette indicated that the district is communicating with parents and being informative. He explained the definition of a cluster, which is three or more cases that are related. He noted if the school has three or more clusters it is considered an outbreak.

Mrs. Harrison commented we outlined in the reopening plan other factors besides the Harvard map and data that would go into the decision to switch our model.

Dr. Jette explained the Harvard model shows the whole country and the levels of cases. He indicated it is alarming that the numbers are trending up in NH. He commented the numbers are helpful in terms of trends, but what is the impact. He noted it is getting to be quite a challenge because of the number of open positions in the district and when you have staff in exclusion, it becomes more difficult to staff the schools. Dr. Jette indicated that he has spoken to many Superintendents and more people are becoming concerned about the upcoming holidays. He mentioned that the question is does it make sense to have school open from Thanksgiving to Martin Luther King day. He reported colleges are taking firmer stances with their students telling



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them they can stay on campus on Thanksgiving, but if they decide to go home they must continue as remote students for the remainder of the semester. He noted there is another Superintendent who is concerned with the lifting of travel restrictions.

Mrs. Hershberger commented that it seems we are in line with the information from the NH Division of Public Health Services. She indicated we are talking about criteria and measures, but relying on Superintendents and Administrators to tell the Board the status of the capacity of staffing in the schools. She proposed the Board adopt the decision tree method recommended by the NH Division of Public Health Services as it is well thought out.

Dr. Jette indicated that is fairly similar to what we had in our final plan. He noted the Board granted authority to him to make the decision and the impact will differ at the schools. He reported that we are learning when we have a positive case and have to isolate those who are close to that person, masked or unmasked. He reminded the Board at GMS a class consists of students all in one room. He noted if this occurred at the high school that student would have traveled to four different teachers and gone to lunch and that is your impact. He felt he made the right decision based on what we have done and what has occurred.

- **Equity Access for Students**

Dr. Jette provided an update on revisions to the Reopening Plans and equity access for students in the district. He indicated that Ms. Widman created a matrix based on the conversation at the School Board level. He explained it is consistent with what we have talked about in the past. He noted we have provided this to our team so all three schools have a consistent approach. He reported that the Administrative Team has had two calls with our nurses to talk through two different protocols. Dr. Jette indicated the updated health screener will be sent out tomorrow.

Dr. Jette indicated he has not had time to update the reopening plan and will provide an update to the School Board in non-public session.

Mrs. Harrison believes that the district should implement 1 to 1 computing down to grade 1 at GMS. She commented it sounds as if we need more devices that what we have or what we have ordered.

## **VI. MANIFEST**

The manifest was circulated and signed by the Board.

## **VII. PUBLIC INPUT**

A. Community Forum

Kate Stevens, 9 Evergreen Circle, sent an email suggesting teachers at GMS be shadowed in order to see how little time they have to prepare for remote students.

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

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

***Upon a motion made by Mr. Bourque, the Board entered into non-public session at 8:48 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 Mr. Bourque, the Board returned to public session at 10:57 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.***

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*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.*

**X. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 10:58 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**

*School Board Edition*

### Approved Minutes for October 21, 2020

**Location: CHS Auditorium**

**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

*In an effort to help slow down or stop the spread of the Novel Coronavirus (COVID-19), the School Board has implemented social distancing. The meeting will allow attendance of the public; however, the capacity is limited to 50. Face masks are required to be worn at all times. Community members and members of the public wishing to speak must observe pandemic guidelines at all times. Public comments, including concerns about accessing the meeting, can be sent via email to Christina Harrison, School Board Vice-Chair, at [charrison@litchfieldsd.org](mailto: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 6:20 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 October 7, 2020:

*Mrs. Harrison made a motion to approve the non-public minutes of September 16, 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.*

*Mrs. Harrison made a motion to accept the nomination of Patricia Waggoner as part time GMS Computer teacher at a prorated salary of \$21,347.92 for the 2020-2021 year. 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.*

*Mrs. MacDonald made a motion to accept the nomination of Christine Israel as a 1 year teacher at GMS at a prorated salary of \$39,887.31 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.*

*Mrs. Harrison made a motion to authorize the Superintendent to negotiate with the LEA and LSSA to allow staff on leave to work from home. 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.*

*Mr. Bourque made a motion to authorize the Superintendent to reinstate the allowance of staff children to be at the school building in which the staff member works on a day when school is in session, on a case by case and limited basis. 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.*

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Mrs. Harrison made a motion to allow a high school student who moved to another town to remain at CHS. Mr. Meyers seconded. The motion failed by roll call vote: Mr. Bourque, no; Mrs. Harrison, no; Mrs. MacDonald, no; Mr. Meyers, no; Mrs. Hershberger, no.

#### **E. Presentations and Recognitions**

##### ● **Curriculum Report October 2020**

Ms. Widman highlighted professional development that occurred during the first weeks of school in early September:

- Six teachers offered workshops to their peers:
  - Google for Beginners
  - Google for Advanced
  - Fillable Google Slides
  - ScreenCastify
  - Ed Puzzle / ScreenCastify
  - Digital Notebooks
  - CHS Teacher Mentors
- District Training:
  - Synchronous Instruction
  - PowerSchool
  - School Based Social Emotional Learning
  - Competency Based Grading
  - Team Based Technology Training
- Looking Ahead:
  - Regular / Consistent Communication from buildings
  - Working on a curriculum website
  - Working with Grading Committee on next steps
  - Schedule extra help and support with grading and changes to grading/reporting.

##### ● **Competency Based Grading**

Ms. Widman provided a presentation on Understanding PowerSchool and Competency Grading:

- The district moved to a new student information system this year
- Competency based grading was occurring at CHS, but not at the other schools
- In March, a plan was outlined and presented to the School Board to structure grading in all three schools around competencies
- From June to August PowerSchool was set up and 25 teachers were trained on the new system with a plan for them to be the PowerSchool building level “experts” and provide all staff with training during the first days back
- In September we met with teachers in grades 1-6 to train and answer questions on competency based grading
- Information was sent to parents via weekly Principals’ newsletters and posted on the website.

#### **Traditional System vs Competency Based System**

<u>Traditional System</u>	<u>Competency Based System</u>
● Based on seat time.	● Based on demonstration of proficiency.
● Remembering content.	● Application of knowledge and skills
● Teacher centered.	● Student centered.
● Instruction is common.	● Instruction is personalized.
● Grades are on 100pt scale.	● Grades are typically on a 4 point scale.
● Grades are typically divided by type of assignment.	● Each competency is scored separately to make up course proficiency.
● Behaviors and non academic skills are included in grades.	● Behaviors and non academic skills are not included in academic grades.

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#### Traditional System

- Assignments receive a concrete score based on correctness.
- All assignments are included in the average.
- All grades are averaged together to get an overall score.
- Extra credit, participation grades, late work penalties impact the subject/course average.

#### Competency Based System

- Assignments receive a score based on level of demonstrated proficiency.
- Only assignments that specifically assess the competency are included.
- The level of competency is based on trends and progress not averages.
- Extra credit, participation scores and other behavioral scores are part of Work Study Practices and don't impact the competency scores.

#### **Competencies and PowerSchool**

Ms. Widman explained the purpose of competencies are to test proficiency and successful demonstration of skills in a given subject.

- All competencies are weighted equally and the overall course grade is made up of competency scores NOT assignment scores.
- Assignments are tied to one or more competency and the score on that assignment is made up of separate competency based scores.
- Teachers can enter grades into PowerSchool by percentage or points, but PowerSchool will translate each competency score into a percentage.
- These percentages are averaged to make up the overall competency score for the course.
- Then, the competency scores are combined to make up the overall course score.

***For more information and examples of competencies and competency score calculations, click [HERE](#).***

Ms. Widman included Frequently Asked Questions and PowerSchool Tip information in the presentation as well.

Mrs. MacDonald feels that quizzes should not count the same as competencies. She commented she does not see students doing formative assessments. She asked why a quiz is counted the same as the test.

Mrs. Harrison commented if you have a quiz and it is worth 5 points, and a student gets 2 out of 5, that is an assessment of a certain set of competencies and that affects their grade. She indicated it is because we are competency based and want to know exactly what a student can do.

Ms. Widman explained if a teacher is looking at a bank of evidence where every competency is being averaged just by score, it is wrong. The teacher should be looking at the competency itself. She indicated we are talking about summative assessments only. She noted PowerSchool averages the scores, but the teacher has the ability to override it. Ms. Widman commented that testing should be set up to measure the basic skills or competencies. She added we know there is a lot of change and we need to find the balance.

#### **F. Correspondence**

Mrs. Harrison reported correspondence was received from:

Katie Lawrence, regarding concerns with the inequity of remote instruction for her child and access issues.

Megan Moore, regarding early dismissals on Wednesdays.

John MacDonald, regarding the early release day and additional time for teacher planning at CHS.

Sara Rotast, requesting to make Wednesday a flex day.

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Colleen (inaudible), regarding feedback from GMS parents relative to a dedicated remote instructor.

Kathleen Follis, regarding her disagreement with the district not allowing spectators for concerts, but allowing spectators for sports.

Dr. Jette responded to Mrs. Follis' correspondence. He indicated the music teachers came forward with a plan and did not want anyone in the audience with concerns for COVID-19.

Michael MacDonald, regarding reconsideration for holding elections for student officers during the year and his dissatisfaction with the decision to allow officers from last year to continue this year without proposal to the student body.

Justin Haley, regarding his exception to elections not held at CHS and observance of the bylaws that should be followed.

Amanda Lessard, regarding concern for mandating masks full time in schools, citing CDC statements about airborne transmission.

**G. Comments:**

● **Superintendent's Comments**

Dr. Jette provided updates to the Board and provided responses to Board inquiries.

○ **Update on LEA Negotiations**

Dr. Jette reported that two Memorandums of Agreement were negotiated with the LEA and LSSA. He indicated there were five grievances regarding the LEA contract, which resulted from the reopening plan; however, after much work by both parties, an agreement on how to proceed was reached. He noted the agreements will be posted on the district website.

○ **NHSBA Resolutions**

Dr. Jette reminded Board members that November 6 is the deadline for submissions of resolutions to the NHSBA. He indicated when the NHSBA makes the final resolutions available, the Board will need to weigh in on them.

● **School Board Comments**

There were no Board member comments.

**H. Community Forum**

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Susan Haley, 60 Pilgrim Drive, made statements regarding the implementation of PowerSchool and Competency Based Grading. She prefaced her statements by saying she is an ally to the administration, teachers, and School Board, but she is not supportive of how competency based learning is calculated in PowerSchool. She claims that she discovered an error in calculations and does not accurately measure the competencies. She commented Ms. Widman and Ms. Stern were able to demonstrate how PowerSchool works with grading. She indicated that she took the spreadsheet calculation example Ms. Widman presented and put it to a test. Mrs. Haley commented that she found there are variations in calculations. She presented an example of a student who is assigned a semester project worth 500 points and a test worth 100 points; the student scores 500 on the project and fails the test; the overall competency is 50% and the overall competency score is 85%. However, if the student gets 100 on the test and 250 on the project the overall score is 75%. She noted she ran multiple scenarios and the results do not match what was presented tonight and that a point based system is more accurate. She was concerned about the data that is being entered into PowerSchool. She indicated she is a supporter of competency based learning and would like to work toward a solution for this gap.

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Robin Corbeil, 4 Nesmith Court, commented that she would like to make grading as easy as possible for parents and students to understand. She indicated she puts grades online as a teacher so parents can understand how the student is doing in her class. She noted most parents grew up with number grades. She explained she breaks up her classes by points all the time [for competencies] because she believes points are important. She indicated we were not ready for this competency based learning even before the pandemic occurred. She commented that she was faced with having to teach a different platform and do it differently because her students would not be successful. She stated she attended all the meetings on competency based grading and was trained remotely. She indicated that no one said in September we had to grade using a competency based method and she was concerned the students that struggle would not be able to meet those competencies. Mrs. Corbeil commented the first training in PowerSchool was synchronous and was not a good training. She noted she did not realize it would take more steps (clicks) to get where we needed to be in PowerSchool. She continued to enter grades into PowerSchool the way she always did. She commented she was told formative do not count, but she feels that question should count toward what the student understands. She indicated that she entered assignments in PowerSchool and then learned those points do not count. She claims by launching this program and grading system we are creating stress for our students and they do not understand if something is a summative or a formative, and they feel more comfortable when they see a percentage. Mrs. Corbeil claims changing all of this in the midst of a pandemic is overstressing students, parents and teachers. She is concerned that teachers did not know about switching to competency based grading, that the grades are not accurate, and teachers do not know what to do with it in PowerSchool. She added competency based learning training did not occur for our grade 7 team.

Mr. Bourque recommended that she speak with Principal Lecklider and Ms. Widman, which would have been the appropriate place to start.

Patrick Keefe, LEA President, made the following statements:

The grades of the students in the district are completely inaccurate. CHS has been using a competency based system for 15 years, but it has never been incompatible with the grading system. We had no indication of a new grading system in the district. Philosophically, teachers would agree that the conversation to move to a competency based system is valuable. The community did not like it and would not support it; they rejected it. Without any indication we seem to be moving back to that. If all the teachers were using a point based system at the beginning of the year, how did we get to this point where grading is inaccurate? This will create social unrest with parents in the district and as we move to the end of the quarter. He appealed to the Board to really look at this. We cannot change grading mid-stream and we have had no instruction on how to use this type of competency based system. This is a huge sharp turn to take and now we are floundering. He was worried about the state of the district with regard to teachers who are overwhelmed. This is another thing that is unfair. He asked if this can be implemented next year with more training.

Mr. Meyers indicated that the law says districts will be competency based by 2020.

Dr. Jette clarified that the RSA states by 2015 district had to implement competencies. He commented that he took exception to Mr. Keefe's accusation of inaccuracy in grading. He indicated we now have a more comprehensive way of measuring what a student can do. He noted that he and Ms. Widman argued hard to provide additional training to our staff at the end of the year and were bucked every step of way by the LEA who wanted to guide their own learning rather than us providing the training we knew they needed. He commented it is hard to get beat up over this in a public forum when the associations bucked us at every turn. Dr. Jette noted that the district signed a contract in January with PowerSchool and we did not know we would have a pandemic. The information system was rolled out exactly like schools with this same system and we worked with those other districts to get this right. He indicated that he is aware it is difficult, but to say that it is not accurate is - know this is hard but to say not accurate is not true.

Mr. Meyers commented that he is flabbergasted that this is the response. He observed that Mr. Keefe spoke of creating grades, but competencies are to show mastery.

Mrs. Corbeil commented this is a change in policy.

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Mr. Keefe indicated that he never mentioned we would not be able to use points. He noted the problem is we came into the school year with the expectation we would be using a competency based system that is compatible with the point system. He commented we need some leadership to base it on. He added he would not stand here and allow the membership to be slandered.

Dr. Jette indicated he did not slander the membership, but responded to false accusations made by the association President.

A lengthy dialogue occurred between Board members, the LEA President and Administrators.

Mr. Bourque commented this is not the forum for this type of discussion, which should have begun with the school leaders.

Mrs. MacDonald commented the expectation of grades being entered was that they not be weighted.

Mrs. Harrison commented she is hearing it is an unexpected change to teachers and she would like to get to the point where it can be resolved. She asked what the teachers need and what the Board's role is in this situation. She indicated she attended one of the district workshops last year where competency based grading was discussed and she feels we are still at the traditional grading model. She noted grading competencies is different.

Mr. Keefe indicated we have always had competency based learning and always used points. He commented the teachers would like the district to help resolve it and we will work with them.

Mrs. Harrison asked what the next steps would be moving forward. She indicated the goal of the district is to be truly competency based and at this time it is a hybrid. She commented that this switch has been discussed for a long time.

Mr. Keefe commented there was never any indication we were not going to be using points. He indicated we cannot change in the middle of a semester. He suggested moving to a true competency based system next fall.

Dr. Jette indicated that all the other schools have done this successfully and figured it out. He noted that Litchfield needs to move to a competency based system. He suggested that the LEA not use community forum to air their differences and meet with the district team to engage in conversation about it.

Mr. Keefe asked why every teacher in the district are discovering the grades are not accurate.

Dr. Jette commented there are three principals and we will have a deep dialogue with them on how we got here. He indicated that we should be working through the schools, principals, teachers and leaders.

Mr. Keefe commented if you are claiming you did not know we used the point based system then that is a problem.

Ms. Widman indicated she never knew teachers were using points.

Mr. Keefe commented she should communicate with the teachers.

Mr. Bourque indicated this is not the forum for this discussion. He recommended working with the schools and leaders toward resolution.

Mrs. Corbeil commented that teachers can make competency based grading work. She indicated that she is uncomfortable that we are introducing a new grading system in the middle of a pandemic and the district is putting too much on teachers, parents and students. She noted teachers use Google Classroom to get



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assignments to parents and students. She asked if there is a way to put that in PowerSchool. She commented if we are moving to competency based grading there needs to be communication.

Mrs. Hershberger mentioned she has started attending grading/reporting meetings and found four agendas discussing point scales.

Mrs. Harrison commented that it seems much work has gone into this and the School Board tasked them to get us to that point. She indicated that when she attended the workshop last year she watched teachers writing competencies. She pointed out if this is a total surprise and gap in communication it must be addressed. She noted that Ms. Widman has been working on this for two years. She would like to move forward with this and understands that this is challenging for teachers, but it is frustrating for the School Board to see the training and professional development and not move forward.

Jennifer Denier, 9 Birch Street, commented she is concerned about hearing there has been bad timing in the middle of a pandemic. She asked how this platform would work for remote students. She was concerned about how teachers will be able to administer this with students if they are not being heard through email or virtual meetings. She asked how teachers will be able to assess a student that is remote.

Ms. Widman commented if this is not happening it needs to be addressed.

Mrs. Denier commented the district could be remote soon and indicated parents need to know how this will work.

## **II. GENERAL BUSINESS**

### **A. Public Minutes:**

#### **● October 7, 2020**

***Mrs. Hershberger made a motion to approve the public minutes of October 7, 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.***

## **III. REPORTS**

### **A. Business Administrators Report**

Mr. Izbicki provided a report on district financials to the Board. He reported the LMS Canopy project contractor will return this Friday and complete the steel work next week, with a projected completion date in early December.

Mr. Bourque asked if the district will lose the grant fund if the project is not completed by December. Mr. Izbicki indicated the deadline for the grant is December 31. He noted we have made some adjustments and met with the vendor. Dr. Jette indicated the latest completion date is December 4.

Mr. Bourque asked if there is a provision in the contract regarding the responsibility of the vendor if they do not meet the deadline.

Mrs. Hershberger asked if there is any flexibility on the deadline through the State for the grant. Dr. Jette indicated some districts are pushing for that, but that is when the funds sunset and the State is holding firm.

Mr. Izbicki reported the tax rate was set yesterday and there is a \$3.23 reduction in the school rate, which is set at \$11.99. He explained this is a result of what the district returned and an increase in valuation in the town. He reported that meetings with department heads for the FY22 budget have begun and the district will be ready to present the budget to the Board on November 5.

Mr. Bourque asked if the default budget will be ready as well. Mr. Izbicki indicated the Board will have the draft default budget and projected revenues. He also reported that the cost per gallon for propane has decreased to \$1.329/gallon and the cost of oil decreased from \$2.47 (FY21 budget) to \$1.499/gallon.

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**B. FY22 Budget**

**● FY22 Budget Goals**

Dr. Jette asked the Board for thoughts on budget goals. He noted that there are technology needs and technology staffing needs in the district.

Mr. Bourque commented the whole process shows how fragile our technology department is and the needs of our students and staff with regard to technology.

Dr. Jette indicated an additional technician is needed for technology repairs. He explained that the current technician has much responsibility with network administration.

Mrs. Hershberger asked about additional support for teachers. Dr. Jette indicated that it is expected the district will come forward with a request for tech integrators at each school. He believes it is time for teachers to have that support.

Mr. Bourque was confident that the public would understand the need for those positions.

Mr. Meyers asked if any of the staff can do this work.

Dr. Jette indicated that he spoke with Mr. Pelletier, IT Director, regarding the organizational structure of IT and he feels it is important that technology staff are all reporting to the Director. He explained that the concern is, for example, if librarians are doing the work it could create a problem. Dr. Jette asked if the Board has any other major initiatives to suggest.

Mr. Bourque confirmed technology is the highest priority.

Mrs. Harrison asked about COVID expenditures and requested a report for the same.

Mr. Izbicki indicated the district is already getting requests for additional PPE.

Dr. Jette commented we are really watching what the needs are in terms of ventilation and PPE, among other needs. He indicated during the overall audit of the GMS HVAC it was discovered there were things that were unplugged and the control system was not used properly. The recommendation is to install the same controller in each school as was installed at CHS, which is estimated to range in cost from \$25,000 to \$40,000. He noted if we are using the school for a few more years it is a reasonable cost.

Dr. Jette asked if the Board has flexibility to take one-time grant funds to hire for a specific technology position. He indicated he would argue that based on the competing warrant articles from 2003 and 2004 (new positions) and one-time non-taxpayer funds, we are able to do that.

Mrs. Harrison believes the Budget Committee will understand in this circumstance if the position is temporary.

**● FY22 Budget Schedule**

Dr. Jette reported all department heads will be present to make presentations to the Board on November 5 and 10. The Budget Committee has been invited and will be participating by observing the work session. He indicated that educational programming budgets will be presented on November 5 and operational budgets will be presented on November 10, with an opportunity at the end for Budget Committee members and community members to weigh in.

Mr. Bourque pointed out that the Budget Committee is invited to attend in the audience, but they will not be dissecting the budget as this is not a joint meeting. He indicated this is a School Board meeting and the School Board's budget and they are attending to have a preview of what we are discussing.

Dr. Jette indicated the Board will be deliberating on this budget and we will bring forward a budget to recommend to the Budget Committee. He noted the Budget Committee will have the opportunity on November

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12 to discuss what we presented. He believes this is a more streamlined process as we move forward at the Budget Committee level.

*Mrs. MacDonald left the meeting at 8:52 p.m.*

#### **C. Committee Reports**

Mrs. Harrison reported the Budget Committee has completed town budget presentations and will be voting on those budgets this week. She noted the Chair has been making reduction recommendations and proposals.

Mr. Izbicki asked how the Budget Committee will justify the application of three year averages in the middle of a pandemic.

Mrs. Harrison was unsure, but believes he may not be including that in the calculations.

Mr. Bourque mentioned that their default budget is over the tax cap, but they cannot change that. Mr. Izbicki indicated the default budget is the responsibility of the Select Board.

Mrs. Harrison believes the Select Board got the budget total under the tax cap.

Dr. Jette commented we made a concerted effort to return additional funds to stabilize the tax rate, we tightened our budgets, shut two schools during the pandemic and did what was needed to reduce spending. He asked if there are any major themes coming from the Budget Committee.

Mrs. Harrison commented at this time they are focused on a budget that is below the tax cap.

Dr. Jette reported that free/reduced lunch applications are down 25% across the State, which impacts adequacy and title grants. He noted this is causing concern among Superintendents in the State.

Mr. Bourque reported the Capital Planning Committee will be changing its name to the Facilities Improvement Committee with its first meeting on November 4.

Dr. Jette reported that he walked through GMS with the architect from Banwell and she came to the conclusion that it would cost more than is reasonable than what can be done with a new school.

#### **IV. NEW BUSINESS**

##### **A. Policies:**

- **JECA, Determination of Residency**
- **Proof of Residency Form**

Dr. Jette commented the district residency policy is outdated and in need of consistency with the law. The existing policy was approved in 1998 and has not updated or addressed since. There have been numerous changes to RSA 193:12 and the policy needs to be brought current with the law. Dr. Jette indicated that the existing policy contains unnecessary verbiage in comparison to the NHSBA model policy that refers to the law. In addition, he noted an updated form to define the proof of residency is attached to the policy and an electronic form is in process.

***Mr. Bourque made a motion to approve policy JECA, Admission of Resident Students, for a 1st Reading. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

#### **V. OLD BUSINESS**

##### **A. Coronavirus Review and Update**

- **GMS Remote Instruction Update**

Dr. Jette provided an update on remote instruction at GMS. He reported there is one cluster of related cases at GMS, 4 total cases at GMS, and we are managing cases at LMS. He noted at one point up to 15 staff members were not able to come to work, which consisted of twelve in quarantine imposed by the district and three that

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were not in school due to being home with their children. He commented parents are asking how this is occurring and how it can be solved, but when you look at other districts it is hard to pinpoint the cause of transmission. Dr. Jette indicated Principal Mitchrell will focus on mask wearing and the district will focus on ventilation. He mentioned other areas of concern are the closeness of students on the playground and if they should wear masks. He noted State numbers are rising, but NH remains one of the lowest in the nation.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

Michele E. Flynn, SAU/SB Administrative Assistant, was concerned about comments made this evening regarding community input earlier in the evening that was directed toward district leadership. She prefaced her statements by saying she has never commented during public input in the 17 years she has been employed by the district and her statements tonight are not a criticism of anyone. She stated she has never seen a team work so hard toward an initiative such as competency based grading. It is very complex work. Teachers work very hard in our district to educate our students and more so during the pandemic. Mrs. Flynn commented that SAU administration and staff are just as overwhelmed and working very hard and long hours both during and after the work day has ended to accomplish the goals set forth by the School Board. She expressed respect for all leadership in the district, for teachers, and staff. She commented she is impressed by the level and depth of knowledge between Dr. Jette and Ms. Widman and that she has and will continue to have much respect for them. She thanked the Board for allowing her to speak.

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

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

***Upon a motion made by Mr. Bourque, the Board entered into non-public session at 9:25 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. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

**IX. RETURN TO PUBLIC SESSION**

***Upon a motion made by Mr. Bourque, the Board returned to public session at 10:35 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

**X. ADJOURN**

***Mr. Bourque made a motion to adjourn the meeting at 10:35 p.m. Mrs. Harrison 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 November 4, 2020

Location: CHS Auditorium

**In attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert Meyers, Board Member  
Tara Hershberger, Board Member (*remote from home*)  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Daniel Mitchell, Principal, GMS  
Michele E. Flynn, Administrative Assistant

*In an effort to help slow down or stop the spread of the Novel Coronavirus (COVID-19), the School Board has implemented social distancing. The meeting will allow attendance of the public; however, the capacity is limited to 50. Face masks are required to be worn at all times. Community members and members of the public wishing to speak must observe pandemic guidelines at all times. Public comments, including concerns about accessing the meeting, can be sent via email to Christina Harrison, School Board Vice-Chair, at [charrison@litchfieldsd.org](mailto: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 6:12 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 October 21, 2020:

*Mr. Bourque made a motion to approve the non-public minutes of October 7, 2020. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

##### E. Presentations and Recognitions

There were no presentations or recognitions.

##### F. Correspondence

Mr. Bourque reported that correspondence was received from:

Gail Reynolds regarding communication about COVID and how it was handled;

Andrew Cutter regarding concern about grading;

Jeff McPherson, Becky Moore and Tom Adamakos regarding the COVID situation as it pertains to CHS football;

Patrick Keefe regarding the grading system and difficulties with the grading system;

Stacy Leary regarding concerns with training needs for the grading system and PowerSchool.

##### G. Comments:

- Superintendent's Comments
  - o Winter Athletics

Dr. Jette reported as we anticipate coming into winter and the increase of COVID cases in New Hampshire, we are looking at the NHIAA communications regarding winter sports.

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Dr. Jette indicated that Joshua Knight, CHS Athletic Director, is proposing to follow NHIAA guidance to hold all winter sports, with the following schedule:

- Skills and Drills: 11/30/20
- Tryouts and Practices: 12/14/20
- First Day Games: 1/11/21

The following protocols will be in force:

- Daily testing
- Games: Two immediate family members allowed per player
  - Questionnaire
  - Temperature Checks
  - Masks on entire time
  - Families physical distance from other families

Mrs. Hershberger asked if Cross Country athletes run with masks on. Dr. Jette indicated the local league does not require it.

Mrs. MacDonald asked if we will consider having sports if the district or school should go remote.

Dr. Jette indicated other schools have held athletics while remote. He commented our plan is based on personal responsibility and it is up to parents to decide if they want their child to participate or not. He noted earlier in the year parents came to our forum on reopening and voiced their choice to choose if they want their children to participate in sports.

**o Enrollment October 2020**

Dr. Jette reported that the total district enrollment is 1,218, down 10 from September 25. He indicated that there was a loss of 7 students at GMS, 1 at LMS and 2 at CHS.

**o FY22 Budget Overview**

Dr. Jette reported that tomorrow night is the start of the School Board FY22 Budget Work Sessions. He indicated the Budget Committee will be in attendance as the Board works on the budget. He explained the concept is for a streamlined process to develop the best budget we can and provide understanding to the Budget Committee to reduce the need to repeat presentations to them regarding the budget. The format we will follow is to present the Superintendent's Overview of goals and objectives, followed by an overview by the Business Administrator, and educational programming budgets from GMS, LMS, CHS, Curriculum, IT and Special Services. Following the presentations will be a questions/answer session for the Budget Committee and the community. Dr. Jette noted on Tuesday night, November 10, we will present Operations and Support budgets.

Dr. Jette commented that COVID has been an eye opening experience for leaders in the district and caused us to think differently about what we would like to do as a team. He indicated that administrators will reimagine and re-examine expenses and the budget. He noted we have examined things we may no longer need to do and repurposed those funds to things we need to do.

**● LMS Canopy and Security Project Cost Update**

Dr. Jette reported that as of yesterday's meeting, some of the supplies for the canopy will arrive after the deadline, but the canopy is coming along well. Items being held off until spring, such as landscaping, will not impact the completion or functionality. He noted we are on track to complete the project prior to the end of December.

Mr. Izbicki informed the Board that on November 11 the contractor will make the opening to the main door and close it with a temporary wall. Costs to date are \$106,000 and Solid Roots has assured that we will meet the State's deadline.

**● School Board Comments**

There were not Board member comments.

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#### **H. Community Forum**

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There was no public input.

## **II. GENERAL BUSINESS**

### **A. Public Minutes:**

- **October 21, 2020**

*Mrs. Harrison made a motion to approve the public minutes of October 21, 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.*

## **III. REPORTS**

### **A. GMS Principals Report**

Principal Mitchell presented his report for November. He reported:

- Each grade level team has provided an update on what has been done to date;
- Scarecrow Jamboree was held on Friday, October 30 (made possible by the PTO);
- A change in scheduling resulted in a switch from a rotating daily schedule to Unified Arts blocks
  - five blocks for 9 days each block
  - teachers travel from classroom to classroom to teach their content;
- PK 4 currently has four different cohorts of children
  - some attend four full days
  - some attend four half days
  - some attend Monday-Tuesday and remote Thursday-Friday
  - some remote Monday-Tuesday and attend Thursday-Friday
  - Afternoon classes are for students with most significant needs;
- Enrichment Tutor is now focusing on whole group instruction in most second, third and fourth grade classrooms, providing tech support as well;
- Changes were implemented for drop off and pick up and were well received, resulting in a reduction in traffic on Charles Bancroft Highway;
- Remote Learning in October was successful with teachers teaching from their classroom to students at home while the school was full remote for 7 days;
- COVID mitigation practices have been reviewed and re-evaluated with students wearing masks at recess and more time with masks on in classrooms;
- Early release Wednesday resulted in successful student pickups; staff used the time for crucial conversations, planning, additional work with PowerSchool reporting system.

- **Open House**

Principal Mitchell reported that remote conferences were held with parents and resulted in better punctuality, but was not the same quality as in person attendance.

- **Competency Based Grading Update - GMS**

Principal Mitchell indicated that due to starting late in the first quarter and the 7 day remote period, report cards will not have grades, but will reflect student learning and needs. He believes report cards should capture what is discussed during parent conferences and will reflect the first quarter comments and narratives.

Mr. Bourque asked about the compliance of students wearing masks at GMS.

Principal Mitchell indicated he has not dealt with any disciplinary issues with regard to wearing masks. He noted one student is mask averse and he is separated from the other students.

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Mrs. Hershberger commented some parents mentioned that all the slots for parent conferences were full and were not able to get in. She indicated they would like to have a conference with their children's teachers. Principal Mitchell indicated he has not heard from any parents, but teachers are more than willing to meet with them. He noted that at this point a conference would have to take place as part of the weekday.

#### **B. CHS Principals Report**

Principal Lonergan provided a written report regarding happenings at CHS for November 2020.

#### **C. Committee Reports**

- **Budget Committee**

Mrs. Harrison reported the Budget Committee met on October 29 and completed voting on the 2021 Town budgets.

- **Facilities Improvement Committee**

Mr. Bourque reported the Capital Planning Committee met this afternoon and changed their name to the Facilities Improvement Committee. He noted since the 2020-2026 Capital Plan has been adopted the focus is to move into phases of improvements. He indicated the Committee discussed mechanical issues, ventilation issues and what the process looks like going forward. He reported the State is providing \$200 per student for COVID related issues; \$167,000 has been spent on HVAC, ventilation and controls across the district. Mr. Bourque indicated we are set to receive approximately \$250,000 and that is where those funds are being spent. Once completed, the mechanical systems will be running better and with more efficiency.

#### **IV. NEW BUSINESS**

##### **A. Policies: 2nd Reading**

- **JECA, Determination of Residency**

*Mr. Bourque made a motion to approve policy JECA, Admission of Resident Students. 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.*

#### **V. OLD BUSINESS**

##### **A. Coronavirus Review and Update**

- **Reopening Plan Revision**

Dr. Jette reported the revised plan is not yet ready as the district has spent much time responding to COVID related incidents.

- **COVID-19 Expenses**

Mr. Izbicki provided an update on COVID expenditures. He reported that to date the district has spent a total of \$48,003.65 on PPE and COVID supplies outlined in a summary report provided to the Board. He noted disinfectant wipes are on order; gloves and paper towels are becoming a challenge to find in stock, but we continue to acquire supplies. He commented as we get into the uptick over the winter, supplies are becoming scarce.

- **Ventilation Expenses**

Dr. Jette reported the district will continue to address ventilation system concerns and there have been no complaints this year with HVAC systems at the high school and the middle school. New MERV filters arrived and are being installed. He noted in order to change a filter at the high school, the whole drop ceiling has to be taken down and we are working on a solution. He further reported the fire department has informed us that drop ceilings are not compliant, which we will have to address over the holiday break.

#### **VI. MANIFEST**

The manifest was circulated and signed by the Board.

#### **VII. PUBLIC INPUT**

##### **A. Community Forum**

There was no community input.



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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 Mr. Bourque, the Board entered into non-public session at 7:10 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. 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 Mr. Bourque, the Board returned to public session at 9:40 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**

*Upon a motion made by Mr. Bourque, the meeting was adjourned at 9:40 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**

*School Board Edition*

**Approved Minutes for November 5, 2020**

**Location: CHS Auditorium**

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

*In an effort to help slow down or stop the spread of the Novel Coronavirus (COVID-19), the School Board has implemented social distancing. The meeting will allow attendance of the public; however, the capacity is limited to 50. Face masks are required to be worn at all times. Community members and members of the public wishing to speak must observe pandemic guidelines at all times. Public comments, including concerns about accessing the meeting, can be sent via email to Christina Harrison, School Board Vice-Chair, at [charrison@litchfieldsd.org](mailto: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**

**6:30 p.m.**

#### **A. Call to Order**

Mr. Bourque called the meeting to order at 6:36 p.m.

#### **B. Pledge of Allegiance**

#### **C. Review & Revision of Agenda**

There were no revisions to the agenda.

#### **D. Presentations**

- **2021-2022 Requested Budget Presentations:**

#### **SUPERINTENDENT'S BUDGET OVERVIEW**

Dr. Jette presented an overview of the educational programming budget objectives and budget process.

- Invited Budget Committee to the presentation during School Board review to streamline process
- Result: bring forward operating budget for 2022
  - Looked at revenues, expenditures, and educational strategy or long term plan
  - Began the process at an administrative retreat in August
  - Budget compels our team to plan
  - Budgeting motives our team to improve on performance
- Major Goals:
  - Facility Planning: CHS is 20 years old and has needs; LMS 35 years old with more depth of needs; GMS has extensive needs
  - Capital Plan approved
  - Town identified GMS as a priority
  - Bring forth a new school building
  - Engaged in determination of how to bring that forward

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- COVID-19 Response: forced us to pivot in ways we did not anticipate
  - Team engages daily in deep dive of status of pandemic
  - Discuss how budget will support us through thi
- Safety Improvements:
  - New secure entry at LMS
  - Costs offset by infrastructure/security grant from State
  - Meet with Town Emergency Management Team regarding pandemic.

Dr. Jette reminded the public that people are at the heart of our district, for which 80% goes into supporting the people who support our schools.

- Enrollment
  - In 2007, enrollment at 1,658
  - In 2020, enrollment projected at 1,300
  - In 2020, actual enrollment is 1,225
  - Much of the difference driven by the pandemic
    - families of Kindergarten students who decided to home school;
    - families that took temporary withdrawal of their children;
  - Deeper dive into projections has begun
  - Staffing needs reflect additional grade 1 teacher and reduction of grade 2 teacher
  - Middle school numbers are flat
  - Staffing needs based on class size policy.

Dr. Jette indicated that we are predicting a relatively flat enrollment next year that has been factored into the budget. He commented we are developing a budget today that will take effect July 1, 2021 and support us until June 30, 2022. There are unexpected things that can come up, but we took a very responsible approach. When the pandemic occurred

We are developing a budget today that will take effect July 1, 2021 and support us until June 30, 2022 - there are many unexpected things that can come up - we took very responsible approach - when pandemic hit we shut down 2 schools which resulted in savings, along with other identified savings enabled us to return \$700K to the taxpayers to stabilize the tax rate - responding to the need of the community with impact of the pandemic -

#### **BUSINESS ADMINISTRATOR'S BUDGET OVERVIEW**

Mr. Izbicki presented an overview of the FY22 Requested Budget development and strategy. He mentioned if the Board takes any action this evening, he will update those actions in the budget in real time.

- Budget preparation meetings held with administrators
- Identified changes to educational environment
- Heightened importance of need to adapt / technology to support students and staff
- Budgeting: traditionally use 3-5 year averages
  - not appropriate in preparation of FY22 budget due to anomaly for COVID year
  - approach for administrators to work from 2020 budget and level fund where necessary
- Budget reflects \$360,000 savings from last year
- Impact of COVID: resulted in school closure
  - consultants hired to assess ventilation systems
  - Findings: inadequate systems
  - Identified items for repair; working/non-working components
  - Found original programmer of HVAC control system to get system running properly
- Budget 7% lower, excluding Personnel
- Increases:
  - NHRS rate increases: \$440,000
  - Year 3 LEA CBA: 5.2% increase
  - Year 2 LSSA: 3% increase
  - Budgeted for 5% Health Insurance increase (actual rate coming soon)

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- FY22 Default Budget prepared
- Supplemental Prepaid Reimbursement Grant \$200 per student to offset COVID expenditures
  - must be spent by December 30, 2020
- Voters approved disparity funds transferred to the Capital Improvement Expendable Trust Fund March 2020.

Mr. Bourque requested all PPE items removed from individual department budgets and put into one specific budget line. He indicated if all funds for these items are not expended, those funds will be returned to the taxpayers.

#### **CHS REQUESTED BUDGET**

Mr. Lonergan presented the FY22 CHS Requested budget to the Board and highlighted strategic needs:

- CHS projected to lose 22 students next year
- Science Program:
  - AP Physics was added
  - Labster Software (Virtual Lab Program, in class or remote use)
- Music Program:
  - PPE for instruments plan to be purchased
  - Specialized cleaning and repairs to instruments
- Art Program: Tabletop potter's wheel
- Library Software increase (Clio Program)
- Decreases in Science supplies, FACS, Wood Shop
- Continue to send students to Pinkerton and Alvirne
- Budgeted for Challenge Day with hope that it comes to fruition.

The Board began review of the CHS budget.

Mr. Bourque asked why general supplies was budgeted using 445 students when 426 are projected. Mr. Lonergan indicated that 426 students was used in the calculation and the notes did not reflect that.

***Mr. Bourque made a motion to reduce CHS Regular Education, Supplies, by \$1,030. Mr. Meyers seconded. The motion carried 5-0-0.***

***Mr. Bourque made a motion to reduce CHS English Education, Supplies, by \$500. Mrs. Harrison seconded. The motion carried 5-0-0.***

In reviewing the budget, Mr. Meyers indicated that he noticed Information Access Fees are budgeted under each department and not in one budget. Mr. Pelletier, IT Director, indicated it is subject to the purpose of the subscription.

With reference to the Music budget, Mr. Bourque suggested removing any PPE identified items and budget in one line. Mr. Izbicki indicated he will place all PPE in the District-Wide Emergency Management line.

***Mr. Bourque made a motion to reduce CHS Science, Supplies, by \$1,000. Mrs. Harrison seconded. The motion carried 5-0-0.***

Mr. Bourque commented that tablets have been budgeted under Tech Ed / Digital Arts for some time. Mr. Lonergan indicated that they were not able to be purchased due to COVID, but he will investigate further.

Mr. Bourque asked about the printer cartridges that were budgeted in CHS Computer Education. He indicated that the notes indicated there are several left over from this year due to the COVID shut down.

Mr. Lonergan indicated that they did reduce the number by \$600 in that line, but he will ask Mr. McDonough about a further reduction.

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Mr. Bourque asked about the increase in Game Officials. Mr. Lonergan indicated it is driven by an increase in the pay rate for game officials and in mileage stipends that have been budgeted for game officials.

***Mr. Bourque made a motion to reduce CHS Athletics, Game Officials, by \$4,000. Mr. Meyers seconded. The motion carried 5-0-0.***

Mrs. Harrison asked why there was a large increase in actual expenditures from 2019 to 2020 in Athletics supplies. Mr. Lonergan indicated that end of year funds were used to purchase cross country uniforms, golf polos, and shirts for all coaches.

***Mrs. Harrison made a motion to reduce CHS Athletics, Supplies, by \$5,000. Mr. Bourque seconded. The motion carried 5-0-0.***

Mr. Bourque asked about the increase in Information Access Fees in the Library Services line. Mr. Lonergan indicated that the Librarian would like to move to a different database, called Clio that is more Humanities based.

***Mr. Bourque made a motion to reduce CHS Library Services, Information Access Fees, by \$1,900. Mrs. Harrison seconded.***

Ms. Widman explained that Esbco Access is phasing out some of its subject matter, but it is difficult to replace because of the Gale components. She noted the Librarian requested Clio to be able to offer more content to students.

***The motion carried 3-2-0, with Mrs. Hershberger and Mrs. MacDonald opposing.***

Mrs. Harrison was concerned with the amount being budgeted for the printing of tardy slips. She indicated that technology can be used for the same purpose.

Total School Board reductions to the FY22 CHS Requested budget: \$13,430.

#### **LMS REQUESTED BUDGET**

Mr. Lecklider presented the FY22 LMS Requested Budget to the Board and highlighted strategic needs:

- Science: PLTW Refill Kits
- Guidance Services Equipment
- Music: PPE for instruments cleaning and disinfecting
- Technology Integrator position.

Mr. Lecklider commented there has been a decline in enrollment at LMS, but he was concerned about the projections. He indicated there is a traditional increase from grade 4 to grade 5. He mentioned that he looked at the actual enrollments in grade 4 through 7 and the projections and calculated 372 students as a projection for next year.

Mr. Lecklider explained the calculation was done by increasing the grade 5 number from 77 to 90 (based on 85 in grade 4), and increasing grades 6 - 8 by 2 or 3 more students in each grade. Mr. Lecklider commented that LMS was trying to be more realistic in calculating the increase to the enrollment projections.

Mr. Bourque indicated that the Board follows the prepared projections and not what the Principal believes the projections should be. Dr. Jette encouraged the Board to follow the prepared enrollment projections for LMS, which is 352 students.

Mr. Bourque indicated that the number of students used in calculating the budget for supplies was higher than what was actually projected.

***Mr. Bourque made a motion to reduce LMS Regular Education, Supplies, by \$1,000. Mrs. Hershberger seconded. The motion carried 3-2-0, with Mrs. MacDonald and Mrs. Harrison opposing.***

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Mrs. MacDonald was concerned that supplies for the Spanish course at LMS were significantly higher than what was budgeted for the high school.

In reference to the Math Program, Mr. Bourque felt that graph spiral notebooks are not something the school should supply for students.

***Mr. Bourque made a motion to reduce LMS Math Education, Supplies, by \$1,302. Mrs. MacDonald seconded. The motion carried 5-0-0.***

Total School Board reductions to the FY22 LMS Requested Budget: \$2,302.

#### **GMS REQUESTED BUDGET**

Mr. Mitchell presented the FY22 GMS Requested Budget to the Board and highlighted strategic needs:

- All increases driven by enrollment projections
- Continued replacement of old student furniture
  - Stand up desks
- Technology Integrator
  - hidden financial value in the position
  - enhance investment in technology and professional development
  - reallocation of staffing and IT money to fund the position.

***Mr. Bourque made a motion to reduce GMS Regular Education, Supplies, by \$1,724. Mrs. MacDonald seconded.***

Mr. Bourque indicated the reduction is to level fund the supplies line.

Mrs. MacDonald asked what is driving the increase. Mr. Mitchell indicated it is student driven and based on enrollment projections.

***The motion failed 1-4-0.***

There were no reductions to the FY22 GMS Requested budget.

#### **CURRICULUM DEVELOPMENT REQUESTED BUDGET**

Ms. Widman presented the FY22 Curriculum Development Requested budget to the School Board and highlighted strategic needs:

- Some book money from this year will be used toward the cost of a new program, DORA, next year
- Key Drivers:
  - Program renewals for Math and Science
    - current programs purchased over 2.5 years ago
    - expiring this year
  - PLTW program increases
  - Inclusion of the Discovery Education Platform
    - online resources accessible district wide.

There were no reductions to the FY22 Curriculum Development Requested budget.

#### **TECHNOLOGY REQUESTED BUDGET**

Dr. Jette spoke about the addition of Technology Integrator positions requested for next year. He explained that he had not addressed Technology Integrators when he mentioned them in his overview. He indicated this could be an advantage that came from the COVID pandemic that forced us to deploy chromebook devices in a way that we hadn't. He noted the remote environment had us operating in a way that is unlike what the devices are used for in the classroom.

***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)***

Dr. Jette commented although Technology Integrators are not a new request, we are trying to reimagine how we spend some of the resources we are given to best address the 1:1 environment. He noted now that we have had 1:1 in place for a number of years, it is time to take it to the next level.

Mr. Pelletier presented the FY22 Technology Requested Budget to the School Board and highlighted strategic needs:

- Key Drivers:
  - Full 1:1 environment - Grades 1 through 12
  - Student chromebooks upgrade to devices with touch screens
    - more functionality
    - better connection with art and other classes
  - SAN Storage replacement
    - allows virtualization
    - smaller footprint
  - LMS Windows lab replacement
  - Technology Integrators
    - technology teacher for teacher and student
    - in classroom all the time
    - dedicated expert who is well versed in depp integration of technology
    - raising the bar for students
    - help teachers who are not masters of technology
    - integrate lessons better in the classrooms
    - provide students skills needed to go out into the world.

There were no reductions to the FY22 Technology Requested budget.

#### **SPECIAL SERVICES REQUESTED BUDGET**

Mrs. Bandurski presented the FY22 Special Services Requested Budget to the Board and highlighted strategic needs:

- Overall budget decreased \$75,952
- Based on current population of 239 students with a variety of services
- Decrease in out of district tuition, professional services, and transportation
- Increase furniture for S3 Program at CHS.

Mrs. Harrison commented there has been a significant increase in the Testing Protocols line over the last two years.

Mrs. Bandurski indicated that we have two kits that are at the end of their life span and need to be replaced.

Mr. Bourque asked about the wood shed budgeted under Equipment Additional.

Mrs. Bandurski indicated it is for the Preschool program. She explained there are a lot of items crammed into the space since the program was moved into the portable classrooms. She commented that storage space in the 30s building is limited and not always accessible.

Mr. Bourque asked why the shed is budgeted in FY22 when it is already budgeted in FY21. Mrs. Bandurski indicated if that is the case it can be removed from the FY22 budget.

***Mr. Bourque made a motion to reduce Special Education Programs, Equipment Additional, by \$2,492. Mrs. Hershberger seconded. The motion carried 5-0-0.***

Total reductions to the FY22 Special Services Requested budget: \$2,492.

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**E. Budget Committee Q & A / Community Input**

*The Litchfield Budget Committee were invited to observe the School Board's budget review session, either in person at the CHS Auditorium or via virtual meeting. The intention of the Budget Committee joining the session is to streamline the budget review process and allow the Budget Committee to have awareness of School District objectives and priorities, across all departments, for the upcoming fiscal year. While public comment will be welcomed by the School Board, the Budget Committee will not be engaging in deliberation or voting at this meeting.*

There was no public input or questions from the Budget Committee members.

**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 Mr. Bourque, the School Board entered into non-public session at 8:45 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 made by Mr. Bourque, the School Board returned to public session at 9:15 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.*

**IV. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 9:15 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 November 10, 2020**

**Location: CHS Auditorium**

**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

*In an effort to help slow down or stop the spread of the Novel Coronavirus (COVID-19), the School Board has implemented social distancing. The meeting will allow attendance of the public; however, the capacity is limited to 50. Face masks are required to be worn at all times. Community members and members of the public wishing to speak must observe pandemic guidelines at all times. Public comments, including concerns about accessing the meeting, can be sent via email to Christina Harrison, School Board Vice-Chair, at [charrison@litchfieldsd.org](mailto: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**

**6:30 p.m.**

#### **A. Call to Order**

Mr. Bourque called the meeting to order at 6:35 p.m.

#### **B. Pledge of Allegiance**

#### **C. Review & Revision of Agenda**

There were no revisions to the agenda.

#### **D. FY22 Educational Programming Budgets**

The School Board deliberated over inquiries in budget accounts on November 5.

##### **• CHS**

Mr. Bourque asked for further information regarding tablets budgeted for CHS Tech Ed/Digital Arts. He indicated that the response from CHS administration was that the tablets were very old and needed to be replaced.

Mr. Lonergan added that tablets were not purchased this year during the COVID situation

Mr. Bourque indicated that there are tablets budgeted in FY21. He asked how many are being replaced.

Mr. Lonergan indicated the instructor would like to replace the class set, but replaces 3-5 per year. The set consists of 80-100 tablets.

Mr. Bourque indicated there is \$1,200 budgeted for FY21 and for FY22.

***Mr. Bourque made a motion to reduce CHS Tech Ed/Digital Arts, Equipment Additional, by \$1,000. Mr. Meyers seconded. The motion carried 3-2-0, with Mrs. Harrison and Mrs. MacDonald opposing.***

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Mr. Bourque asked for clarification regarding the toner cartridges for Computer Education. He indicated the response was they did not use all the cartridges for last year and will not use the money in this year's budget, but will have the money for next year.

Mr. Loneragan commented that the Computer Education budget was reduced by \$600 in that budget line. Mr. Bourque indicated that the amount budgeted has not changed for FY21 or FY22.

Mr. Loneragan indicated that Mr. McDonough increased supplies for projects for students and Computer Science Principles is an increase.

Mr. Bourque commented that the department have cartridges left over from last year and, if they purchase cartridges this year, they will have some left over for next year as well.

***Mr. Bourque made a motion to reduce CHS Computer Education Supplies, by \$750. Mrs. Hershberger seconded. The motion carried 5-0-0.***

Mrs. Harrison was concerned with the amount being budgeted for the printing of tardy slips. She felt that there are other options to address recording that students are tardy.

***Mrs. Harrison made a motion to reduce CHS School Administration, Printing, by \$1,500. Mr. Bourque seconded. The motion carried 5-0-0.***

- **LMS**

Mr. Bourque asked Mr. Lecklider for his response regarding inquiries about textbook replacement and periodicals for the library.

Mr. Lecklider indicated that he responded with a hyperlink to the budget follow up document.

Mrs. MacDonald believes that the budget for Spanish supplies for the middle school is much too high as compared to the high school.

***Mrs. MacDonald made a motion to reduce LMS Foreign Languages, Supplies, by \$1,000. Mr. Bourque seconded. The motion carried 5-0-0.***

Mr. Meyers asked about Scholastic periodicals used in the Library. He asked how many of them are not being used. Mr. Lecklider indicated there is a difference between periodicals used in the Learning Commons and content periodicals used in the classroom. He added there is a digital component as well.

Mrs. MacDonald commented there are a lot of news periodicals to use at the middle school level.

- **GMS**

There were no reductions.

- **Curriculum**

There were no reductions.

- **Technology**

Mr. Bourque asked about the increase in chromebooks.

Mr. Pelletier commented there are many requests for touch screens. He explained chromebooks with touch screens have better components and are better quality. He noted there is better performance and functionality, especially for art classes and students can interact more with touch screens.

There were no reductions.

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- **Special Services**

There were no reductions.

**E. Presentations**

- **2021-2022 Requested Budget Presentations:** *(Times are estimated subject to presentations)*

**SUPERINTENDENT'S BUDGET OVERVIEW**

Dr. Jette indicated that the largest portion of the budget, Personnel, will be presented tonight. He mentioned that we will be talking about a re-examination of positions and about technology integrators. He explained that personnel was examined across the district and some positions that are no longer needed were identified, as well as a realigning of office support positions, to allocate funds to pay for the technology integrators.

**BUSINESS ADMINISTRATOR'S BUDGET OVERVIEW**

Mr. Izbicki commented that Personnel equates to 79% of the budget. He explained that some salary lines appear to have a significant increase, but based on the timing of the special meeting to approve the teachers' contract and when the bargaining agreement went into effect, it was added as a bottom line amount; however, it is now reflected in the actual lines. The Health Insurance rate increase is 1.4%. Funds for PPE and COVID supplies were reallocated into district wide and building level Emergency Management accounts.

**FOOD SERVICES REQUESTED BUDGET**

Ms. Crowley, Director of Food Services, presented the FY22 Food Services Request budget to the Board, and highlighted strategic needs:

- New serving equipment at CHS and LMS
- New register carts at GMS
- Meals+ implemented across the district
- Federally funded meals extended for entire school year until 6/30/2021
- Working with State for implementation of breakfast at GMS and LMS
  - anticipated start 12/7/2020
  - will be included in federally funded meals
- Meal participation has increased over the last two months
- Launched new social media platform and Tik Tok videos.

Mrs. Hershberger asked why high school participation is low. Ms. Crowley indicated it is due to the open campus platform at the high school.

**FACILITIES REQUESTED BUDGET**

Mr. Izbicki presented the FY22 Facilities Requested budget to the Board and highlighted strategic needs:

- Budget is reduced by \$250,000
- Projects deferred in FY21 paid with FY20 year end funds
- Restored supply budgets to FY21 requested level
- LMS Canopy project nearing completion
- Ventilation project is ongoing with funding from the State to offset costs.

Mr. Meyers commented there is a substantial amount budgeted for unforeseen issues with HVAC. He asked if the funds the district is currently spending will cover that.

Mr. Izbicki indicated there are always unanticipated issues that arise with mechanical systems and the district will need those funds in the budget with all that is being done going forward.

Mr. Bourque asked why there is an increase in Property & Liability insurance. Mr. Izbicki indicated the budgeted amount is based on the actual invoice from Primex.

Mr. Meyers commented that the district has budgeted for repairs not covered by the contract for mechanical systems. He wanted to know why the repairs are not covered.

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Mr. Izbicki indicated that the mechanical systems were not running properly, or at all, and have only begun to work the way they should.

Dr. Jette commented we have systems running now that have not run for years and issues can arise. He indicated as we get a better handle on the systems we can look at reducing those budget lines.

#### **BUSINESS/TRANSPORTATION REQUESTED BUDGET**

Mr. Izbicki presented the FY22 Business and Transportation Requested budgets to the Board. He indicated there have been no notable changes, with the exception of the discontinuation of Blackboard (messaging system) since we have implemented PowerSchool, which uses School Messenger. He noted that the PowerSchool messaging is paid through the Technology budget. He added a budget line for DW Emergency Management has been created in order to allocate COVID supply funds.

Mr. Izbicki reported the transportation budget contains the same number of buses as the previous year and the contractual increase is 2.5%.

#### **SAU/SCHOOL BOARD REQUESTED BUDGET**

Dr. Jette presented the FY22 SAU and School Board Requested budgets to the Board. He indicated that the SAU budget was restored to the level of the prior year before reductions were made. He noted that there is a 2% increase in the NHSAA Season Pass.

Dr. Jette reported the School Board budget contains a small increase for the cost of printing ballots.

#### **HR REQUESTED BUDGET**

Ms. Falzone presented the FY22 HR Requested budget to the Board. She indicated there is an increase of \$525 in Professional Services.

#### **SALARIES/BENEFITS REQUESTED BUDGET**

Ms. Falzone presented the FY22 Personnel Requested budget to the Board. She highlighted changes to the budget:

- Increase in salaries & benefits \$1,116,273
- Overall increase 6.37%
  - Salaries increase: \$639,699
  - Benefits increase: \$476,574
- LEA CBA Year 3: 5.2% increase
- LEA Severance: \$215,185 (7 staff members)
- LSSA CBA Year 2: 3% increase
- Non-Union Staff: \$132,000 increase
  - Non-Union Administrative: \$86,000
  - Non-Union (Non-Administrative): \$46,000 (in line with teachers' contract increase)
- Benefit Drivers:
  - Health Insurance increase 1.4%
  - Dental Insurance, Life Insurance, Disability Insurance: no change
  - NHRS increase:
    - Teachers: 17.8% to 21.02%
    - Other Employees: 11.17% to 14.06%
    - Rate increase effective July 1, 2021
- Attrition: \$230,631

#### **Position Requests**

Dr. Jette presented FY22 position requests to the Board. He indicated several positions were requested, but not added (CHS Debate Club advisor, Youth/Government advisor, NSHS advisor, GMS Part Time Special Education teacher, IT Technician). He reported positions that were added: Technology Integrators, one at each school.

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Dr. Jette explained these positions will help us in the way we use technology in classrooms and because we are going 1:1 across the district next year. He indicated technology integrators will be available to support teaching and learning, making sure teachers and students are able to use the technology provided. He noted the cost budgeted is a combination of mid-range salary plus benefits, for a total of \$258,545.

#### **How Will We Pay for These Positions**

Dr. Jette indicated that a re-examination of positions that were identified as no longer needed led to the determination for funding the integrator positions.

- Several Tech I and Tech II positions in the district for which stipends are paid to teachers to help peers struggling with technology in the classroom
- Vacant CHS English position
- Vacant CHS Social Studies position.

Dr. Jette added that an analysis of administrative assistant positions was completed and after some proposal and discussion, it was determined that there is an inequity in these positions across the school buildings. He indicated that the district is proposing the following remedy:

- Shift an administrative assistant position at GMS to a Receptionist position, 32.5 hours
- Receptionist positions at LMS and CHS will be 32.5 hours
- Administrative Assistant I will be 37.5 hours at all buildings
- Administrative Assistant II will be 40 hours at all buildings
- Total savings: \$26,345.

Dr. Jette indicated when all position reallocations and the administrative assistant realignment savings are added, the total savings is \$222,964, which is approximately \$36,000 short of what is needed to fund all three technology integrator positions.

***Mr. Meyers made a motion to reduce \$258,545 from the FY22 Salaries, representing the three Technology Integrator positions. Mrs. MacDonald seconded.***

Mr. Meyers believes that the Technology Integrator positions are new positions and should be presented on the warrant for voters to weigh in.

***The motion failed 1-4-0.***

***Mr. Bourque made a motion to reduce \$86,182 from the FY22 Salaries for one Technology Integrator position. Mrs. MacDonald seconded.***

Mrs. Harrison disagreed with the motion, commenting that we need someone who understands the pedagogy and technology.

Mrs. Hershberger was in favor of the motion, but feels that three integrators is too many.

***The motion carried 3-1-1, with Mrs. Harrison opposing and Mr. Meyers abstaining.***

***Mr. Bourque made a motion to approve the option presented to realign administrative assistant positions in all three schools, providing equity across the district. Mrs. MacDonald seconded. The motion carried 5-0-0.***

#### **E. Budget Committee Q & A / Community Input**

The Litchfield Budget Committee was invited to the School Board's budget review session. The intention of the Budget Committee joining the session is to streamline the budget review process and allow the Budget Committee to have awareness of School District objectives and priorities, across all departments, for the upcoming fiscal year. While public comment will be welcomed by the School Board, the Budget Committee will not be engaging in deliberation or voting at this meeting.

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Andrew Cutter, Budget Committee Chair, thanked the School Board and Dr. Jette for inviting the Budget Committee to the budget reviews. He expressed concern that the overall budget is \$800,000 higher than the previous year. He indicated that a \$1.1M increase in salaries and benefits is not sustainable. He commented it is the same conversation every year and committee members will look for ways to reduce the budget.

Mr. Izbicki commented that the FY22 Proposed budget is less than the FY21 Approved budget.

Mr. Cutter believes that the increases are backward and the budget is too high. He commented that he expects the tech integrator positions are new positions and need to go on the warrant. He noted he is not challenging the need for the positions, but the process. He indicated in terms of chromebooks and moving to district-wide 1:1 computing, it is a big expense for the town. He added he does not support the shift to higher quality as a district philosophy. He anticipates lengthy discussions at the Budget Committee meetings.

**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 Mr. Bourque, the School Board entered into non-public session at 7:57 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 made by Mr. Bourque, the School Board returned to public session at 9:15 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.***

**IV. ADJOURN**

***Mr. Bourque made a motion to adjourn the meeting at 9:15 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 November 18, 2020**

**Location: Litchfield 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  
Tom Lecklider, Principal, LMS  
Michele E. Flynn, Administrative Assistant

*The Litchfield School Board will be holding regular meetings at Litchfield Town Hall, typically every 1st and 3rd Wednesday of the month. Due to the COVID-19 State of Emergency extended by Governor Sununu, and following guidance from the Litchfield Board of Selectmen, all public input (community forum) will require advance registration. Timed slots will be provided for public input at the beginning of each meeting.*

*Face masks are required to be worn in the building at all times. Community members and members of the public who wish to speak and have registered in advance must observe pandemic guidelines at all times. Correspondence may be sent via email to members of the School Board at [schoolboard@litchfieldsd.org](mailto:schoolboard@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**

**5:00 p.m.**

##### **A. Call to Order**

Mr. Bourque called the meeting to order at 5:00 p.m.

##### **B. Pledge of Allegiance**

##### **C. Review & Revision of Agenda**

There were no revisions to the agenda.

##### **D. Community Forum**

There was no public input.

##### **E. Summary of Non-Public Actions from November 4, 2020:**

*Mr. Bourque made a motion to approve the non-public minutes of October 21, 2020. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, abstain; Mr. Meyers, yes; Mrs. Hershberger, yes.*

##### **Summary of Non-Public Actions from November 5, 2020:**

*Mrs. Harrison made a motion to accept the nomination of Sarah Singer as a Special Education teacher at CHS, at a salary of \$40,291 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.*

##### **F. Presentations and Recognitions**

There were no presentations or recognitions.

##### **G. Correspondence**

There was no correspondence.

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**H. Comments:**

- **Superintendent's Comments**

- **Listening Tours Update**

Dr. Jette reported he and Mary held open office hours in the schools to talk about struggles teachers may be having with PowerSchool. They spent 3 hours at GMS, 2.5 hours at LMS and 2 hours at CHS. He reported that teachers at GMS organized notes and provided good and actionable feedback, which included actions that will be taken to rewrite the report card. He noted a narrative progress report was provided at GMS for the first quarter and Principal Mitchell will met with teachers to determine what will be included in the report card for January.

Dr. Jette indicated there were not many teachers at the office hours session at CHS, but those that attended were very supportive of what is being done with grading.

Dr. Jette reported that teachers at LMS provided good commentary and feedback, which helped he and Ms. Widman to understand what is on teachers' minds. He added he is trying to be out in the district and accessible by visiting schools each week. He indicated that there have been no complaints with the ventilation/heat at CHS. Dr. Jette observed this year has been so much better throughout the schools, which is a result of the investment we have made in ventilation.

- **Winter Sports Plan**

Dr. Jette reported that Athletic Director Knight provided a plan regarding winter sports at the last Board meeting and the Board gave their approval to proceed. He indicated coaches can begin skills and drills on November 30 and tryouts and practices can begin on December 14.

Mr. Bourque asked when the schools will have sports. Dr. Jette indicated they are waiting to get the schedule for January 11, for which there are many parameters. He added they are waiting for schools to make their decisions as well. He noted other schools have said they will not participate with our schools and they have not heard word from wrestling since July.

Mrs. Hershberger commented the school rules for pandemic guidelines for sports are not consistent throughout the state.

Dr. Jette indicated it will be left up to the districts at the local level. He noted that Director Knight stated the players are going to try to wear masks, which will be challenging. He added Spirit has no sign ups and is challenging with the projection of voices; some schools are not offering Junior Varsity sports. Dr. Jette indicated there has been a discussion regarding requiring athletes to go remote if they choose to participate. He noted if there are no "red flags" he encourages athletics to go forward.

Mrs. Hershberger commented the town made it clear that they want the choice.

Mr. Meyers was concerned that coaches will not be paid if a sport is cancelled.

Dr. Jette indicated in the Spring 2020, we paid coaches one third of their stipends. He noted in the fall there is a clause that if the season is shortened the stipend will be prorated. He commented it depends on the sport and if we switch it to a club we can prorate the stipends based on what happens in the individual sport.

- **Deliberative Session 2021**

Dr. Jette mentioned that the school district Deliberative Session is scheduled for February 6, 2021 and we will work with the Moderator on the location of the session as we get closer to the date.

- **School Board Comments**

Mr. Bourque added FY22 Budget approval to the agenda.

Mrs. Hershberger commented that it appears raises for administrators and non-union staff are being matched with teacher increases that are over 3%, which does not make sense. She proposed the increases be more in line with past increases.



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Dr. Jette commented there is currently \$88,000 budgeted in the salary increases pool representing 5.6%. He noted if it is reduced by \$40,200 it will equal 3%.

***Mrs. Hershberger made a motion to reduce the non-union administrative and non-union staff increases pool by \$40,200 for FY22. Mrs. Harrison seconded.***

Mrs. Harrison believes that tutors and social workers' increases should be more in line with the LEA staff at 5.6%.

Ms. Falzone sent an email indicating that there seems to be some confusion with the non-union groups. Mrs. Flynn read Ms. Falzone's explanation: the \$88,000 in the salary pool includes 5.6% increases for directors, principals, assistant principals and the Superintendent; \$46,000 is for the remainder of the SAU staff, psychologists, social worker and tutors.

***Mrs. Hershberger revised her motion to reduce the administrative salary pool by \$40,200. Mrs. Harrison seconded.***

Mrs. Hershberger commented that this is not a reflection of their work ethic, but because of their positions.

Dr. Jette indicated that a cost comparison with positions across the state was done prior to budgeting the administrative salary pool. He noted some staff members will receive a higher increase than others based on the improvement they have made to their position qualifications.

***The motion failed 2-3-0.***

Mrs. Harrison was concerned with the budgeting of touch screen chromebooks for GMS, LMS and CHS. She indicated that she understands that they have better functionality and performance, but believes we can better use the technology we have in place.

***Mrs. Harrison made a motion to reduce GMS and CHS Technology accounts by the amount that reflects the cost of the touch screen chromebooks.***

Mr. Izbicki indicated those items have already been removed to be purchased with end of year funds and the only ones in the budget are the ones at LMS.

***Mrs. Harrison revised her motion to reduce LMS Computer Instruction by \$30,800 for the touch screen chromebooks. Mr. Meyers seconded.***

Mrs. Harrison noted that the chromebooks at LMS can be purchased with year end funds as well.

Mr. Meyers was concerned that the repairs for the touch screen chromebooks could be more expensive to replace.

***The motion carried 5-0-0.***

Mr. Izbicki indicated the total of the FY22 General Fund budget is \$23,095,424; total FY22 Gross Appropriation (budget) is \$24,284,834.

Mrs. Harrison mentioned that the total attrition is \$238,000 and asked how that was calculated.

Dr. Jette indicated that represents faculty that requested early retirement and the cost is the actual savings from staff leaving last year to the cost of the new hires this year.

***Mr. Bourque made a motion to approve the FY22 Gross Appropriation budget of \$24,284,834. Mrs. Harrison seconded. The motion carried 5-0-0.***

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## II. GENERAL BUSINESS

### A. Public Minutes:

- November 4, 2020
- November 5, 2020

*Mr. Meyers made a motion to approve the public minutes of November 4 and November 5, 2020. Mrs. Harrison seconded. The motion carried 5-0-0.*

## III. REPORTS

### A. LMS Principals Report

Principal Lecklider provided his report for November 2020. He recognized all support personnel for their hard work during this pandemic. He recognized the LMS team that makes it all work at the school.

He reported that there is a positive COVID case at LMS and that contact tracing was completed over the weekend and transportation tracing was completed on Monday. He indicated that students and staff exposed were identified to quarantine, and that LMS is working with NH DHHS.

Dr. Jette mentioned that PowerSchool was down for an upgrade and efforts to dig deeper were cut off. He indicated that access for cell phones has been established and redundancy built into PowerSchool to make that work during planned maintenance.

#### ● Grading Update

Principal Lecklider reported that representatives of the district grading committee met yesterday. He indicated as we approached the end of the quarter we realized that with some of the new items in PowerSchool we needed the time to have evidence to report accurately on competencies. He noted that a progress report was provided at the end of the first quarter and a more traditional report card is planned for the second quarter. He mentioned there are some updates PowerSchool has to perform on the back end so we can release the report on Monday. Mr. Lecklider indicated teachers have been doing everything and have had many different conversations around the grading process, but he was confident they understand the competencies. He commented with the new student information system and what we were learning was different with the approach / set up, adjustments had to be made. He noted there has been flexibility, openness and transparency of the conversations. He reported that Ms. Widman spoke about training coming up in December, which will be tailored to the feedback from staff.

#### ● Canopy Update

Principal Lecklider reported the canopy is completed and the contractors are doing roof work, opening the cut out and will install the door at the end of the month. He noted the project is being done for security and will streamline all traffic through the main entrance, which will be a secure vestibule where the main office will have open access.

#### ● Mascot Update

Mr. Lecklider reported that the decision to keep the colors for LMS blue and white was resoundingly positive. He indicated that the mascot choices were narrowed to five and the Lynx was chosen as the new LMS mascot.

Mr. Bourque commented on teacher conferences and the intention to keep offering them in group sessions. He indicated Mrs. Hershberger brought up that she did not need to see all the teachers. He asked if opening the conferences up to meet with individual teachers would be considered.

Mr. Lecklider indicated there has been much positive feedback for the group approach. He noted in the past the team has been split. He commented the conference survey results have always supported the way we have done conferences, but our times are limited. He indicated that polling parents on individual conferences can be included in the survey, but he suspects there will be a mix of responses as parents seem to like the team approach.

Mr. Bourque mentioned that he liked the team approach this year. Mrs. Hershberger indicated that she felt intimidated by the approach the first year at LMS.

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Mr. Lecklider commented that they have tried to come up with better solutions, but the number of slots is limited. He indicated that he understands parents want to have that personal connection with the teacher. He suggested it may be possible to offer two groups and narrow the time of the slots.

**B. Business Administrator's Report**

Mr. Izbicki provided his report for the Board. He reported the FY22 Recommended budget is \$235,000 below last year's appropriation and \$90,000 above the Default budget.

Mr. Izbicki reported the ventilation project is moving forward steadily. He indicated that Phase I was completed at CHS and Phase II will consist of fixing what has been identified. He reported that year to date financials have been provided for the Board in his report. He noted Food Services revenue is down, but is not unique to any school district since less meals are being served.

Mr. Izbicki reported the district has received \$252,000 in additional funds from the State, which is calculated at \$200 per student using 2019 enrollment numbers. He noted a second amount will be available after December for which the district will apply.

**C. Committee Reports**

● **Tours of Hollis Schools** (Facilities Improvements Committee)

Mr. Bourque reported that the Facilities Improvement Committee will be touring two schools in Hollis to show upgrades, renovations and energy efficiency steps that have been taken. Dr. Jette indicated the tours are scheduled for Friday afternoon after student dismissal.

● **Grading & Reporting Committee**

Mrs. Hershberger reported Ms. Widman provided updates on grading and reporting, took responsibility and has committed to the grading process in January/February 2021. She indicated there were conversations about work arounds and everyone seemed open to more training.

Dr. Jette indicated Ms. Widman will dig in more with the high school work around. He noted we have to work on what portion of assessment applies to competencies, what the competency says, and what the evidence says about students achieving competency.

There was a lengthy discussion regarding summative assessment and what works among Board members. Included in the discussion was that competencies are evidence based and students must demonstrate knowledge and skills differently.

Dr. Jette commented this is an ongoing dialogue. He indicated that he would like to get to the point of standardizing these assessments with regard to what we are looking for and how to assess it, which will help students perform better on statewide assessments.

**D. Dining Report Nov 2020**

The dining report was discussed during the Business Administrator's report.

**IV. OLD BUSINESS**

**A. Coronavirus Review and Update**

● **Reopening Plan Revision**

Dr. Jette indicated that the Administrative Team is working on the plan and correcting what we anticipated compared to what was actually done.

● **Survey Results**

Dr. Jette reported that the LEA holiday travel survey had 61 responses, which resulted in: 6 of 16 responses at CHS reported travel over the holiday; 7 of 32 at GMS and 8 of 32 at LMS.

Mr. Bourque asked about the questions related to travel out of New England and staff having company from out of New England.

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Dr. Jette indicated that 20% of CHS teachers and 10% of support staff responded to traveling out of New England; approximately 10% of GMS teachers and staff; 5% of LMS teachers and staff. He noted that some comments on the survey leaned to side with caution. He commented that he would like for the Board to know the numbers, but we are struggling with the results.

Mr. Lecklider commented that LMS only had one case, but the tentacles are far reaching. He indicated there are 4 staff members on quarantine, 13 staff members are out, 3 staff members are waiting for test results from just this one case. He was concerned about being in a 10-14 day waiting period for the results. He added 23 students are on quarantine today and 15 have pivoted to remote learning.

Mrs. MacDonald commented she understood only three of the teachers were impacted by the students.

Dr. Jette explained the tentacles effect: for example, staff from GMS reported to work and got a call from a spouse who tested positive. He indicated that he is now concerned with returning to school on November 30 because the test results from Thanksgiving interactions will not be known for 14 days. He commented it is important to be proactive now, but there is a small window in which we have to plan or we could be faced with “bandaiding” our way through a day and forcing a scramble. He noted the staff are nervous, the LEA have concerns, and parents are concerned. He added there is no easy answer.

Mrs. MacDonald commented that she is hearing from parents who say their children have to be in school. She indicated if she is taking precautions why does she have to worry about everyone else.

Mrs. Harrison expressed support for being proactive as the district is responsible for the health and well-being of students and staff.

Mr. Bourque commented that people have to be responsible and honest. He indicated the Board has set the guidelines and they have to be responsible. He does not believe we have to be proactive now.

Mrs. Harrison commented by making the decision now we can provide parents and staff with time to plan. She indicated when we approved the reopening plan we agreed that the Harvard Global model is the deciding factor. She noted she would support the Superintendent’s recommendation.

Dr. Jette commented that according to WMUR and the town by town report, Litchfield is at 25% of cases live and active.

Mrs. Harrison agreed the schools are doing a good job of keeping the students safe, but we have proof that we have had to quarantine students and staff.

Mrs. Hershberger suggested giving parents the option to opt into remote learning for two weeks after Thanksgiving. Mr. Bourque indicated they have that option now.

Dr. Jette commented that may be one option, but it depends on what happens tonight and on the numbers.

Mrs. Harrison commented that she does not agree remote instruction is the worst case scenario. She asked why people would be honest about it now. She believes that the Board made the right decision for September and that the district had 47 days with 80% of the students in school, but we cannot ignore the high community spread. She felt people are not going to be forthcoming and that we have to hold ourselves to a higher standard.

Mr. Meyers commented Dr. Jette has done a great job and has the support of the Board to make the right decision. He believes we should do whatever we can to keep the students in school.

Mrs. Harrison commented the Board gave the power to the Superintendent to make the decision as he has the data.

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Dr. Jette indicated we have data and are interpreting it daily. He expressed concern about what will happen November 30 and noted that we cannot make an on the spot pivot to remote learning.

Mr. Izbicki commented the information coming out of the Emergency Management team is that a travel quarantine is mandatory and if anyone is caught violating the mandate they will face civil penalties. He noted that many did not hear it. He indicated the responsibility for the students and staff in the district is that of the administrators.

Mr. Bourque suggested sending out a survey and sending students at GMS home with what they need prior to Thanksgiving to prepare to pivot to remote learning.

Dr. Jette indicated that he would recommend keeping the staff in school doing remote instruction and special education students can come into the buildings to access the services they need.

Mr. Lecklider indicated his children have been remote all fall and although it is inconvenient, safety is more important.

- **Current Situation**

Dr. Jette reported every morning at 10 am the Administrative Team met and reviewed COVID updates. The numbers are disturbing. We look at how states are ranked. Vermont, Maine and New Hampshire were the best ranked during the summer, but now Maine and Vermont are hovering at 14 cases per 1,000 people and New Hampshire was at 23 per 1,000 this morning (using Sunday's data). At midday today, New Hampshire was upgraded to a red state and numbers are escalating in the state.

Dr. Jette referred to the NH School Based Map (nh.gov) that reflects 310.2 cases per 100,000 and the numbers have increased since late afternoon. A community volunteer shared a spreadsheet of a comparison of surrounding communities, which is based on the number attending schools in those towns, how many cases were reported and how they compare. Litchfield numbers compared against the population is a higher percentage because the numbers enrolled are smaller than in other districts.

Dr. Jette noted Derry has been in person and will switch to remote learning for the holidays; Londonderry has been in person and hybrid and will switch to remote learning for the holidays. Districts around Litchfield are going to remote learning from November 30, 2020 to January 19, 2021. Hudson opted for a two week remote period.

Dr. Jette reported staffing in Litchfield reflects 11 open positions filled with substitutes (GMS 6; LMS 3; CHS2); 5 staff members predict to be out because their children's schools are shifting to remote learning; 12 staff members that we know can work from home; 2 staff members are currently in long term quarantine.

Mrs. MacDonald asked about the 7 day quarantine with a negative test.

Dr. Jette indicated that we decided to do that only for travel. He noted if travelling, they have to quarantine for 7 days and get a negative test to come back into the buildings, but only if they travel outside New England and have had no contact with anyone who has COVID.

Mrs. MacDonald asked if there are any districts that are not switching to remote after Thanksgiving.

Dr. Jette indicated there are, but their decisions are rapidly changing. He compared the current situation to how things first began in March. He agrees with Governor Sununu wanting to keep the children in school, but the Governor also says that districts need to dig deep, which we cannot do with limited staffing and resources for staffing.

Mrs. MacDonald commented we will have to switch to remote learning because of staffing and not an outbreak in the community.

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Dr. Jette expressed concern about staffing, but noted it is because of the numbers in the community. He indicated that a proactive recommendation is to take a stance now so people will be aware of it. He commented he is hearing that the Board wants the Superintendent to make the right decision and keep students in school. He felt that Mrs. Hershberger's suggestion was practical and come November 30 we can be ready.

Mrs. Harrison believes safety is more important. She commented we cannot trust people in the community to make the right decision for safety. She indicated that this is a pandemic.

Mr. Bourque commented the numbers may be spiking in the state, but are not spiking in the schools.

Mr. Meyers commented that he trusts people to make the right decisions.

Mrs. Harrison commented that if people are concerned about coming back after Thanksgiving they need to say something.

Dr. Jette feels that we have to learn to live with this because we are not going to get a vaccine as quickly as we think. He commented students are being compliant. He indicated the district will provide the community with an informational communication and a reminder with the current data.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. 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 8:00 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. 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. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. MacDonald, the Board returned to public session at 9:25 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**VIII. ADJOURN**

*Mrs. MacDonald made a motion to adjourn the meeting at 9:25 p.m. Mrs. Hershberger 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 2, 2020**

**Location: Litchfield Town Hall**

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

*The Litchfield School Board will be holding regular meetings at Litchfield Town Hall, typically every 1st and 3rd Wednesday of the month. Due to the COVID-19 State of Emergency extended by Governor Sununu, and following guidance from the Litchfield Board of Selectmen, all public input (community forum) will require advance registration. Timed slots will be provided for public input at the beginning of each meeting. **To Register for Community Forum/Public Input, [please click here.](#)***

*Face masks are required to be worn in the building at all times. Community members and members of the public who wish to speak and have registered in advance must observe pandemic guidelines at all times. Correspondence may be sent via email to members of the School Board at [schoolboard@litchfieldsd.org](mailto:schoolboard@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**

**5:00 p.m.**

#### **A. Call to Order**

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

#### **B. Pledge of Allegiance**

#### **C. Review & Revision of Agenda**

Mr. Bourque indicated the agenda will be revised to reflect that the CHS Social Studies Presentation will be postponed as the CHS Principal will not be in attendance this evening.

#### **D. Community Forum**

There was no public input.

#### **E. Summary of Non-Public Actions from November 10, 2020: No non-public actions were taken.**

##### **Summary of Non-Public Actions from November 18, 2020:**

*Mr. Meyers made a motion to approve the non-public minutes of November 4 and November 5, 2020. Mr. Bourque seconded. The motion carried 5-0-0.*

#### **F. Presentations and Recognitions**

##### **● CHS Social Studies Programs**

The presentation was postponed.

#### **G. Correspondence**

Mrs. Harrison reported that a few emails were received after the November 18 meeting in which parents asked for the district to keep the students in school after the Thanksgiving break: Cynthia Caliri and Stephanie Silver. She indicated that an email was received from Amanda Bartley requesting a cooling off period for students and staff.

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#### H. Comments:

- **Superintendent's Comments**

- **Eversource Update**

Dr. Jette reported that a notice was sent to residents Friday after Thanksgiving regarding a planned outage for December 7, which begins in the vicinity of GMS and up through the north part of Town. Eversource will turn off power at 8:00 am and switch over to a generator; power will come back on around 9:00 am, but it could be out until 10 am. Power will be supplied by a generator for the day and will be relocated to a new pole. The power will go off once more at 3:00 pm while they re-energize the circuits off the line. Dr. Jette indicated students in those areas and at GMS will be impacted; however, we have planned for the outage for the day and will take advantage of the down time (hour) for staff to complete their ALICE recertification.

Mr. Bourque asked if GMS students can be brought to CHS. Dr. Jette indicated that was discussed, but it was felt that the GMS staff is not familiar with CHS. He noted we will use this as a remote day (what a snow day would look like), which will give us a chance to see how it works in a remote environment. He commented he will communicate the information to parents tomorrow.

- **Enrollment Update**

Dr. Jette reported there were 1,215 students in the district at the end of November.

- **School Board Comments**

Mrs. MacDonald read a prepared statement, in which she stated she has enjoyed serving on the School Board and considers herself to be a representative of many in the Town. Each School Board member brings a unique perspective to the Board. She expressed that she was deeply hurt by comments made on Facebook about her views regarding re-assessments and competencies. She stated she supports re-assessments, but she does not agree with unweighted competencies. With regard to reopening schools, she stands by the decision made for the in-person model this fall. She believes we were fortunate to have 50 full days of school.

Mr. Bourque thanked educators, staff and parents for the quick turnaround to remote learning. He indicated that the Board had a discussion about the situation at the last meeting, but had a significant decrease in staffing two days later and had to move to remote learning. He noted that the Board is hopeful to have the students back in school by December 14. Mr. Bourque mentioned that there are many articles that state the best place for students is in front of teachers, live, and the majority of the Board agrees.

## II. GENERAL BUSINESS

### A. Public Minutes:

- November 10, 2020
- November 18, 2020

***Mr. Meyers made a motion to approve the public minutes of November 10 and November 18, 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.***

## III. REPORTS

### A. CHS Principals Report

Principal Loneragan's report was provided to the Board. Principal Loneragan was not in attendance.

### B. Business Administrator's Update

- **Balances of Trust Funds**

Mr. Izbicki reported that the trust fund report reflects that the \$660,000 fiscal disparity has been split in two deposits to stabilize cash flow. He noted that the \$70,000 from the warrant article to establish a Capital Improvement Expendable Trust Fund was deposited in the Facilities Maintenance Capital Reserve Fund. He indicated Mrs. Flynn reached out to Mr. Poulos, Trustee of the Trust Funds, to reallocate those funds. Currently, there is \$1,018,192 in those two accounts.



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- **2021 Draft Warrant Articles**

Mr. Izbicki indicated the district is preparing a warrant article to request adding technology integrators in the district. He noted we are working with legal counsel on the wording as there are multiple positions.

Dr. Jette explained he is concerned about requesting all three positions in one article. He indicated that he reached out to legal counsel for language to ladder the articles without losing one or two of the positions. He mentioned that an article will be drafted to request \$100,000 for capital reserve (annually), which is listed in the adopted Capital Plan.

**C. Committee Reports**

- **Budget Committee**

Mr. Bourque reported the Budget Committee went through the FY22 Operations budgets and asked questions. He noted they will be voting on the budget tomorrow night. He indicated Committee members stated that having a hard copy of the proposed budget during the School Board budget review sessions would have helped them.

Dr. Jette indicated the budgets were available online. He noted we decided not to print out copies because of all the changes that were being made.

Mr. Bourque suggested having chromebooks on hand for the Committee members next year.

Dr. Jette indicated that he kept a record of their questions, for which Mr. Izbicki will provide responses. He noted one question was about the amount of money spent on CTE and if that can be reduced to educate those students internally. Dr. Jette responded to the Committee member that by sending as many students as you can you are leveraging federal dollars to expand their education and it would be more costly providing that education in the district. He noted from a dollars and sense perspective, students are getting hands on personalized curriculum for a fraction of what most schools can do in district.

- **Facilities Improvement Committee**

- **School Tours**

Brian - the committee went to Hollis to visit elementary schools and Montessori school - anticipation of project we would like to do at LMS - upgrade HVAC, electric, cost effective renovation - the schools visited the energy advisors had done work on to make the schools much more energy efficient - talked about solar and air to air heat pumps and the cost savings that are ROI -

- **OPR ( Owner's Project Requirements)**

Mr. Bourque reported that the Facilities Improvement Committee reviewed the OPR with Dave Ely and Dick Henry this afternoon. He asked Board members to read the OPR as it is a footprint for what we want to do at LMS. He indicated repairs are needed, as is the need to make the building energy efficient to save costs going forward. Mr. Bourque mentioned that upgrading the HVAC for all schools is in the Capital Plan. He commented studies would have to go on the warrant for 2021 with work to follow the next year.

Dr. Jette mentioned that there are rebates from energy companies the district can take advantage of, as well as municipal leasing, which is less costly than bonding.

- **LMS Canopy Project**

Dr. Jette reported the LMS canopy project is almost completed. He indicated the concrete work is done, asphalt is completed, the canopy is completed and the window for the front office has arrived to be installed. He noted there will be a flagpole in the center of the new entryway.

Mrs. MacDonald asked how the fifth grade students will enter and exit the building.

Dr. Jette indicated they will go through the new entryway, which will involve staff buzzing them in. He noted there will be no entrance through the side doors as those will be for exit only.

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Mr. Bourque asked about planning for a new marquee.

Dr. Jette indicated there is money in the budget for a new letter board, but it is not known where it will be located. He commented the district is focused on completing the project and delivering the completion documentation to the State in order for them to release the grant funds. He noted that he envisions the marquee in a better location that is more visible to the community. Dr. Jette mentioned that the district received a reminder on December 1 about the grant deadline that also included all the projects for which districts applied. He commented that he was surprised at the amount of funding that districts did not take advantage of.

Mr. Bourque asked if there will be a second round of funding. Dr. Jette indicated that he reached out to the State with that question and their response was not to count on it.

- **CHS Propane Issue**

Dr. Jette reported that propane tanks went empty on Monday morning at CHS and a gas smell entered the building, which was evacuated. The Fire Department cleared the building and employees were allowed to re-enter. He mentioned the last fill was in May and at that time, the delivery status went to a “will call” delivery basis due to the COVID shutdown. The deliveries should have been switched back to automatic and because of a miscommunication, the tanks went empty.

Mr. Izbicki indicated that Mr. Ross contacted Amerigas to return to automatic fill in September, but it was never updated in their system.

#### **IV. OLD BUSINESS**

##### **A. Coronavirus Review and Update**

- **Current Situation Update**

Dr. Jette commented that the uptick of cases in our schools was eye opening and he had no choice but to shut down the buildings and go remote. He reported that there are 8 staff members across the district that have tested positive for COVID-19 and have been working from home (without taking sick leave), which are not travel related; 26 additional staff members are quarantined; custodial staff was significantly impacted; 4 teachers are working from home with pending test results and are on FFCRA leave; 7 staff members are working from home (child care needs); 20 staff members brought their children into work (per MOA); and 27 staff members on leave of absence. Dr. Jette expressed concern regarding what is yet to come. He believes the 8 days of in-person learning prior to the holiday break are critical at this point.

Mrs. MacDonald asked if the Cares Act expires December 31.

Dr. Jette indicated Congress has not extended the time because they see a vaccine on the horizon. Mr. Bourque commented that it is unknown if the vaccine will be available then.

Dr. Jette was hopeful of reopening the school buildings on December 14. He commented that he has shifted his thinking after reopening schools this fall.

Mr. Bourque commented that he hopes there are no new cases between December 3 and December 14.

Dr. Jette indicated that is the timeframe that allows us to recover. He noted some staff are coming off quarantine this week. He mentioned WMUR has map data (known as the fire map) showing a spiral of movement from colleges around the country and it is uncertain if that will lead to an uptick over the next week. He reported that he and Ms. Widman worked with two Principals to get Google Classrooms up and are monitoring them. He noted Principals are doing physical walk arounds in their buildings.

Mr. Bourque commented that remote learning now is structured much better than it was in the Spring and the delivery of material has improved.

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**V. MANIFEST**

The manifest was circulated and signed by the Board.

**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 Mr. Bourque, the Board entered into non-public session at 6:15 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. 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 Board returned to public session at 6:50 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 6:51 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

**Approved Minutes for December 16, 2020**

**Location: Litchfield Town Hall**

**B. Bourque, Chair**

**C. Harrison, Vice Chair**

*School Board Edition*

**In attendance:** Brian Bourque, Board 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  
Michele E. Flynn, Administrative Assistant

*Face masks are required to be worn in the building at all times. Community members and members of the public who wish to speak and have registered in advance must observe pandemic guidelines at all times. Correspondence may be sent via email to members of the School Board at [schoolboard@litchfieldsd.org](mailto:schoolboard@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**

**5:00 p.m.**

#### **A. Call to Order**

Mr. Bourque called the meeting to order at 5:

#### **B. Pledge of Allegiance**

#### **C. Review & Revision of Agenda**

There were no revisions to the agenda.

#### **D. Community Forum**

There was no public input.

#### **E. Summary of Non-Public Actions from December 2, 2020:**

*Mr. Meyers made a motion to approve the non-public minutes of November 10 and November 18, 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.*

#### **F. Presentations and Recognitions**

There were no presentations or recognitions.

#### **G. Correspondence**

Mrs. Harrison reported that correspondence was received from community members (parents) In favor of remote learning and in support of the administration of remote learning, and not in favor of reopening school on December 14 based on the significant community transmission in the state: Sarah Rotast, Faith Erdimer, Theresa Greico, Nancy Rothe, Jessica Philbrick, Tiffany MacKinnon. Dot Beauregard.

Mrs. Harrison reported numerous emails from staff were received expressing concern over the decision to return to school on December 14, citing disregard for the reopening plan adopted by the district and School Board.

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Dr. Jette reported that the SAU announced prior to Thanksgiving that the schools were going to close until December 14. He indicated that the team looked at safely reopening and staffing, and the numbers of students and staff in school with COVID or on quarantine. He commented it is important to note that the emails were received only after the public announcement was made regarding the reopening on December 14. He noted staff and parents knew prior to Thanksgiving that the schools would reopen December 14.

Mrs. Harrison commented that she found the emails very concerning and that she recognizes their anxiety. She explained she would like to figure out ways to make it better, to continue to ensure staff is safe as safety is the top priority for all.

Mrs. Hershberger commented that she understands the intention was to reopen, but she believes we should be using the Harvard Global Health metrics for these decisions.

Mrs. Harrison commented that parents are able to have a choice for in person learning or remote learning, but teachers do not get a choice.

#### **H. Comments:**

- **Superintendent's Comments**
  - **Security at LMS**

Dr. Jette reported that the Facilities Improvement Committee members toured the LMS entryway. He indicated it is aesthetically pleasing, but now it looks like you are at the front of a school. He noted that the public face of the building has been changed and the security update we were looking for has been provided. He commented the public will be accessing the school through the new center entrance and will interact with staff through a sliding window.

Mr. Bourque suggested there should be an opening for a person to speak through the window.

Dr. Jette indicated the construction of the window allows for a gap at the bottom and on top and sound will travel through. He commented in the event of difficulties hearing, we can install an intercom system. He noted the design of the window is both secure and allows sound to travel.

- **A.L.i.C.E.**

Dr. Jette reported that most staff members have completed their A.L.i.C.E. recertification. He noted staff members can do some A.L.i.C.E. training on the remote day (tomorrow).

Mr. Meyers asked if the door locks (from the warrant article that was approved) were completed.

Dr. Jette indicated we had two warrants last year: one for night locks and one for door lock changes. He noted that new information indicated that night locks should be used on doors that do not have the Columbine lock system and there are one motion locks at LMS and CHS. He commented the decision was made to forego the night locks and rekey the locks at LMS and CHS, along with all exterior doors at GMS. Dr. Jette reported that the door lock audit at GMS has been completed. He acknowledged that Mrs. Flynn did a phenomenal job with the distribution and recording of the new keys at LMS and CHS. He noted that the system in place is tiered in a logical way and will allow for tracking staff with keys, ensuring better security and access control.

- **BHC, Board-Employee Communication**

Dr. Jette discussed policy BHC with the Board. He commented the policy was written in 2004 and talks about keeping communication with employees open, but also states the proper channel of communication is going through the Superintendent before communicating with the School Board. He indicated that he brought the policy forward because he was not sure we have done a good job in communicating this and he is seeking input from the Board regarding if they are committed to the policy as written or if it needs to be revised. Dr. Jette noted if the Board is committed to the policy as written, this is the way we should be doing business.

Mr. Meyers commented that it has to be made clear that the only employee of the School Board is the Superintendent.

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Mr. Bourque indicated that communications from the Board to the Superintendent should go through the Chair.

Mrs. Harrison commented that she has issues with the policy. She indicated it is important that the Board listen to the staff. She believes sending communication through the Chair has an impact and the Board would see less communication.

Dr. Jette pointed out the policy states communications go through the Superintendent to the Board. He noted it holds down public exposure.

Mrs. Flynn commented the policy also ensures employees do not supersede the Superintendent and communicate directly with the Board.

Mrs. Harrison asked if all visits to the schools by Board members have to go through the Superintendent.

Dr. Jette indicated that the Superintendent should at least be informed that a Board member will be visiting a school.

A discussion followed regarding Board members visiting schools and going into classrooms. It is the responsibility of a Board member to inform the administration about the visit and it is the administration's responsibility to inform the staff that the Board member will be going into classrooms.

Dr. Jette asked the Board if they would like him to communicate the policy parameters to the staff. He indicated there was an excessive amount of staff communication over the weekend that conflicts with this policy. He pointed out much of the information in those communications was inaccurate. He was concerned about the inaccurate information that was communicated directly to the Board.

Mrs. MacDonald commented the minute a teacher posts something online people believe it is true.

Dr. Jette commented that he spoke with the Administrative Team regarding social media and they have indicated they do not have time to monitor it. He noted there is much concern regarding the negativity being painted for people.

Mrs. Harrison commented that as she read through the emails she noticed there were no responses to the questions or the inaccuracies.

Mr. Bourque commented if they went through the administrator they would have answers.

Dr. Jette indicated the Facilities Director was surprised at how quickly people state inaccurate information about the cleanliness of the building and the pandemic cleaning that occurs. He noted a Google document was circulated at CHS with answers to the questions; GMS and LMS handled questions through team meetings.

**o Remote Day**

Dr. Jette reported that staffing is tight at GMS and LMS and the timing of the storm is concerning. He indicated he emailed staff this morning regarding the remote day tomorrow and communicated to staff and parents around noon.

**● School Board Comments**

Mrs. Harrison indicated there was a noticeable change in remote instruction during the two week closure. She observed there was more engagement and direct instruction. She noted when the district schools were closed during the spring, there was an hour break in the middle of the remote day that made it more manageable. She commented switching back from in-person to remote and then back again creates difficulty trying to keep up with schedule changes. She indicated the more engaged remote students are, the more they feel they are part of the community.

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Mr. Bourque commented that he spoke to Dr. Jette regarding the middle school schedule times for the remote switch. He felt there was no reason to change the schedule at LMS.

Dr. Jette was in agreement with Mr. Bourque. He commented that the remote students get into a rhythm and then get disrupted. The in-person students get into a rhythm, but it is difficult for them to switch to remote learning. He indicated this is an opportunity for us to examine what we are doing at the middle school. He noted these students are getting themselves together and then given a confusing schedule.

## **II. GENERAL BUSINESS**

### **A. Public Minutes:**

- **December 2, 2020**

***Mrs. Hershberger made a motion to approve the public minutes of December 2, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.***

## **III. REPORTS**

### **A. Curriculum Report**

Ms. Widman reported all committees met over the last few days. The Professional Learning Committee is digging into the needs of the building and PowerSchool training will be held in January. There have been requests for technology tools for paraprofessionals. The Grading & Reporting Committee met yesterday and we are building an elevator speech to address 'what is competency based grading'. Ms. Widman reported all students in grades 4-8 took the NHSAS ELA and Math Interim assessments for which data is starting to come back to us, but there were some glitches at the state level. She indicated we will not issue those reports, but parents can reach out to principals for information. Additionally, she reported students in grades 9-11 took PSATs, and students in grade 12 took SATs. The data is being used to identify and mitigate gaps in learning due to our remote period in the Spring.

- **CHS Course Proposals**

Ms. Widman presented course proposals to the Board.

CHS PE Course name change: Proposal to change Lifetime Fitness course name to Functional Training to align the name with the common terminology used around daily training. The curriculum will not change.

***Mrs. Harrison made a motion to approve the CHS PE Course name change from Lifetime Fitness to Functional Training. Mrs. MacDonald seconded. The motion carried 5-0-0.***

AP Physics 1 (CHS): Students who take AP Physics 1 will build on the concepts learned in Honors Physics and will provide additional preparation for college. The course will run for two years.

***Mrs. Harrison made a motion to approve the AP Physics 1 course at CHS. Mr. Bourque seconded. The motion carried 5-0-0.***

Piano II (CHS): This course will be in addition to the Introduction to Piano course (the name will be changed to Piano I upon approval of Piano II course). Students who have taken Intro to Piano in the first year can take Piano II the following year. This course will allow students to continue to pursue the skill of learning a new instrument who may not have an interest in guitar or band instruments.

***Mr. Bourque made a motion to approve the Piano II course at CHS. Mrs. MacDonald seconded. The motion carried 5-0-0.***

World War II (CHS Social Studies): This is a highly diverse topic and lends itself to student-driven learning and personalization. WWII has had more of an impact on society and world history than any other conflict and is a high interest topic among many students.

***Mrs. Harrison made a motion to approve the World War II course at CHS. Mrs. MacDonald seconded. The motion carried 5-0-0.***

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Cyber Literacy and Cyber Security (CHS Computer Science/ICT): Cyber Literacy is a pathway course to Cyber Security. Cyber Security looks at the fundamentals of cyber-security and what goes on behind the scenes using various applications of technology. ICT Pathways courses are Honors level classes.

**Mr. Bourque made a motion to approve the Cyber Literacy and Cyber Security courses at CHS. Mrs. Hershberger seconded. The motion carried 5-0-0.**

- **Remote 2.0 & Closing the Gaps**

Ms. Widman commented when we went into this school year there were concerns regarding remote learning in the Spring. The Instructional subcommittee looked at creating guidelines for remote instruction and in-person instruction during a pandemic. Google Class tips were also included. Student and parent guidelines were prepared. The key take away was that we had to find a way to ensure we were getting synchronous instruction with classroom teachers. She presented the Remote 2.0 Plan to the Board.

**The Plan**

**The Preparation:**

Synchronous instruction with two platforms was new. To prepare for this, training was held on the Opening days with team time built in to model and practice. To address technology training, we met with teams to train on tools, ran teacher-led workshops to explore a variety of tools, and set up a more detailed IT help page and remote site. IEPs needed review prior to October 1 to ensure services were met in the Spring and plan for services going forward. An extended block of time was added for team collaboration and planning every Wednesday.

**The Execution:**

Curriculum will not be covered in the same way. Some topics will be cut back or skipped, but focus should stay on skills. Fall SAS testing data is being analyzed for trends and action planning will result.

Ms. Widman showed examples of teacher Google Classrooms. She indicated that teachers are using break out rooms in Google Meet with students so that remote students can work with in-class students on class work and activities. She noted there are many digital resources for teachers and students, which includes Edpuzzle and Google Arts/Culture.

**Student Support:** CHS Guidance will be hosting parent information sessions after the holiday break via Google Meet. They will offer a different topic each week, such as anxiety, depression/motivation, peer issues; GMS has set up a Teacher Toolkit for Social Emotional Learning where once per month a new topic is highlighted.

Ms. Widman commented that teachers have provided positive feedback regarding the model of learning that is being administered. She indicated teachers have commented that remote students are showing up, participating, and engaging and there are more digital games and resources for students to practice their vocabulary and grammar that can be utilized.

Mr. Bourque commented that it appears remote learning has been vastly improved since Spring. He indicated it is nice to see how the teachers are embracing it and doing more with it.

**B. Business Administrator's Update**

- **YTD Financials**
- **Project Updates**
- **Budget Overview (following BC meeting 12/10/20)**
  - **FY22 Budget**

Mr. Izbicki provided the district financial report for the Board. He reported that the LMS Canopy is completed, with some aesthetics that remain to be finished, but the entryway is functionally complete. He commended the contractor on the fine job, finishing on time and under budget.



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Mr. Izbicki indicated that in his report he included a summary of budget activity to date, the FY21 approved budget vs. the FY22 Budget Committee vs. the FY22 Default budget, a budget summary by department, and the estimated tax rate. He noted that at this time, we are looking at a \$0.62 increase in the tax rate due to the 27% increase in the valuation of the Town. He added that a summary of Budget Committee actions and votes is included as well.

- **2021 Draft Warrant Articles**

Mr. Izbicki presented the 2021 draft warrant articles to the Board.

Article 1: Operating Budget - no total for the FY22 Operating budget or Default budget until finalized by the Budget Committee.

Article 2 and Article 3: Technology Integrators. He noted that there are two separate articles for district-wide technology integrators due to the need for two positions.

Article 4: Capital Improvement Expendable Trust Fund - request to deposit of \$100,000 from unassigned fund balance at the end of the year.

Mrs. Hershberger referred to Article 2 and commented she has never seen an article note on a warrant, asking if that is legal.

Dr. Jette indicated that legal counsel advised to present two separate, but exact articles with an article note because we wanted to make it clear to the voters we are requesting both positions.

Mrs. Hershberger indicated that we need to communicate this to people so that they understand what technology integrators are.

Dr. Jette commented having someone on site in the building who can triage an issue and demonstrate the way technology can be used is a game changer and alleviates the workload of the IT Department.

Mrs. Harrison commented that the Remote 2.0 presentation from Ms. Widman was very telling. She indicated one teacher commentary described that the teacher stumbled upon technology tools and having a dedicated technology integrator can direct teachers where to find those tools and help them learn to use them effectively.

Mr. Bourque commented that Mr. Pelletier did a great job of describing the technology integrator positions at the Budget Committee meeting last week. He indicated we have more students this year that will hopefully be 1:1 next year as that is the direction education is going. He noted there is a need for these positions.

### **C. Committee Reports**

- **Budget Committee**

Mr. Bourque reported that the majority of reductions by the Budget Committee came from non-union salary increases, the technology integrators and attrition. He indicated the Committee will meet tomorrow night to review warrant articles. He commented that the district will present a case to the Committee regarding adding funds back into the budget.

Dr. Jette discussed the State average cost per pupil vs Litchfield cost per pupil for middle school with the Board. He indicated that we are closing the gap at less than 10% of the state average cost, but we do not have out of control spending, contrary to some comments.

Mrs. Harrison commented one of the Budget Committee members claims there is a significant loss in revenues.

Mr. Bourque indicated we do not know how much of a loss in revenues there is at this time, but will try to address it at the Committee meeting tomorrow night.

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- **Facilities Improvement Committee**
  - **LMS OPR ( Owner’s Project Requirements)**

Mr. Bourque reported the Facilities Improvement Committee toured the LMS entryway and returned to Town Hall for a presentation from the NHSAA on the enrollment study they completed. He indicated the Committee discussed the LMS OPR and the Committee voted to accept it. Mr. Bourque recommended that the School Board vote to adopt (or not to adopt) the LMS OPR.

***Mr. Bourque made a motion to accept the LMS Owner’s Project Requirements for design, usage, efficiency, documentation, testing and training to provide required functions. Mrs. Harrison seconded. The motion carried 5-0-0.***

- **Feasibility Study Update**

Dr. Jette indicated that the NHSAA has also prepared a facilities study for GMS, which is being reviewed by the SAU. He noted the study will be presented at the January Facilities Improvement Committee meeting.

#### **IV. NEW BUSINESS**

##### **A. Policies:**

- **JLF, Reporting Child Abuse & Neglect**

Dr. Jette reported that Policy JLF has been revised to more closely track the requirements of SA 169-C, to clarify the participation of the Principal, to include reference to the NH Code of Conduct for Educators, and to provide a mandate for annual training. He indicated the original policy was reviewed and approved in 2014; however, there have been several changes in legal requirements since that time.

***Mrs. MacDonald made a motion to approve policy JLF, Reporting Child Abuse & Neglect, for a 1st Reading. Mr. Meyers seconded. The motion carried 5-0-0.***

- **Fundraiser Proposal**

Dr. Jette indicated that Wendy Langelier is proposing a fundraiser at CHS to sell pottery she makes at home and the money that is raised will go to the Environmental Club, Key Club and possibly the Art Honor Society for activities.

***Mr. Bourque made a motion to approve the Pottery fundraiser as presented. Mr. Meyers seconded. The motion carried 5-0-0.***

#### **V. OLD BUSINESS**

##### **A. Coronavirus Review and Update**

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

Dr. Jette shared information with the Board regarding projected COVID cases and current cases in the schools. He indicated it is important to provide parents a choice if they feel comfortable coming back into schools after a remote shutdown. He noted that the information includes an analysis of the percentage of in person students vs remote students since October 1. He commented that the schools averaged an 80/20 split at that time, but since the December 14 shutdown a larger number of students have remained remote.

Mrs. Harrison asked about any considerations for reopening in January.

Dr. Jette indicated the intent is to open on January 4, 2021. The Administrative Team will discuss what will cause a change of intent. Data shows many other schools are reopening in January and the impact from the many students that came home from college has already occurred, as well as the impact of holiday travel in November.

Mrs. MacDonald mentioned that if she and her family were to travel and quarantine, they would do so starting from either Christmas or New Year.

Dr. Jette commented if someone travels out of New England, they are required to quarantine for 10 days when they return or 7 days with a negative COVID test.

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Mrs. Hershberger believes it is a good idea to have a discussion about 'if not now, then when'. She asked about the threshold for going fully remote. She commented we have learned much over the last few months and the only concern we have has been staffing.

Mrs. MacDonald commented that it is a personal choice to send students in person or to keep them remote.

Mrs. Harrison commented that this is a good point, but teachers and staff do not have that choice.

Mr. Bourque commented that it is no different from other businesses that continue to operate, such as grocery stores, restaurants, etc.

Mr. Meyers does not agree that is a conversation for the Board. He indicated that the Superintendent and Administrators need to have that discussion and make the decision to open or stay remote.

Mrs. Harrison commented we are not following the reopening plan that we approved and published. She indicated it is important to update that living document because people make decisions based on that document.

Dr. Jette commented he is trying to update the document. He noted that he never envisioned the whole country being in the "red" due to the virus, but feels we learned to live with the virus.

Mrs. MacDonald commented that she keeps thinking there is no end in sight, with the vaccine distribution some time away. She indicated we need a plan.

Dr. Jette commented there is a limited amount of vaccine for distribution. He indicated there is concern regarding the length of time for the vaccine's effectiveness (6 months). He commented that he understands the teachers' argument, but this is the nature of our industry: we educate children, which involves human interaction.

Mrs. Harrison commented based on the feedback from the Remote 2.0 report and the cooling off period, we have shown that is an effective way of educating students.

Dr. Jette believes the cooling off period was effective and that students will need the 8 days of instruction before the holiday break. He indicated another district is taking two remote days at the end of the Christmas break to reassess and decide if students come back to school.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**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 7:42 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.***

**VIII. RETURN TO PUBLIC SESSION**

***Upon a motion made by Mr. Bourque, the Board returned to public session at 8:32 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.***

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**IX. ADJOURN**

***Mr. Bourque made a motion to adjourn the meeting at 8:32 p.m. Mr. Meyers 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 6, 2021**

**Location: Litchfield Town Hall**

### **In Attendance:**

B Bourque, Chair  
C Harrison, Vice Chair  
E MacDonald, Board Member  
R Meyers, Board Member  
T Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Dan Mitchell, Principal, GMS  
William Lonergan, Principal, CHS  
Michele E. Flynn, Administrative Assistant

*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**

**5:00 p.m.**

#### **A. Call to Order**

Mr. Bourque called the meeting to order at 5:10 p.m.m

#### **B. Pledge of Allegiance**

#### **C. Review & Revision of Agenda**

There were no revisions to the agenda.

#### **D. Community Forum**

There was no public input.

#### **E. Summary of Non-Public Actions from December 16, 2020:**

*Mrs. Harrison made a motion to approve the non-public minutes of December 2, 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.*

#### **F. Presentations and Recognitions**

- **CHS Program of Studies**
  - **Changes to POS**
  - **Additional Changes to POS**

Principal Lonergan and Guidance Director Callinan presented the 2021-2022 CHS Program of Studies and changes to the Board for input and approval. Principal Lonergan reported much time was spent working with contributors and facilitators to provide the most for students in light of the pandemic. He indicated there were discussions with teachers about alternating years for courses and the challenges of offering courses for only a handful of students that could impact other courses that have to run.

Director Callinan commented a decision was made to offer some classes in alternating patterns to help enrollment for courses that only a handful of students may choose in a given year. She noted that the years courses will be running are identified in the Program of Studies.

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Principal Loneragan reported that various courses in English, Science, Social Studies, Computer Education, Music/Performing Arts had to be deleted and many courses in content areas will be offered in alternating years. He indicated courses were deleted due to no interest or sign ups by students. He noted that the Youth Leadership course was deleted, but can be used by students for sophomore or senior projects in consultation with the teacher. He commented that the impact on course offerings has been mentioned in the Program of Studies introductory letter.

Director Callinan indicated once the Program of Studies is approved by the Board it will be sent to the printer for a limited amount of copies and posted on the website.

Mr. Bourque asked for clarification on the number of students required to run the Recycling program. He noted that it was stated the program would be open to no more than 15 students, but it states 14 students in the Program of Studies.

Principal Loneragan noted that the students in the course are exceptional students and he does not anticipate having 15 students in the course. He added some students may sign up for the course as a sophomore or senior project.

Mr. Bourque asked if the course will still be run if there are only 5 or 6 exceptional students that take the course.

Dr. Jette commented with advanced course offerings and specialized courses we allow 10 to 15 students. He indicated part of the high school strategy is to streamline the Program of Studies and help control the number of student sign ups per source. He noted that information on course selection will be brought forward to the Board at a future meeting.

Mr. Meyers suggested the language be cleaned up to allow the ability to run a class with a lower number of students.

Director Callinan indicated she will remove the limit number on the recycling course and make edits to the other sections mentioned by the Board.

Mrs. Hershberger asked if there are restrictions on what grade level students can take.

Director Callinan indicated many of the electives are for juniors and seniors with pre-requisites listed.

Dr. Jette mentioned that there were comments made during budget review sessions regarding the same classes running at both CTE locations. He asked Director Callinan to explain why it is important to have those classes in both locations.

Director Callinan explained that it is recommended by Guidance that students who choose to take CTE classes go to Alvirne as the home school, but having the opportunity at Pinkerton allows for more openings for students and may be offered at a more convenient time than at Alvirne.

- **CHS Final Exam Schedule**

Principal Loneragan reported there will be no final exams; however, teachers will be administering Competency Recovery to students on January 25 and 26, 2021. He indicated these two days will allow students who have struggled to work with teachers to prove they are compliant. He noted the other benefit is that it will allow teachers to create summative assessments to ensure students have this opportunity and to be used to meet other state requirements in terms of students who want to demonstrate they should be able to bypass certain courses and get credit for those classes.

Mrs. MacDonald believes there should be higher stakes testing for students and the weighting of formative assessments or projects and special assignments.

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Dr. Jette commented the takeaways are that there will be two days of competency recovery instead of four days of final exams, which will help avoid summer school for struggling students. He indicated it helps students from last year that could not recover their grades as well. He pointed out that the high school is about to do something they have never done, which is to end courses mid-year and everyone will be starting four new courses in January. He noted this is a big shift in the way high schools operate and will be refreshing for students, staff and parents. Additionally, the two day transition will help as this begins.

#### **G. Correspondence**

Mrs. Harrison reported that she received correspondence from:

Stephanie Silver, regarding allowing students to have a snow day when school is closed for snow, instead of remote instruction.

Debbie Rice, expressing gratitude for providing in person instruction for the students.

#### **H. Comments:**

- **Superintendent's Comments**

- **Budget Hearing January 14, 2021**

Dr. Jette reported that the budget hearing will be held virtually by the Budget Committee this year. He indicated that Mr. Bourque, Mr. Izbicki and Mrs. Flynn participated in a virtual meeting consisting of the planning and procedures for the budget hearing, deliberative sessions and local election.

Mr. Bourque reported that the meeting began with a conversation regarding the local election and concerns from the Moderator regarding the new strain of COVID-19. He indicated that there was a discussion about holding deliberative sessions in the CHS gym and spacing for physical distancing. He noted that the budget hearing will be held virtually.

- **Deliberative Session February 6, 2021**

Mr. Bourque reported that Deliberative Session will be held in the CHS gym and it was suggested by Mrs. Flynn that the town and school district sessions be held on the same day. He noted that the presentations will not be long and legal counsel has been consulted.

Dr. Jette commented Mrs. Flynn consulted legal counsel and both the town and school district sessions will be held on February 6. He indicated she will send two invites to the Board members for January 14 and February 6.

- **Enrollment Report - December 2020**

Dr. Jette reported as of December 18, 2020 there were 1,217 students enrolled in the school district.

- **School Board Comments**

Mrs. Harrison reported a remote forum for parents was held at each school with building principals, which she attended. She indicated that there were concerns about technology that is not always used consistently from teacher to teacher and the ability to return to in-person instruction. She noted there is a general feeling that the connotations of remote learning were not positive. There are improvements to make going forward both in physical attendance instruction and remote learning. She thanked the principals and looks forward to more forums going forward.

Dr. Jette commented in hindsight we were remiss that we did not do this in September with remote parents. He noted at that time as we conceptualized this, we envisioned them being school based conversations. He indicated there were also comments that there was lack of support from the district; however, the principals felt they could handle this.

Principal Mitchell indicated principals felt that they wanted this to be between the administration and the parents. He noted the fear was that it would turn into feedback to the School Board instead of feedback directly to administration.

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Mrs. Harrison mentioned that the NHSBA Delegate Assembly is coming up. She asked the Board to review the resolutions and provide direction on how the Board would like her to vote at the assembly.

The NHSBA resolutions will be addressed at the January 20 School Board meeting.

## **II. GENERAL BUSINESS**

### **A. Public Minutes:**

- **December 16, 2020**

*Mr. Meyers made a motion to approve the public minutes of December 16, 2020. 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.*

## **III. REPORTS**

### **A. Principal's Report - GMS**

Principal Mitchell recognized Kriste Starrett for working with Mr. Izbicki and Mrs. Corbeil (LMS) to secure funding for the Lego kits for this year's FIRST Robotics ego teams. He thanked the PTO for providing a holiday luncheon for the teachers and for providing each student with a gift before leaving for break. Fourth graders took the grade interim NHSAS assessments in November 2020 in place of the missed spring assessments. Results were lower than hoped, but the assessments were performed with little preparation and have provided baseline data for improvements. Report cards were provided in the first quarter with narratives only, but working with Ms. Widman and Ms. Stern, we have prepared a report card to be provided, with a primer that will be sent home to parents to help them understand how to read the report cards.

- **Outreach & Remote Families**

Principal Mitchell highlighted the remote learning experience at GMS. He provided highlights and examples of what staff and students have been doing during remote learning in all grade levels. A Digital meet was held with remote parents on Monday that resulted in good feedback, which was presented to teachers in the staff meeting held today. Another meet will be scheduled in 6 weeks.

### **B. Business Administrator's Update**

- **2021 Draft Warrant Articles**

Mr. Izbicki reported that the Budget Committee plans to vote recommendations on the warrant articles at the meeting tomorrow night.

- **Approval of FY22 Default Budget / Calculation**

Mr. Izbicki reported that the FY22 Default budget total is \$24,194,824, which is higher than the FY22 Operating budget. Board members were asked to sign the default budget for submission to the NH Department of Revenue Administration.

- **Revenue Projections / MS 27**

Mr. Izbicki provided information regarding the projected revenues for FY22. He indicated that aside from adequacy aid, revenues are projected to be in the \$1.5M range, with education aid estimated at \$5.4M. He noted that Catastrophic Aid has been significantly impacted this year.

- **Tax Rate Estimate**

Mr. Izbicki provided information on the tax rate estimate relative to the FY22 budget. He pointed out that the valuation of the town has increased significantly and has had a direct impact on the increase on the tax rate. He commented that if the operating budget is approved by voters the school portion of the tax rate is estimated at \$12.60, which is a \$0.60 increase over the previous year. Should the operating budget fail, the estimated tax rate based on the default budget will be \$13.01, which is a \$1.01 increase over the previous year.

### **C. Committee Reports**

- **Budget Committee**



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Mr. Bourque reported the Budget Committee will vote recommendations on the district warrant articles and budgets tomorrow night.

- **Facilities Improvement Committee**
  - **NHSAA Facility Study**
  - **Energy Update**

Mr. Bourque reported that the Facilities Improvement Committee met this afternoon and reviewed a presentation by Keith Burke, NHSAA, regarding the history of the GMS facility studies that were completed over the past 20 years. He indicated the report was a comprehensive summary of studies ranging from facilities to site that included traffic studies, air quality studies, and site moisture/drainage studies. Also included are statements from NH DOE officials [who have had extensive experience with the GMS facility and site] indicating that the State will not approve any funding for renovations or additions to GMS based on the high water table.

Mr. Bourque reported that the Committee received an update on HVAC upgrades and work in progress at all three schools. He indicated that much has been done and progress has been made, but there is still a lot that needs to be done.

Dr. Jette commented that he found it very interesting that Mr. Henry, Manager of DDH Energy Consulting, included a comparison of the cost of running our schools vs other schools in the northeast. He noted:

- Average of energy used for schools in the Northeast: 65 kBtu/sf/yr
- Average of energy used for CHS: 96.1 kBtu/sf/yr - Cost: \$190,688 / 2019
- Average of energy used for LMS: 91.8 kBtu/sf/yr - Cost: \$130,625 / 2019
- Average of energy used for GMS: 117.7 kBtu/sf/yr - Cost: \$135,580 / 2019.

Mr. Bourque commented our schools use significantly more energy than other schools in the Northeast.

Dr. Jette noted that the schools the Committee toured in Hollis were net zero for energy and one was producing energy. He indicated that the work we are doing is heading in the right direction and will save taxpayers money.

#### **IV. NEW BUSINESS**

##### **A. Policies: 2nd Reading**

- **JLF, Reporting Child Abuse & Neglect**

***Mrs. Hershberger made a motion to approve policy JLF, Reporting Child Abuse & Neglect. 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.***

#### **V. OLD BUSINESS**

##### **A. Coronavirus Review and Update**

Dr. Jette reported that the Administrative Team looked at data collected from the survey to families and staff on Monday regarding illness or travel that occurred over the winter break. He indicated the Administrative Team has reviewed the data and looks at and discusses the Harvard and Brown University models daily, but did not look at it as much over the break. He noted when we looked at it on Monday, we were surprised to learn that NH now ranks at the 8th worst state. When looking at the immunization programs in the three northern New England states, Maine and Vermont are inoculating twice the amount of NH.

Dr. Jette reported that the Fire Department has been posting updates on the numbers in Litchfield as being higher than what is reported on WMUR. He spoke with the Deputy Chief regarding concern over the inconsistency of the numbers. The Deputy Chief looked into the data and found that what is reported by the State via WMUR are numbers of active cases excluding those that have passed the 10 day quarantine. The numbers reported by the Fire Department are positive cases that are kept on their list even after the quarantine deadline in the event another household member becomes positive for COVID-19.

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

Dr. Jette reported that the new strain of the quicker spreading virus that was detected in the UK, was detected in California, Colorado and is now in New York. He noted it is fairly close to our state and all cases are individuals

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who have not traveled to the UK. He commented when listening to remote and in person instruction families, the 'yo-yo' effect is wearing on people (the yo-yo effect = remote to in-person to remote, etc.).

Dr. Jette indicated that he is concerned that gatherings over Christmas week may result in an extended window of symptomatic impact on families and those exposed. He recommended that instruction stay remote next week and see how the numbers unfold, bringing students back January 19 for in-person instruction. He commented this is beneficial for CHS who is in the process of ending a year and starting a new one. He noted that week is a smart choice to make right now and we have a better chance of guaranteeing we can stay in until February vacation. Dr. Jette indicated if the Board approves, we will communicate this plan to families tomorrow.

Mr. Bourque commented the additional week gives you the opportunity to reassess the numbers and avoid the spiking effect. He asked if the current numbers were available for the Board.

Dr. Jette noted he will share the current numbers with the Board and staff.

Mrs. Harrison asked if the spreadsheet can be posted on the website since the numbers from the state are delayed.

Dr. Jette commented that he is comfortable putting a link to the spreadsheet on the website for the public to view, but people have to understand that there are staff members with COVID who are teaching from home and there are also two staff members who are in the hospital with COVID.

#### **VI. MANIFEST**

The manifest was circulated and signed by the Board.

#### **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 7:38 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.***

#### **VIII. RETURN TO PUBLIC SESSION**

***Upon a motion made by Mr. Bourque, the Board returned to public session at 9:20 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes;***

***Mr.***

***Meyers, yes; Mrs. Hershberger, yes.***

#### **IX. ADJOURN**

***Upon a motion made by Mrs. MacDonald, the meeting was adjourned at 9:20 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 January 20, 2021**

**Location: Litchfield Town Hall**

### **In Attendance:**

B Bourque, Chair  
C Harrison, Vice Chair (*remote*)  
E MacDonald, Board Member  
R Meyers, Board Member  
T Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator (*remote*)  
Tom Lecklider, Principal, LMS  
Michele E. Flynn, Administrative Assistant

*The Litchfield School Board will be holding regular meetings at Litchfield Town Hall, typically every 1st and 3rd Wednesday of the month. Due to the COVID-19 State of Emergency extended by Governor Sununu, and following guidance from the Litchfield Board of Selectmen, the Town Hall meeting room is not open to the public. Public access will be granted virtually and/or by phone. Correspondence may be sent via email to members of the School Board at [schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org).*

### **I. PUBLIC SESSION**

**5:00 p.m.**

#### **A. Call to Order**

Mr. Bourque called the meeting to order at 5:08 p.m.

#### **B. Pledge of Allegiance**

#### **C. Review & Revision of Agenda**

Brian - community forum - push down to right before correspondence

#### **D. Summary of Non-Public Actions from January 6, 2021:**

*Mr. Meyers made a motion to approve the non-public minutes of December 16, 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.*

#### **E. Presentations and Recognitions**

There were no presentations or recognitions.

#### **F. Community Forum**

*Public Attendance: by Google Meet only*

*Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.*

There was no public input.

#### **G. Correspondence**

Mrs. Harrison reported that correspondence was received from Debbie Rice regarding the policy for sports attendance and the request for additional tickets for athletes' families.

Mr. Bourque asked if the guidelines for winter sports are the same as it was for fall sports.

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Dr. Jette reported that he spoke with Mr. Knight, CHS Athletic Director, regarding the protocol for sports attendance. He indicated that it is somewhat different regarding indoor sports. He explained that the bleachers at CHS jammed up and it created limited space on the floor, which had to be modified. He noted there is a repair order for the bleachers. He asked Mr. Lecklider to report on LMS athletics.

Mr. Lecklider indicated that for volleyball every athlete's family had two tickets, which many schools are doing. He noted that there has been a request for two additional tickets. He commented that he is nervous about providing additional tickets before having their first home game and how that goes. He indicated he will speak to the Athletic Directors.

Mr. Bourque asked about allowing visiting team families. Dr. Jette commented that away teams were included in the plan, but when the bleachers jammed only home games were allowed.

Mrs. Hershberger commented that she understood with LMS basketball that fans are not allowed at each other's schools.

Dr. Jette indicated that he will ask the Athletic Director to communicate a message regarding the current status to the community.

Mr. Bourque indicated that he understands Mrs. Rice's concern as it is the same for his family. He understands that it is difficult and frustrating to swap tickets with family members to attend their children's games. He pointed out the most important thing to focus on is the fact that we are having sports and we have protocol to follow as we try to minimize exposure and transmission of the virus.

Mr. Lecklider commented he was not allowed to go to the away games for his own two children. He indicated that the first away game was yesterday and he was able to stream it.

#### **H. Comments:**

- **Superintendent's Comments**
  - **Budget Hearing Feedback**

Dr. Jette reported that the budget hearings had a handful of community members in attendance. He noted some discussion got a bit contentious when that was not needed. He asked for feedback from the Board in order to plan properly for Deliberative Session.

Mrs. MacDonald commented that the realignment of the GMS office positions is confusing to people. She indicated the position is not being cut. She pointed out the receptionist position is a school year position.

Dr. Jette commented that Mrs. MacDonald makes a good point. He confirmed the receptionist position is a school year position and the hours are there for servicing the public. He indicated there are currently 3 people in the office at GMS and there will still be 3 people in the office next year. He noted one will not be there in the summer, which is the exact same staffing level as LMS and CHS. He explained that aligning the positions was necessary to ensure the hours were equitable across the schools and the hours for the receptionist will be expanded when school is in session.

Mrs. Harrison asked if those changes are linked to the approval of the technology integrators or if they will occur regardless of the outcome. Dr. Jette indicated that is the Board's decision; however, this has been discussed many times previously. He noted that the district budgeted for the changes.

Mrs. Harrison commented her understanding was that we were planning that before technology integrators were discussed.

Dr. Jette commented we are trying to save money for the taxpayers. He indicated we have identified a change of staffing in the front office at all three schools and are applying that savings to funding for the technology integrators. He noted that there were two teaching positions at CHS that were not needed and that savings was applied toward the technology integrator positions.

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Mr. Bourque commented that the union agreed to the realignment of staffing. He indicated that we could have made the changes effective earlier this year, but decided to wait until July 1.

Dr. Jette indicated that we will follow the process outlined in the Collective Bargaining Agreement and noted we never identified the individual.

**o Deliberative Session February 6, 2021**

Dr. Jette reported that the Town will begin their Deliberative Session at 10:00 a.m. and the District will begin their session at 1:00 p.m. He indicated the events will be held in the CHS gymnasium with a plan for physical distancing for attendees.

**o Overview of Parent Meetings with Principals**

Dr. Jette reported that remote meetings were held with remote learning parents at all three schools and the key talking point was the Wednesday schedule. He indicated that there was a concern in the difference of the schedule for that day between the in person schedule and the remote schedule. He noted that we will look at aligning the Wednesday schedules so that they will not differ from the remote schedules. Dr. Jette reported that principals are focusing on better connections with remote students and making sure they are connected with the schools. He mentioned when new classes begin at the high school, students will be invited to meet their teachers. He noted that all three schools will have follow up parent meetings during the week of February 8.

Mr. Lecklider reported that he received great feedback from the meeting. He indicated the biggest challenge with the pandemic is that it is hard to build spirit and community. He noted having awareness, empathy and understanding around that is helpful and we are reassuring students. He reported conversations at grade levels occurred regarding consistencies. He encouraged parents to express their concerns or to provide input.

**• School Board Comments**

Mrs. Hershberger commented that high school parent information sessions are great things to bring to the community. She indicated that there have been some deep and serious discussions. She encouraged parents to join.

Mrs. Harrison announced there are two School Board positions available this year and several Town positions. She encourages people to sign up for them.

Mr. Bourque mentioned that people need to go to Town Hall to sign up for elected positions.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

**• January 6, 2021**

***Mrs. Hershberger made a motion to approve the public minutes of January 6, 2021. 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.***

**III. REPORTS**

**A. Principal's Report - LMS**

Principal Lecklider presented the LMS report to the Board. He reported that parents were surveyed with regard in person / remote enrollment. He noted that at the start of Quarter 3 on January 27, there will be approximately 262 students in classes and 96 in remote learning. The PTO continues to provide support to our school community during this challenging climate. Robin Corbeil secured the Governor's Fund grant of \$7,100 for the Robotics Program this year.

**• NH SAS Results**

Principal Lecklider reported on NH SAS test results. He indicated that all middle school students were administered the interim SAS assessment in October. He noted there were challenges and issues around scheduling, synchronicity and intuitiveness. Scores were as follows:

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Fall 2020 Interim SAS Assessment					
Testing Year	Teaching Year	Level 4	Level 3	Level 2	Level 1
ELA G5	G4	30	34	16	20
ELA G6	G5	26	41	14	20
ELA G7	G6	8	46	21	24
ELA G8	G7	11	29	37	24
Math G5	G4	14	17	35	34
Math G6***	G5	10	24	28	38
Math G7	G6	10	24	28	38
Math G 8	G7	35	22	26	17

\*\*\*Test did not default to Grade 5 test. Students were assessed on Grade 6 content prior to Grade 6 instruction.

Principal Lecklider pointed out that test for Grade 6 did not default to the Grade 5 teaching year, so students in Grade 6 were assessed on content prior to Grade 6 instruction. He indicated that Ms. Widman has broken down the results to specific areas of strengths and weaknesses at each level. He commented that they look for inconsistencies, how students are performing in specific areas and how students are not performing. He reported that modular assessments were used last year, which is another way to assess with this platform and is much more organic in the classroom, as well as more helpful than the formal standardized platform.

Dr. Jette commented with the changes in Washington DC, what one leader saw as expectations another may not. He indicated waiting until next spring relative to testing is better so that the new administration can analyze it.

Principal Lecklider reported that the construction project has almost wrapped up with some small tasks being completed. He indicated that the contractor and crew were very accommodating. Principal Lecklider mentioned the LMS Lynx (mascot) continues to move forward as we are working with a local artist on finishing touches of the logo.

- **Report Card Overview**

Principal Lecklider reported that he included a link to a sample report card in his report. He explained that they are trying to capture competencies, work study practices and grades in a very different layout. He indicated they want to target the students that need interventions. He noted the report card includes more measurables to get to the final grade.

*Note: The link for the LMS sample report card did not work and Board members were not able to view the sample.*

- **GMS Report Card -**

Dr. Jette shared with the Board a sample report card for GMS. He reminded the Board that GMS did not issue report cards at the end of the first quarter, but provided a narrative for parents and held parent conferences. He indicated that teachers had input in the way the report card has been structured. Dr. Jette reviewed the parts of the report card that Principal Mitchell highlighted and for which he provided explanation. (See example included). He noted that the example shows each student will receive an overall grade for each subject, which will be an average of all scores for that quarter. Each student will receive scores on each competency in each subject area; however, if a competency has not been met it is shaded out. Work study practices will also be reported and Unified Arts will have a separate section. Numeric grades are being planned to replace letter grades, with a score key to reference. These numeric grades will help segue to middle school letter grades.

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Griffin Memorial School  
229 Charles Bancroft Highway  
Litchfield, NH 03052  
603-424-9331  
Principal: Daniel Mitchell

**REPORT CARD**

Student Info  
Name: \_\_\_\_\_  
Grade: 3  
Student Number: \_\_\_\_\_

Attendance  
Days Absent: 2 6  
Times Tardy: 2 0  
Unexc. Absences: 6 0

Date Printed: 9/14/2021

**Subject Performance Score Key**

4 - 90% - 100%
3 - 75% - 89%
2 - 60% - 74%
1 - 45% - 59%

**Competency Score Key**

4 - Meets with Independence
3 - Meets with Minimal Prompting
2 - Meets with Constant Prompting
1 - Not Yet Met

**Math - Gr 3**  
Teacher: Rebecca Smith  
Course Grades: \_\_\_\_\_  
Students will demonstrate the ability to apply and extend mathematical properties in order to solve problems.  
Students will demonstrate the ability to communicate and justify reasoning in order to support mathematical arguments.

**Reading - Gr 3**  
Teacher: Rebecca Smith  
Course Grades: \_\_\_\_\_  
Analyze and evaluate complex literature and informational text.  
Speak and listen purposefully, making strategic decisions about content, language use and speaking style.  
Read with sufficient accuracy and fluency to support comprehension.

**Science - Gr 3**  
Teacher: Rebecca Smith  
Course Grades: \_\_\_\_\_  
Apply recurring science concepts.  
Apply science core ideas within physical science, earth and space science, and life science.  
Apply scientific inquiry to solve authentic problems and demonstrate science literacy.

**Social Studies - Gr 3**  
Teacher: Rebecca Smith  
Course Grades: \_\_\_\_\_  
Apply concepts of economics.  
Apply concepts of geography.  
Apply concepts of history and civics.  
Apply inquiry processes to support conclusions in the social sciences.  
Evaluate historical or contemporary actions of people and/or events to draw conclusions.

**Writing - Gr 3**  
Teacher: Rebecca Smith  
Course Grades: \_\_\_\_\_  
Write well-structured arguments, narratives and informational/explanatory pieces.  
Apply appropriate conventions of Standard English when writing or speaking.

This Key is to be applied to the Course Grades row of each subject. These scores replace the traditional A,B,C,D, F grades, in order to streamline communication on student progress.

Each student will receive an overall grade for each subject. This grade will be an average of all scores for that quarter. First and Second Grade do not report overall grades for Science and Social Studies. We include course grades to capture aspects of progress and learning that may not be included in competency reporting.

This key is to be applied to the competencies listed under the subject grade for each subject.

Each student will also receive scores on each competency in each subject area. If the competency was not introduced or covered in a particular quarter then the box will be greyed out. The score represents an average of the student's quarterly performance in a particular competency area.

Griffin Memorial School 2020-2021 Report Card Name: \_\_\_\_\_ Grade: 3

**Work Study Practices Score Key**

4 - With independence, the student demonstrates all qualities and skills with consistent success.
3 - With minimal prompting, the student demonstrates all qualities and skills with consistent success.
2 - With consistent prompting, the student demonstrates the qualities and skills with developing success.
1 - With significant support, the student demonstrates the qualities and skills with minimum success.

**Work Study Practices** Teacher: Rebecca Smith

	Q2	Q3	Q4
Practice Responsibility			
Act Respectfully			
Work Together			
Stay Safe			

**Teacher Comments** Teacher: (Teacher: first) (Teacher: last)

Q1

**UNIFIED ARTS**

**Art - Gr 3**  
Teacher: Starrett  
Course Grades: \_\_\_\_\_  
Apply skills, ideas and visual art language to create works of art.  
Connect visual art language with works of art through synthesis of artistic ideas and external knowledge.  
Apply skills, ideas, and visual art language to convey meaning through presentation.  
Apply skills and visual art language to interpret, evaluate, and respond to works of art.  
Practice Responsibility  
Act Respectfully  
Work Together  
Stay Safe

The Work Study Practices Score Key identifies and described the scores used in the section below. The numbers are used to indicate student performance in each word study practice listed below.

The report card will then list out each of the Unified Arts. Each Unified Art will report on competencies and work study habits individually. The keys displayed earlier in the report card should be referenced for an understanding and descriptor of each score.

The comments section is used to communicate anything about student performance that is not clearly communicated in the sections above. The teachers will use this section to speak to specifics of the curriculum, classroom experience, and student performance.

Mrs. Hershberger inquired about how teachers are doing with the new report card.

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Dr. Jette indicated support will be provided for teachers as with anything new there are always concerns and challenges.

Principal Lecklider commented that learning a new system is challenging because it is a learning curve in the way competencies are reported. He indicated it is a lot of work and the teachers have put in a lot of time and collaboration. He believes the schools are moving in the right direction.

Mr. Bourque commented that it was nice to learn that fifth graders finally received their chromebooks.

Principal Lecklider indicated the roll out was smooth and the students were excited.

#### **B. Business Administrator's Report**

Mr. Izbicki provided the district financial and business reports, which included the Cash Basis financial statement, Modified Accrual Basis financial statement; Interfund receivables; Assigned Fund Balance encumbrances (\$194,362) that represents projects/purchases that were allocated to year end funding as part of the FY22 budget process; Year to date expenditure status report; and an estimate for FY21 year end fund balance based on the average of budget expended over five years. He noted that the year end projection is subject to change as we are only halfway through the fiscal year. Also included in his report is a comparative financial statement for Food Services, which reflects a deficit of \$94,891. He noted this deficit is directly related to COVID and is anticipated to grow over the coming months, which will result in funding from the general fund at year end.

Mr. Izbicki reported the financial statement audit is in the final review with the Director in Charge at Plodzik & Sanderson. The audit report was pending the actuarial report to determine our Other Post Employment Benefit liability to be reported on the Government Wide Financial Statements. He indicated the draft audit report is expected by January 22, 2021.

Mr. Izbicki reported the CARES Act funding has been expended in full; the paperwork for the reimbursement for the \$100,000 from the NH Public School Infrastructure Fund (for the LMS Canopy) was submitted ahead of the 12/31/2020 deadline; Ventilation and Energy Efficiency work continues; a grant opportunity through the Public Utilities Commission is being researched by our energy consultants.

Dr. Jette indicated that the next Facilities Improvement Committee meeting is scheduled for February 3 at 3:30 pm. He was hopeful that the conversations we are having with Dave Ely (Windy Hill Assoc) and Dick Henry (DDH Energy) will come forward with good, substantial planning.

#### ● **2021 Warrant Articles**

The 2021 Warrant was provided for the Board. Board members are required to vote their recommendation of Article 1 and sign the Warrant.

#### **Article 1: Operating Budget \$23,715,016**

***Mr. Bourque made a motion to recommend Article 1. Mrs. MacDonald seconded. The motion failed by roll call vote: Mr. Bourque, no; Mrs. Harrison, no; Mrs. MacDonald, no; Mr. Meyers, no; Mrs. Hershberger, no.***

**Article 1 was not recommended by the School Board by a vote of 0-5-0.**

Dr. Jette reported that the Budget Committee was asked to reconsider Articles 2 and 3 (Technology Integrators) and they recommended Article 2 (6-2), but did not recommend Article 3 (4-4). He expressed his appreciation for the Budget Committee's willingness to reconsider their recommendations.

### **IV. NEW BUSINESS**

#### **A. NHSBA Resolutions**

Dr. Jette asked Board members to provide direction on the proposed and continuing resolutions for Mrs. Harrison who will represent the Board at the NHSBA Delegates Assembly.



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*Mr. Meyers made a motion to authorize Mrs. Harrison to support proposed resolutions recommended and/or supported by the NHSBA at the Delegates Assembly. 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.*

**B. Policies - Review:**

● **Re-Approval:**

Dr. Jette indicated that the policies listed for re-approval by the Board were reviewed for revisions and were found to have no changes. He asked the Board for a vote to re-approve the policies to stay up to date.

- CA, Administration Goals
- CB, School Superintendent
- CBB, Appointment of Superintendent
- CCB, Line & Staff Relations
- CF, School Building Administration
- CH, Policy Implementation
- CHA, Development of Regulations
- CHB, Board Review of Regulations
- CHCA, Approval of Handbooks & Directives
- CLA, Treatment of Outside Reports

*Mr. Meyers made a motion to approve policies CA, CB, CBB, CCB, CF, CH, CHA, CHB, CHCA, and CLA. 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.*

Mrs. Hershberger commented that she did not have an opportunity to review some of the following policies.

- CM, Annual Report
- FA, Facilities Development Goals-Priority Objectives
- FBB, Enrollment Projections
- FEA, Educational Specifications
- FEB, Selection of a Design Professional
- FL, Retirement of Facilities

*Mr. Bourque made a motion to approve policies CM, FA, FBB, FEA, FEB, and FL. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, abstain.*

● **1st Reading:**

The following policies were updated to include changes/revisions according to changes in the laws.

- CBI, Evaluation of the Superintendent
- FEH, Supervision of Construction (Clerk of the Works)

*Mr. Bourque made a motion to approve policies CBI and FEH for a 1st Reading. 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.*

**V. OLD BUSINESS**

**A. 2021-2022 CHS Program of Studies**

Director Callinan updated the CHS Program of Studies according to Board member input, which is ready for Board approval.

*Mrs. Hershberger made a motion to approve the 2021-2022 CHS Program of Studies as revised. 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.*

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## B. Coronavirus Review and Update

- Remote Learning Update
- Current Situation Update

Dr. Jette reported we are tracking current cases. He indicated that the district's data is updated and a more accurate view than the data from the State.

- At GMS:
  - No active staff or student cases
  - 1 staff member is quarantined until 1/25
  - 6 students are quarantined
    - 4 until 1/22 and 2 until end of the month
  - 13 staff out as of today
    - 8 on leave; 5 out sick.
- At LMS:
  - 1 positive staff case identified yesterday (return to work 1/26)
  - No active student cases
  - 8 students/staff quarantined or remote
  - 8 staff out today.
- At CHS:
  - No active staff or student cases
  - 4 students quarantined
  - No staff on leave
  - 3 staff working remotely and 2 staff out sick.

Dr. Jette reported that three snapshots were taken for enrollment to track in person and remote attendance, November 16, December 16 and January 27, which is projected. The December 16 snapshot is after the return from the remote period from November 30 to December 14. The January 2021 projection is based on predictions of picking up more in person students.

	Enrollment	November 16		December 16		Enrollment	January 27th - Projection	
School	October 1	In-Person	Remote	In-Person	Remote	January 4	In-Person	Remote
GMS, K-4	394	306	88	257	136	392	330	66
LMS, 5-8	363	273	90	227	136	362	265	94
CHS, 9-12	448	389	59	329	119	445	382	62
PERCENTAGES:								
		November 16		December 14			January 27	
School	October 1	In-Person	Remote	In-Person	Remote	January 4	In-Person	Remote
GMS, K-4	394	78%	22%	65%	35%	392	84%	17%
LMS, 5-8	363	75%	25%	63%	37%	362	73%	26%
CHS, 9-12	448	87%	13%	73%	27%	445	86%	14%

Dr. Jette reported he is tracking vaccine rates across the country and will continue to monitor the rates for NH.

Dr. Jette reported that included in the COVID data spreadsheet are the dates of remote learning periods in the district. He noted that he would have liked to have seen a higher percentage of students in school.

Remote Learning Dates	GMS Days	LMS Days	CHS Days	Notes
10/9		1	0	Grade 5 Only
10/9 to 10/21		8	0	Cohort 5A only
10/14	1		0	Grade 2 Only
10/16 to 10/23	7		0	All grades after cluster
11/23 - 11/24		3	0	All grades due to staffing
11/30 to 12/11	10	10	10	2 Weeks after Thanksgiving Break
12/17	1	1	1	Weather Day
1/4 to 1/15	10	10	10	2 Weeks after Winter Break
11/23-11/24	2			Grade 4 Only
Remote Days	31	33	21	
Total days	84	84	84	
% In-person	63.1%	60.7%	75.0%	

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Mrs. Hershberger asked if the district can track staff vaccinations.

Dr. Jette indicated it is possible as individuals who are vaccinated receive a card, which the district can copy. He commented it is important to track vaccinations of staff in the event of travel. He noted some employers are mandating their staff get the vaccine, which is fraught with concern. He indicated that the district is not discussing that.

Mrs. MacDonald inquired about the plan for schools after February vacation.

Dr. Jette indicated that at this time we are planning for school to be open after February vacation. He commented that families that travel must take personal responsibility to quarantine. He believes there is a difference in the holiday travel events and February vacation as a lot of people are not traveling. He noted that it will be monitored, but at this time the numbers are trending in the right direction.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. 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 7:10 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. 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. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. Hershberger, the Board returned to public session at 7:48 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.*

**IX. ADJOURN**

*Mrs. Harrison made a motion to adjourn the meeting at 7:50 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 3, 2021**

**Location: Litchfield Town Hall**

#### **In Attendance:**

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

*The Litchfield School Board will be holding regular meetings at Litchfield Town Hall, typically every 1st and 3rd Wednesday of the month. Due to the COVID-19 State of Emergency extended by Governor Sununu, and following guidance from the Litchfield Board of Selectmen, the Town Hall meeting room is not open to the public. Public access will be granted virtually and/or by phone. Correspondence may be sent via email to members of the School Board at [schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org).*

#### **I. PUBLIC SESSION**

**5:00 p.m.**

##### **A. Call to Order**

Mr. Bourque called the meeting to order at 5:05 p.m.

##### **B. Pledge of Allegiance**

##### **C. Review & Revision of Agenda**

Reapproval of Policies will be deferred until February 17, 2021.

##### **D. Summary of Non-Public Actions from January 6, 2021:**

*Mrs. MacDonald made a motion to approve the non-public minutes of January 6, 2021. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

##### **E. Presentations and Recognitions**

There were no presentations or recognitions.

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

*Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.*

There was no public input.

##### **G. Correspondence**

There was no correspondence.

##### **H. Comments:**

###### ● **Superintendent's Comments**

###### ○ **GMS Blue Ribbon Award**

Dr. Jette acknowledged that GMS was awarded the Blue Ribbon Award from the NH Partners in Education, recognizing the efforts of the school and volunteer coordinators.

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**o School Calendar Update**

Dr. Jette mentioned that the district is in the process of developing the calendar for next year and meeting with the LEA on the language in the CBA relative to the calendar. He indicated he received email from other superintendents regarding their timing for February vacation in relation to the vacation week for Massachusetts. He noted Litchfield will follow the Alvirne and Pinkerton calendars to accommodate our CTE education students.

**o Remote Parent Meetings**

Dr. Jette reported the second round of remote meetings with parents will take place next week at each school. He noted principals will host the meetings and district administration will attend.

**• School Board Comments**

Mrs. Harrison mentioned that she crafted a letter from the School Board voicing opposition to HB20 (School Vouchers). Board members signed the letter, which will be mailed the next day.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

**• January 20, 2021**

*Mrs. MacDonald made a motion to approve the public minutes from January 20, 2021. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes.*

**III. REPORTS**

**A. Principal's Report - CHS**

**• Math Curriculum**

Diane Angelini, CHS Math Department Curriculum Facilitator, presented the CHS math curriculum to the School Board, which included:

- Redefined math competencies in 2018
- Created UBDs (units by design) for all units in core math courses in 2019
- Course progression in math from Freshman to Senior:

<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
Algebra 1a	Algebra 1b	Geometry	Algebra 2 (if Geo) Or College prep )
Algebra 1	Geometry or Honors Geometry w/ recommendation	Algebra 2 or Honors Algebra 2 (if H. Geo) or College prep	Advanced Math Topics (if Alg. 2) or Honors Pre-Calc (if H. Alg. 2) or Intro to Statistics or AP Stats (if H. Alg. 2)
Honors Algebra 1	Honors Geometry or Geometry	Honors Algebra 2 (if H. Geo) or Algebra 2 (if Geo)	Honors Precalc (if H. Alg. 2) or AP Stats (if H. Alg. 2) or Advanced Math Topics (if Alg. 2) or Stats (if Alg. 2)
Honors Geometry	Honors Algebra 2 or Algebra 2	Honors Precalc (if H. Alg. 2) and/or AP Stats (if H. Alg. 2) or Advanced Math Topics	AP Calc AB (if H. Precalc) or/and AP Stats (if H. Precalc) or Stats (if Advanced Math Topics)
Honors Algebra 2	Honors Precalc or/and AP Stats (concurrent) or Advanced Math Topics	Calc or AP Calc AB and/or AP Stats (concurrent, if H. Precalc) or Stats (if Advanced Math Topics)	AP Calc BC (if AP Calc AB) or AP Stats (if Calc or AP Calc AB)

- Unit Planning: focused on creating a solid foundation for consistency for students, teacher collaboration and communication across the entire curriculum, connecting critical language and problem solving skills in cumulative approach
- Assessment strategies include review/analysis of PSAT/SAT/AP test data, consistent courses, variety of formats when presenting math problems
- Create more meaningful assessments using multiple choice questions and free response questions

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- Next Steps:
  - Continue to create consistent and common assessments
  - Use department meetings and professional development to analyze test data
  - Create meaningful assessments for struggling students
  - Improve student confidence by providing every opportunity for them to retain solid math foundations.

Mrs. Harrison asked why the multiple choice question is the best choice.

Ms. Angelini indicated that multiple choice questions help students look at the solutions and choices and eliminate the possibility or possibilities that are not reasonable. She noted we want to see their responses, their process and reasoning on the assessment.

Mrs. MacDonald asked why courses go from Algebra 1 to Geometry to Algebra 2.

Ms. Angelini indicated that is the normal progression of the courses [in that category], but we try to employ as much Algebra as we can. She explained we look at Geometry as an integrated approach, although students could choose to take Algebra 2 after Algebra 1.

Mrs. MacDonald asked about Ms. Angelini's remote experience with Math.

Ms. Angelini indicated it is challenging as students at home are a bit more distracted; however, the students are doing their lessons and we are making it work.

Mr. Lonergan commented that it is impressive to watch what is happening as teachers are collaborating with each other when they are not teaching and connecting classroom teachers are working together.

The School Board thanked Ms. Angelini for her presentation.

Mr. Lonergan commented the high school is in the middle of the course selection process and asked about scheduling next year. He indicated he is sending surveys to parents, staff and students regarding the schedule format for next year - 4 x 4 block schedule or Day 1, Day 2 schedule. He noted most of the staff is committed to going back to the former schedule.

Mrs. Hershberger asked if there is an advantage to the 4 x 4 block schedule.

Mr. Lonergan indicated that more classes can be taught in some ways. He mentioned the staff feel as if it will minimize the number of teachers that are needed. He commented that the important thing is what is best for the students.

Mr. Lonergan reported that at semester break we provided two days to administer competencies, but we have not yet looked at that data. He mentioned that they are trying to plan competency recovery in Social Studies and English Language Arts for students back in the Spring 2020 and we are looking at funding for teachers to teach recovery. We are also looking for work for paraprofessionals to do on early release Wednesdays with those recovery students. Mr. Lonergan reported that there was a large number of students that were exposed to COVID that the nurse had to trace, for which she did a great job. Parents were very cooperative throughout the contact tracing process.

## **B. Committee Reports**

### ● Facilities Improvement Committee

Mr. Bourque reported that the Facilities Improvement Committee met this afternoon and focused on plans for LMS that include energy recommendations for the building, replacing the roof that is damaged, and installing solar panels. He indicated that the Committee discussed the cost of the improvements, funding with current reserved funds on hand, and anticipated savings in electricity and fuel, which will result in no cost to the taxpayers.

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- **NHSBA Delegates Assembly Report**

Mrs. Harrison reported the assembly was a long meeting. Delegates approved the recommendations on all proposed resolutions. There was a brief discussion about removing the resolution regarding a ban on firearms in schools from last year. She mentioned it will take one more year for the resolution to go from continuing to permanent. Mrs. Harrison indicated there was a letter from the NHSBA to include teachers and staff in Phase 1b of the COVID vaccinations.

#### **IV. NEW BUSINESS**

##### **A. NHSBA Legislative Update - HB 20**

Dr. Jette commented that HB 20 is a bill proposing legislation for school vouchers and is being billed as the Educational Freedom Account. He indicated that Mrs. Harrison has drafted a letter in opposition to HB 20 and viewed the live streamed hearing held yesterday at the State House. He reported opposition to the bill was 5:1 (3,100 opposed; 600 in support). He noted the hearing will be continued on Thursday.

Mrs. Harrison commented key arguments against the bill included concerns about funding, which could result in taxpayers subsidizing out of state private school; funding would be taken away from public schools; parents will be able to retain 10% of the funds; student outcomes; may be no protection for disabled or protected students in schools, which can result in reduction of needed services. She indicated if the bill passes there could be significant impact to student outcomes.

Dr. Jette comments we will continue to monitor it, but much public involvement is needed.

##### **B. Deliberative Session Plan**

Dr. Jette reported the CHS gym will be set up on Friday night to prepare for Saturday.

Mr. Izbicki reported he provided information to Mr. Cutter regarding revenues, which he will speak to with Article 1, as well as information on the identified funding for the technology integrators.

##### **D. Policies - Review:**

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*

- **BAA, Evaluation of the Board**
- **BAAA, Board Policies - Administrative Procedures**
- **BBA, School Board Powers & Duties**
- **BBAA, Board Member Authority**
- **BBBC. Board Member or District Officer Resignation**
- **BBBG. Campaigning**
- **BG, Policy Development**
- **BGA, Policy Development System**
- **BGB, Policy Adoption**
- **BGC, Policy Review & Evaluation**
- **BGE, Policy Dissemination**

The policies for re-approval were tabled to the February 17 meeting.

- **1st Reading:**

- **BA, Board Operational Goals**

*Mr. Bourque made a motion to approve Policy BA with revisions, for a first reading. 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.*

- **BB, School Board Legal Status**

*Mr. Bourque made a motion to approve Policy BB for a first reading. 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.*

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- **BEC, Non-Public Sessions**

*Mrs. Hershberger made a motion to approve Policy BEC for a first reading. 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.*

- **BEDB, Agenda Preparation & Dissemination**

*Mr. Bourque made a motion to approve Policy BEDB for a first reading. 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.*

- **BHE, School Board Use of Email & Other Electronic Communications**

*Mr. Bourque made a motion to approve Policy BHE for a first reading. 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.*

**V. OLD BUSINESS**

**A. Policies: 2nd Reading:**

- **CBI, Evaluation of the Superintendent**

*Mr. Meyers made a motion to approve Policy CBI, Evaluation of the Superintendent. 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.*

- **FEH, Supervision of Construction (Clerk of the Works)**

*Mrs. Hershberger made a motion to approve Policy FEH, Supervision of Construction. 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.*

**B. Coronavirus Review and Update**

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

Dr. Jette presented COVID numbers in the schools. He reported:

- **GMS:** no staff cases; 2 student cases; 8 students/5 staff quarantined
- **LMS:** 16 students/3 staff quarantined
- **CHS:** 2 students cases; 49 students quarantined (due to exposure); 2 staff quarantined (quarantined students will resolve on Monday and the total quarantined after Monday will be 4).

He reported **GMS** has 396 students with 330 in person and 66 remote; **LMS** has 360 students with 268 in person and 92 remote; **CHS** has 445 students with 386 in person and 59 remote. He noted students have been complying with wearing masks and principals are doing their best to distance students.

- **Enrollment**

Dr. Jette reported that the current enrollment as of January 29, 2021 shows that there are 1,217 students enrolled in the district. He noted Kindergarten registrations = 43; Grade 1 registrations = 66. He indicated that the district has rolled out a new electronic registration system that loads directly into PowerSchool, alerting administrative assistants in each school there is a new student. He commented once the information is verified, the family is notified to come in and complete the process.

- **Bus Counts**

Dr. Jette presented counts from the bus routes as of the end of January. He indicated most of the buses have ridership at or below pandemic guidelines.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.



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**VII. 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 Christina Harrison, the Board entered into non-public session at 7:10 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. Hershberger 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 8:10 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**

*Mr. Meyers made a motion to adjourn the meeting at 8:10 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 February 17, 2021**

**Location: Litchfield Town Hall**

#### **In Attendance:**

B Bourque, Chair  
C Harrison, Vice Chair  
E MacDonald, Board Member  
R Meyers, Board Member  
T 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**

**5:00 p.m.**

##### **A. Call to Order**

Mr. Bourque called the meeting to order at 5:10 p.m.

##### **B. Pledge of Allegiance**

##### **C. Review & Revision of Agenda**

##### **D. Summary of Non-Public Actions from February 3, 2021:**

*Mrs. Harrison made a motion to approve the non-public minutes of January 20, 2021. 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.*

##### **E. Presentations and Recognitions**

###### **● CHS Prom Proposal**

Kimberly Barnett, CHS Junior Class Advisor, and Catherine Carignan, CHS student, presented a proposal for approval to hold a Junior/Senior prom for CHS. Mrs. Barnett indicated that the Junior Class Prom Committee is requesting permission to hold a Junior/Senior prom in 2021.

Ms. Carignan presented rationale and plans for the prom to the Board.

- There was no junior prom in 2020 due to COVID
- School reopened with the option for in person learning and remote learning
- This year has been mentally draining on students
- Sports has been restarted.

Ms. Carignan indicated that the Prom Committee chose May 14 as the date for the prom. Location options include the CHS practice field, parking lot or basketball court. COVID precautions will be taken (temperature taking at the door, symptom forms, hand sanitizers, masks). It is requested that students from other schools be allowed to attend. Plans for food include: appetizer options, prepackaged, servers assisting, pre-wrapped utensils. Catering options include working with District Food Service, local community businesses, or a professional familiar with COVID protocols. A dance floor would be needed if held on the practice field. A tent would be provided with tables, chairs and heaters (if needed) and a police officer for safety. The Committee is requesting to hold a Prom March in the parking lot for parents and community members for pictures to be taken. Work continues to get sponsors and fundraising.

Mr. Bourque asked to hear from Mr. Lonergan regarding the plans for the prom. Mr. Lonergan commented he has been in communication with local principals who are interested in having proms outdoors. He noted there are ways to manage it. He indicated that he is concerned about individuals from other schools attending. He added that teacher supervision would be needed as dancing proximity is a concern.

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Mr. Bourque asked for the size of the tent that is planned to be used. Mrs. Barnett indicated we are looking at tent sizes 35' x 50' to 46' x 90'.

Mrs. Hershberger asked how many people are estimated to attend. Mrs. Barnett commented that past proms for the junior class have had 250 in attendance.

Mr. Bourque was concerned about the number of attendees will be housed in the tent. Mrs. Barnett indicated the largest tent can accommodate 500 people, so we can fit 250 in it.

Mr. Lonergan commented at Pinkerton their prom is held on campus every year and photographs are done in a separate classroom. He indicated that CHS can manage the same way.

Mr. Bourque commented that it is wonderful to be able to do this for the students. He was concerned about allowing students from other schools to attend, especially if they are from out of state.

Dr. Jette indicated if the travel quarantine is still in place that will help with a decision as we will have to follow that expectation.

***Mrs. MacDonald made a motion to allow the Junior Class Prom Committee to proceed with plans for a prom on May 14. Mrs. Hershberger seconded. The motion carried 5-0-0.***

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

There was no public input.

*Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.*

**G. Correspondence**

Mrs. Harrison reported that correspondence was received from the LEA regarding clarification on amount of COVID relief funds were received by the District. They requested allocation for community, student and teacher wellness. They requested to move School Board meetings to CHS gym to allow more attendance.

**H. Comments:**

● **Superintendent's Comments**

○ **Kindergarten & Grade 1 Registrations (Jan 2020)**

Dr. Jette reported that at this time last year Kindergarten registrations = 56; Grade 1 registrations = 77. Current Enrollment registrations: Kindergarten = 59 and Grade 1 = 69.

○ **Remote Parent Meetings**

Dr. Jette reported that a second round of remote parent meetings were held. He indicated he attended two of them and Ms. Widman attended one. He noted principals asked if there were more issues that needed to be addressed. Parents were positive and offered some suggestions.

Ms. Widman indicated there was positive feedback from parents at GMS.

Dr. Jette reported the feedback from the first session was well received and we have shown a lot of growth. He noted if we do another round of meetings, it will be scheduled closer to the end of the quarter.

○ **Voter Guide**

Dr. Jette provided the final draft of the 2021 Voter Guide for Board members to review. He noted it will be going to the printer and mailed by March 5.

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o **School Calendar 2021-2022**

Dr. Jette presented the 2021-2022 school calendar to the Board. He indicated school will start on August 30, 2021 and the anticipated last day will be June 15, 2022 (with no snow days).

**Mr. Bourque made a motion to approve the 2021-2022 School District Calendar. Mrs. Harrison seconded. The motion carried 5-0-0.**

o **Enrollment Projections & GMS Facility Studies Report**

Dr. Jette provided a copy of the final enrollment projections/GMS facility report to the Board. He commented it was presented to the Facilities Improvement Committee in two parts. He noted that maps of the floor plans with ramps and areas referred to in the report were included in the report.

• **School Board Comments**

Mrs. MacDonald mentioned that she was invited to a PAC Hockey game and it was exciting.

Mr. Bourque asked if there is a date for graduation for the 2021-2022 school year calendar. Dr. Jette indicated it is too early to tell as future negotiation with the LEA is needed.

II. **GENERAL BUSINESS**

A. **Public Minutes:**

• **February 3, 2021**

**Mrs. Harrison made a motion to approve the public minutes of February 3, 2021. Mrs. MacDonald seconded. The motion carried 4-0-0.**

III. **REPORTS**

A. **Curriculum Report**

Ms. Widman reported:

- Professional Learning Committee met last week to discuss tech tools comfort survey and how to start bringing in more training opportunities
- Grading/Reporting/Competency Education:
  - building tasked with creating elevator speech on what is competency based grading
  - larger philosophical conversation with building and district leadership
  - working on plan to look at competency based education/grading systematically
- PERC will begin the process of reviewing instructional programming and assessing benchmarking / RTI systems
- Spring testing dates are being solidified
- Possible changes to AP coming from College Board
- Working on common competency assessments at CHS.

• **Assessment Data & Next Steps**

Ms. Widman reported that the district has been tasked the NH DOE to assess students in grades 4 - 8 in their previous grade levels. She noted that no spring assessments were given in 2020. She indicated that the results from the Fall 2020 testing was used to look at possible areas for remediation.

**What was our process?**

Tested in October.

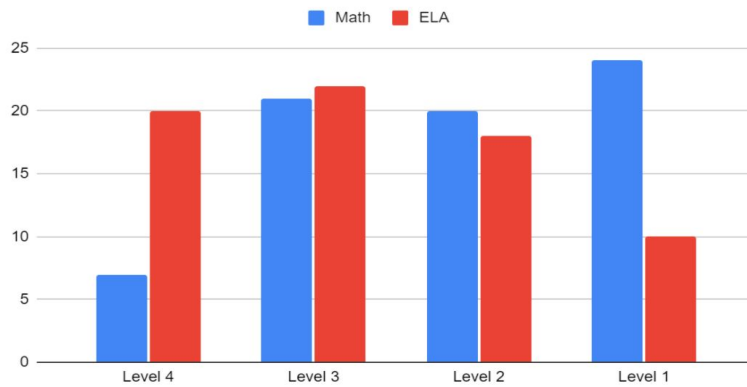
Some mixed messages from state which caused confusion in some of the tests taken.

Remote students tested using remote guidelines.

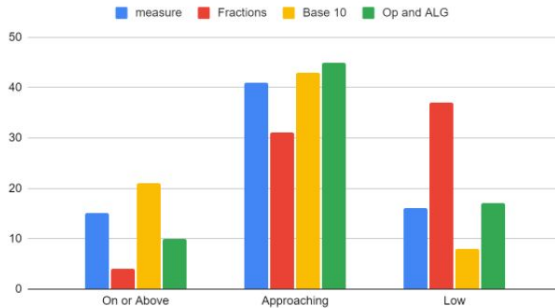
***Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)***

**Current 4th grade - Took 3rd grade assessment**

**Math and ELA**

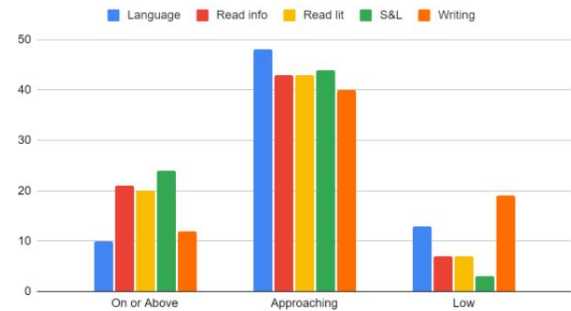


**Gr 3 math SAS**



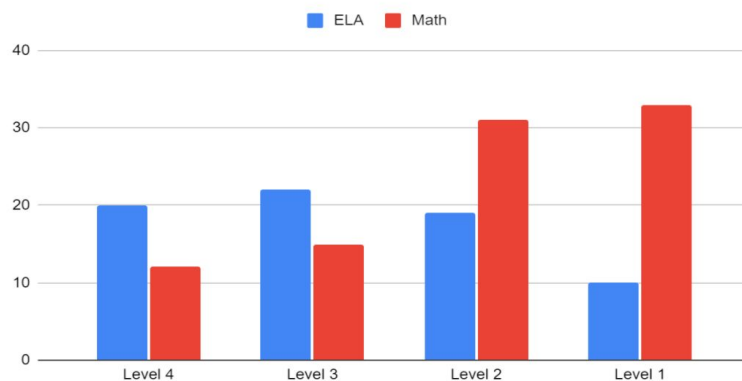
Click to add text

**Gr 3 ELA SAS**

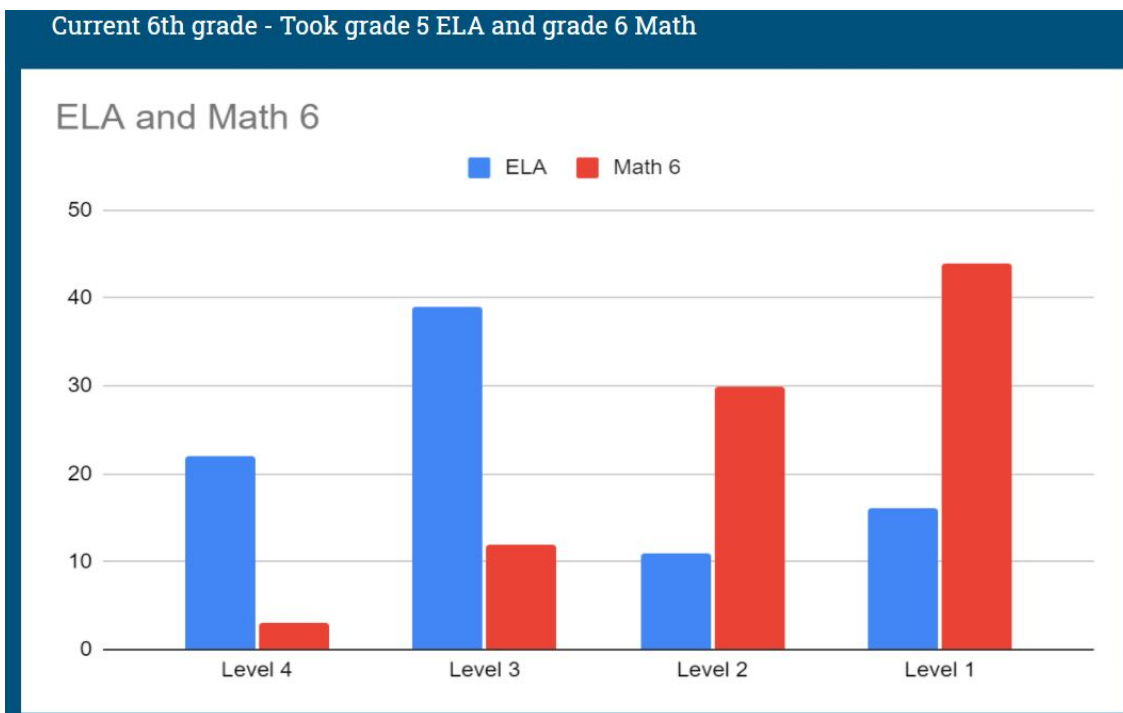
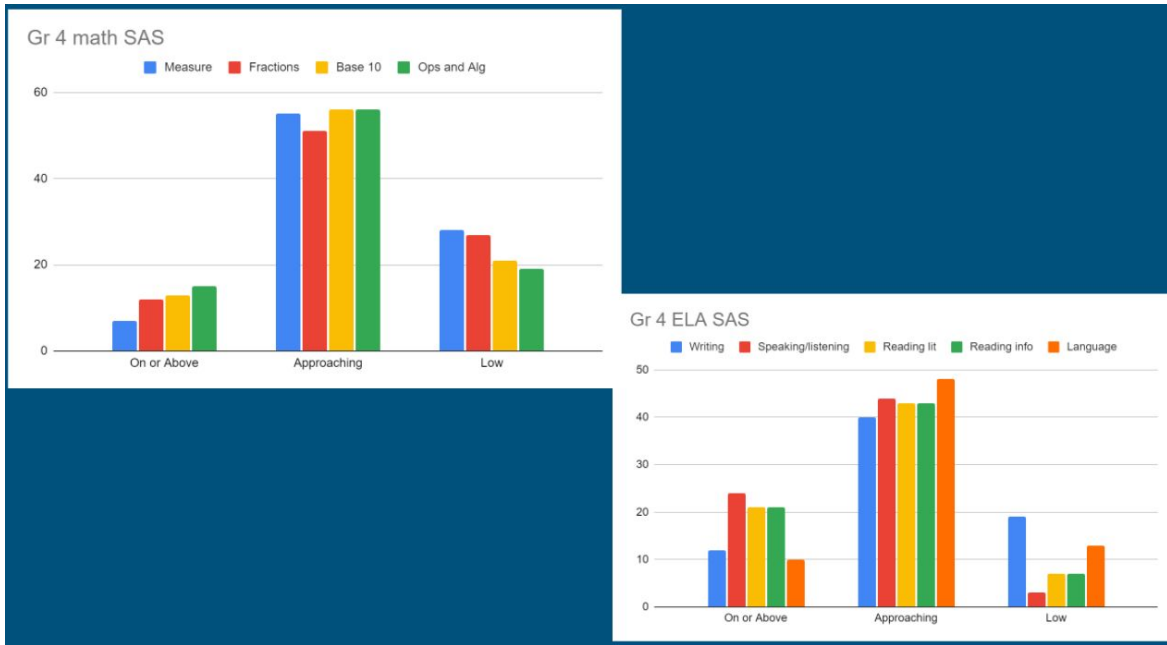


**Current 5th grade - took 4th grade assessment**

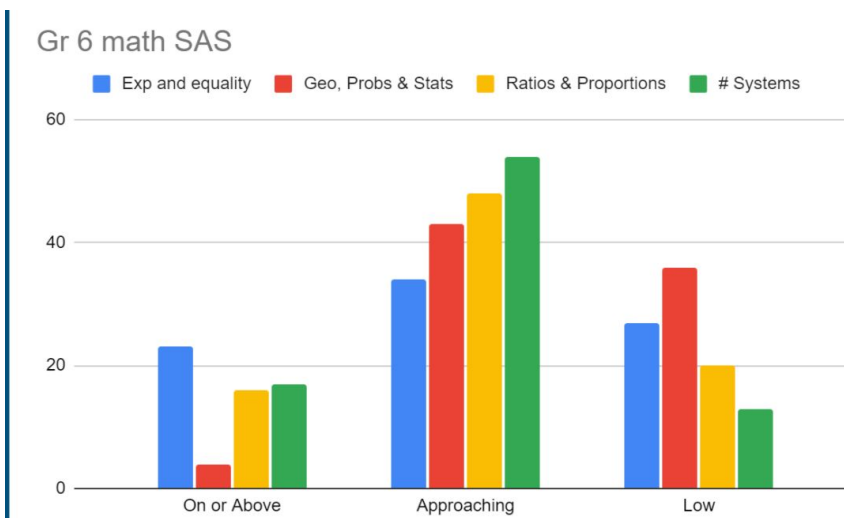
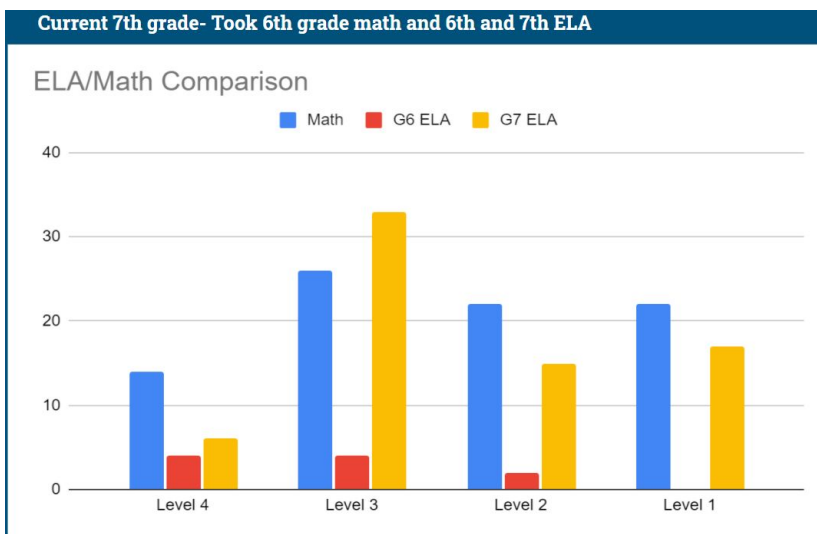
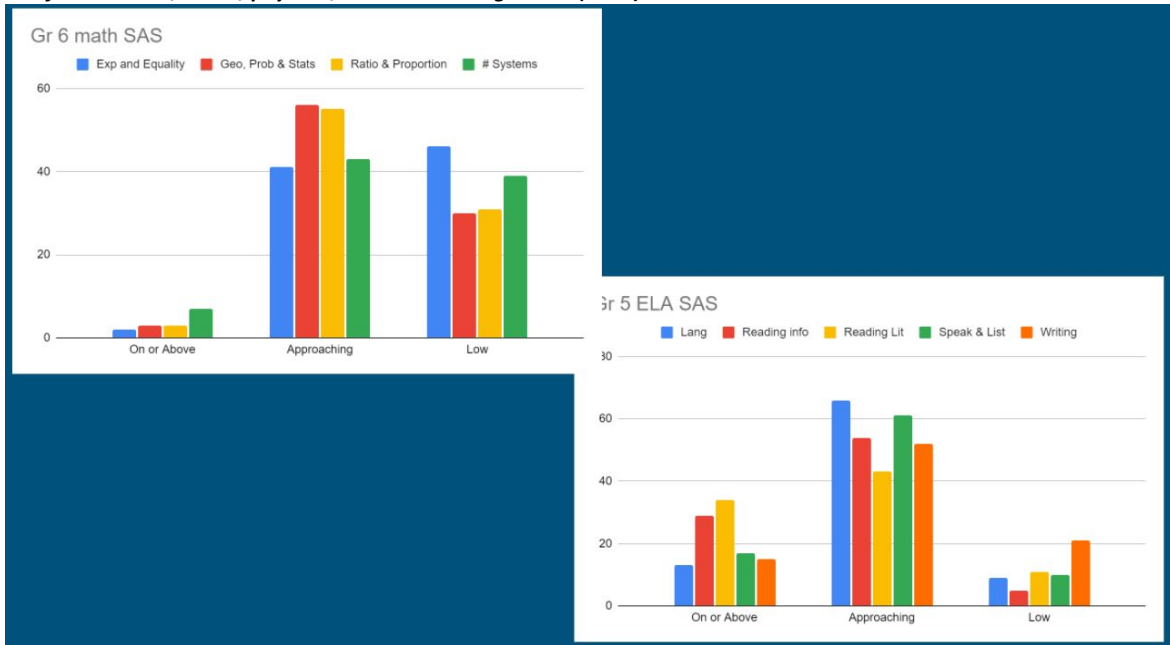
**ELA and Math**



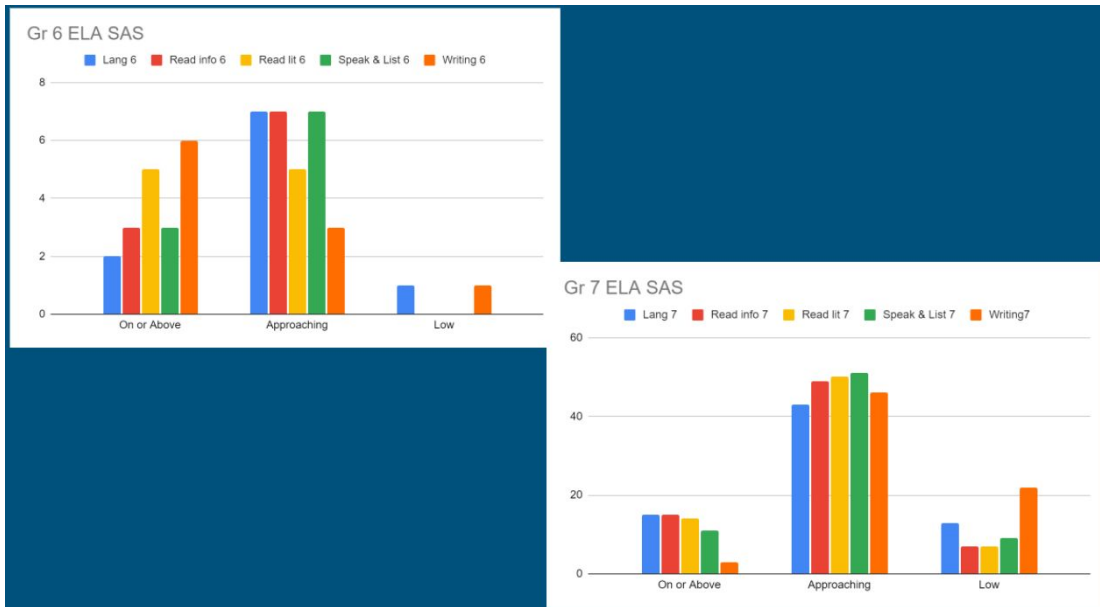
***Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)***



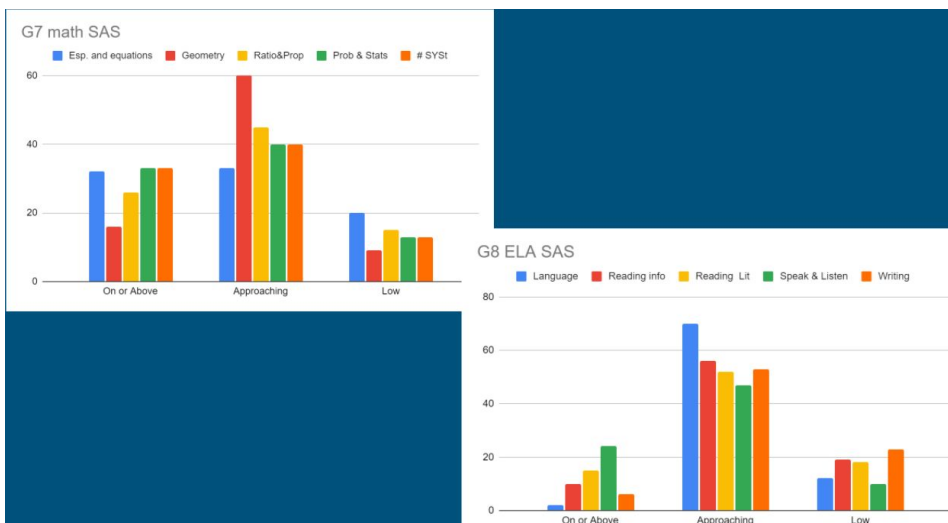
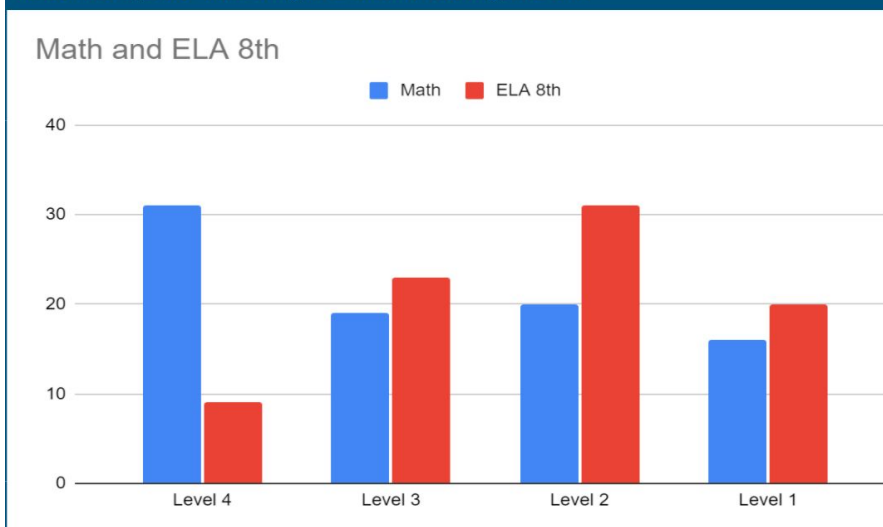
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***Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)***



**Current 8th grade- took 7th grade Math and 8th grade ELA**

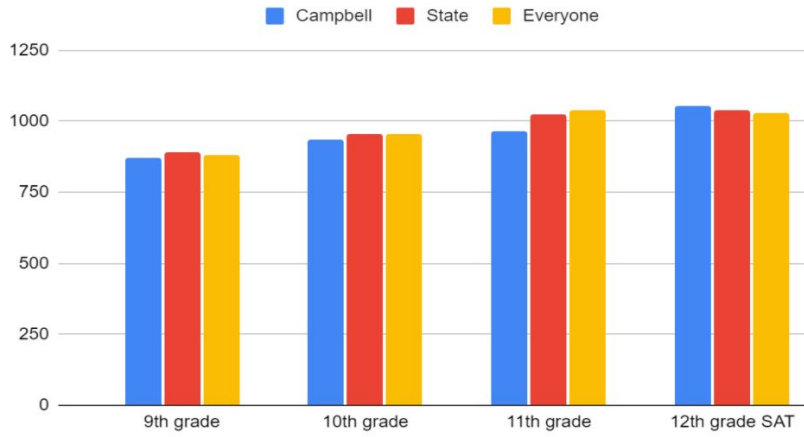




*Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)*

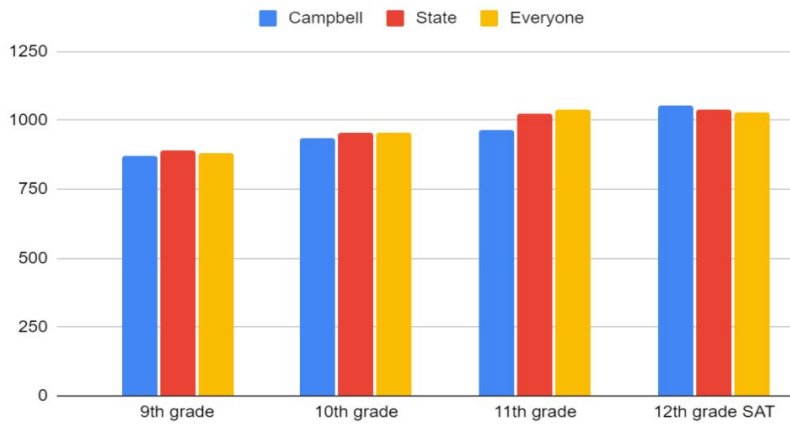
### CHS PSAT and 12th grade SAT

Campbell, State and Everyone



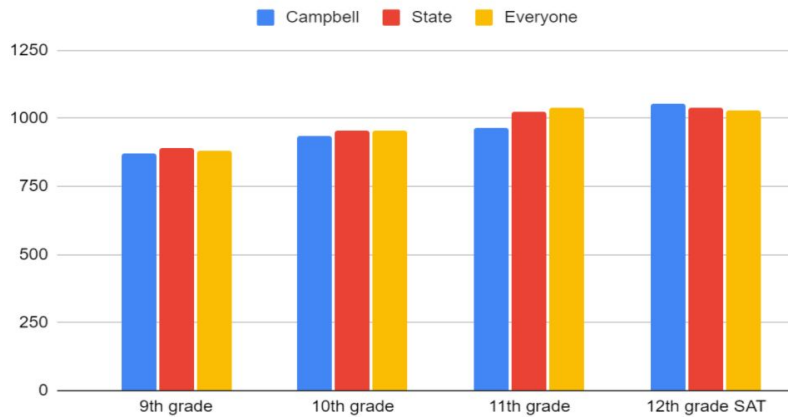
### Mean Writing Scores

Campbell, State and Everyone

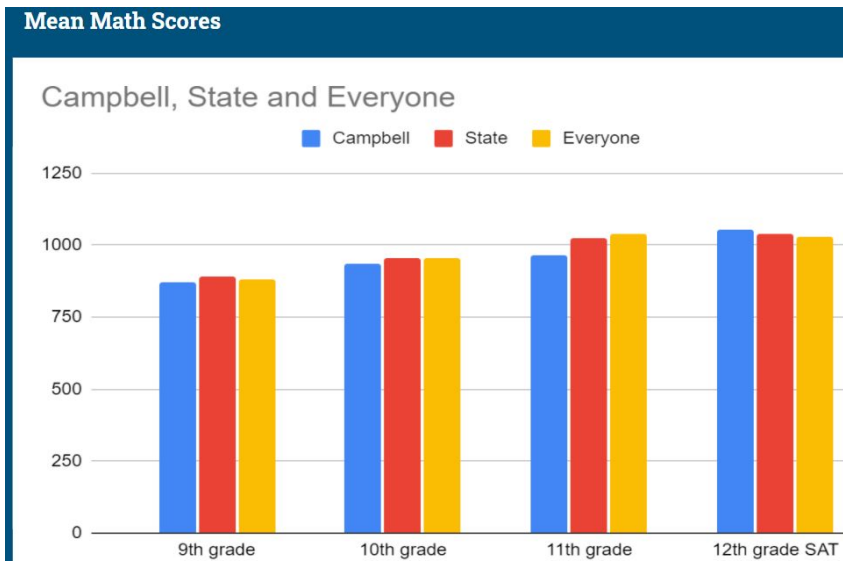


### Mean Reading Scores

Campbell, State and Everyone



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## Next steps

Data is in the hands of the building.

It is being reviewed in building leadership and in team meetings.

We continue discussions and follow up in district administration meetings.

Dr. Jette pointed out that it is important to emphasize that each one of those charts show steady growth and the comparison is not testing against all students in that grade level. He indicated it is a positive trend and how we compare at the end is what is important.

### **B. Business Administrator's Report**

Mr. Izbicki reported that the 2020 audit is pending the receipt of the legal representation letters. He commented that there is a list of findings in the report and other matters that need to be addressed. He noted that he will provide the letter of governance to the Board when it is received, along with the response.

Mr. Izbicki reported the district received a check from Primex in the amount of \$55,000 for the repair of the GMS electrical switch. There are some roof drain problems at GMS that caused a ceiling to collapse in the Learning Center and resulted in a loss of approximately \$5,000 in books, for which we submit a claim.

Mr. Izbicki provided year to date financials and an updated listing of year end projects with items for consideration. Food Service has implemented a competition between the schools called Breakfast Wars and whichever school serves the most breakfast will receive the Golden Fruit award. He noted the district is averaging approximately 600 breakfasts per week. He indicated that he is monitoring federal reimbursements that were lost and will provide that information to the Board as it becomes available.

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- **LMS Construction Manager**

Mr. Izbicki reported that an RFQ (Request for Qualifications) has been advertised for a Construction Manager as Constructor for the project at LMS. He noted the RFQ is driven by the LMS Owners' Project Requirements. He indicated that Dave Ely (Windy Hill Associates) and Dick Henry (DDR Mechanicals) are working on an OPR for GMS and an RFP for architectural services.

Mr. Bourque asked if we are considering not waiting until year end to start some of the projects.

Mr. Izbicki indicated the district has source funding available and CARES Act funds will become available as well. He mentioned other funding sources will be investigated for the projects.

Dr. Jette indicated that a construction manager has the skills and knowledge to cost out projects and manage them.

Mrs. MacDonald asked if there is a spreadsheet to track the spending of the COVID funds and if so, she would like to see it monthly.

Mr. Izbicki indicated there is a spreadsheet tracking the funds and he will make it available to the Board.

Dr. Jette commented there are three sources of funding:

- CARES Act \$56,000 - used for initial HVAC work
- ESSR 1 \$252,000 - with \$50,000 remaining
- ESSR 2 \$330,000 - not received at this time.

He noted there are many available options.

Dr. Jette indicated that the high school is in the process of doing credit recovery for students who struggled last spring. He noted we can use that grant money for that purpose instead of charging parents for it. He pointed out our largest priority was the ventilation system, which is part of the reason we are able to stay open and have students in school.

Mrs. Hershberger asked if there is value in putting checkboxes for Litchfield business owners with businesses in Litchfield on the form when preparing an RFQ or RFP.

Mr. Izbicki noted these projects are awarded based on the best received value for the district and not necessarily on lowest price. He indicated it is an open bidding process based on specific qualifications. He mentioned the district uses many local vendors for work in the school buildings. He commented the guiding scope of the next two projects require specialized qualifications.

### **C. Committee Reports**

Mrs. Hershberger reported the Grading Committee met and discussed what relearning looks like at all schools.

## **IV. NEW BUSINESS**

### **A. NHSBA Legislative Update**

Dr. Jette reported that a second hearing was held on HB 20, which was retained. He indicated that one of the people in the committee said they do not care about the numbers in opposition of the bill because the only thing that matters is what the 20 people on the committee think. Dr. Jette commented that it is necessary to continue to be vocal on this issue.

### **B. Policies - Review:**

- **Re-Approval:**

The following policies were reviewed by the Board for re-approval with no changes.

- **BAAA, Board Policies - Administrative Procedures**
- **BBA, School Board Powers & Duties**
- **BBAA, Board Member Authority**
- **BBBC, Board Member or District Officer Resignation**
- **BBBG, Campaigning**

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- BG, Policy Development
- BGA, Policy Development System
- BGB, Policy Adoption
- BGC, Policy Review & Evaluation
- BGE, Policy Dissemination

***Mrs. Harrison made a motion to approve policies BAAA, BBA, BBAA, BBBC, BBBG, BG, BGA, BGB, BGC, BGE. Mrs. Bourque seconded. The motion carried 5-0-0.***

#### **C. Deliberative Session**

Dr. Jette began a discussion with the Board regarding the format for future events. He commented having both Deliberative Sessions on one day was a positive experience and asked for feedback from the Board.

Mrs. Harrison commented she was pleased with the format, but it seemed attendance was lower in the afternoon session.

Mr. Bourque indicated that the town and school district can alternate the schedule each year. He commented it was advantageous to have both sessions in one day.

Board members were in support of holding Deliberative Session for the Town and the School District on one day.

Dr. Jette indicated he will provide the feedback to the Town and check with the Moderator as well.

#### **D. Agreement with D. Ely**

Dr. Jette indicated that he did not have the opportunity to provide the agreement to the Board at this time. He explained this is an agreement to provide consulting services for the middle school project. He noted he will provide the agreement to the Board for review. He recommended the Board approve the agreement at a future meeting after their review.

### **V. OLD BUSINESS**

#### **A. Policies: 2nd Reading:**

The following policies were updated to include changes/revisions according to changes in the laws. Board members had time to review the policies prior to approval.

- BA, Board Operational Goals

***Mr. Bourque made a motion to approve Policy BA, Board Operational Goals. Mrs. Hershberger seconded. The motion carried 5-0-0.***

- RESCIND: POLICY BAA, Evaluation of the Board (replaced by BA)

***Mr. Bourque made a motion to rescind Policy BAA, Evaluation of the Board. Mrs. Harrison seconded. The motion carried 5-0-0.***

- BB, School Board Legal Status

***Mr. Bourque made a motion to approve Policy BB, School Board Legal Status. Mrs. Harrison seconded. The motion carried 5-0-0.***

- BEC, Non-Public Sessions

***Mr. Bourque made a motion to approve Policy BEC, Non-Public Sessions. Mrs. Harrison seconded. The motion carried 5-0-0.***

- BEDB, Agenda Preparation & Dissemination

***Mr. Bourque made a motion to approve Policy BEDB, Agenda Preparation & Dissemination. Mrs. Hershberger seconded. The motion carried 5-0-0.***

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- **BHE, School Board Use of Email & Other Electronic Communications**

*Mr. Bourque made a motion to approve Policy BHE, School Board Use of Email & Other Electronic Communications. Mrs. Hershberger seconded. The motion carried 5-0-0.*

**B. Coronavirus Review and Update**

- **Remote Learning Update**

Dr. Jette reported that the district had a remote learning day this week due to icing that made travel dangerous. He indicated that he is monitoring the weather for Friday. He commented that people have been asking about a traditional snow day. He noted if we can make that happen, we will try; however, that will keep students in school a day longer at the end of the year. He indicated that administrators are doing their best to get this right.

- **Current Situation Update**

- **Spring Sports**

Dr. Jette reported that spring sports will be proceeding as it is easier switching to outdoor sports. He noted the plan will be similar to the one used for fall sports.

- **Current COVID Metric**

Dr. Jette presented guidance from the NH Division of Public Health / Bureau of Infectious Disease Control regarding guidance for transitioning between school instructional models based on the level of community transmission and impact on the schools. The guidance document explains that using the determined community transmission and school impact levels, schools can use a table provided to identify the recommended method of instruction.

		Level of Community Transmission		
		Minimal	Moderate	Substantial
Level of School Impact	Low	In-Person	In-Person	In-Person
	Medium	In-Person	Hybrid	Hybrid <sup>†</sup>
	High	Hybrid <sup>*</sup>	Remote	Remote

*\* Depending on the level of COVID-19 transmission within the school facility and outbreak status, public health may recommend temporary closure of school and remote learning for a short period of time to control transmission before re-opening in a hybrid instructional model.*

*† For limited COVID-19 transmission within the school facility (e.g., contained cluster in a classroom), the school can choose to move selected classrooms or sections of the school to temporary remote learning while maintaining other normal school operations.*

Dr. Jette indicated that the Administrative Team feels that the district is in sync with this metric. He noted the chart includes a hybrid model, which the district does not have. He explained the Board has to make a decision whether we stay in-person or shift to remote instruction. He indicated that the CDC guidelines that have recently been published highlighted what we are doing well in Litchfield and why our schools are able to stay open.

Mrs. MacDonald asked about the level of community spread in Litchfield.

Dr. Jette indicated the State percentage of community spread is 4.3% and Litchfield is at 4.6%. He noted we are at minimal spread and minimal impact.

- **COVID Numbers**

Dr. Jette reported current COVID numbers in the schools:

- GMS: 1 positive staff case / 0 student cases
- LMS: 1 positive staff case / 1 positive student case
- CHS: no staff or student cases
- Minimal impact on staffing.

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Dr. Jette reported that New Hampshire is behind a bit in vaccine distribution. He noted that vaccines are not being administered in New Hampshire as rapidly as in other states.

- **Travel Quarantine**

Dr. Jette reported on staff and students traveling over the February break. He indicated that according to the guidelines, if a person had COVID-19 and recovered and has had no symptoms for 90 days, the person does not have to quarantine if traveling. He commented the UK variant is high in Florida. Dr. Jette expressed concern regarding if the 90 day period would keep someone safe from exposure to the variant. He commented that there is guidance and we will continue to monitor it. He indicated one of the school nurses observed that being vaccinated does not deter the virus or one of the variants from being transported if exposed. He noted this information will be included in the school newsletters.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. 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 7:20 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. 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. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. MacDonald, the Board returned to public session at 8:30 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. Meyers made a motion to adjourn the meeting at 8:30 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

**Approved Minutes for March 3, 2021**

**Location: Litchfield Town Hall**

**B. Bourque, Chair**

**C. Harrison, Vice Chair**

*School Board Edition*

### **In Attendance:**

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

## **I. PUBLIC SESSION**

**5:00 p.m.**

### **A. Call to Order**

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

### **B. Pledge of Allegiance**

### **C. Review & Revision of Agenda**

There were no revisions to the agenda.

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

*Mrs. Harrison made a motion to approve the non-public minutes of February 3, 2021. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

### **E. Presentations and Recognitions**

There were no presentations or recognitions.

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

*Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.*

### **G. Correspondence**

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

### **H. Comments:**

#### **• Superintendent's Comments**

##### **o Voter Guide Update**

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

##### **o March 9 Professional Development**

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

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**o Enrollment / Kindergarten/Grade 1 Registrations Update**

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

**o Five Year Construction Planning**

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

**• School Board Comments**

There were no Board member comments.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

**• February 17, 2021**

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

**III. REPORTS**

**A. GMS Principal's Report**

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

**• FIRST Lego League (K Starrett)**

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

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

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

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

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

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



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

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

#### **B. Business Administrator's Report**

- **LMS Construction Manager RFQ Update**

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

#### **C. Committee Reports**

- **Facilities Improvement Committee**

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

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

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

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

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

### **IV. NEW BUSINESS**

#### **A. NHSBA Legislative Update**

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

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

#### **B. Policies - Review:**

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

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

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

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

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

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

## **V. OLD BUSINESS**

### **A. Coronavirus Review and Update**

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

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

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

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

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

- **Travel Guidelines**

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

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

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

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

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

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**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. Community Forum**

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

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

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

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

*Upon a motion made by Mr. Bourque, the Board entered into non-public session at 6:17 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the Board returned to public session at 7:20 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. ADJOURN**

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

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

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## **LITCHFIELD SCHOOL BOARD**

Litchfield, New Hampshire 03052

**B. Bourque, Chair**

**C. Harrison, Vice Chair**

*School Board Edition*

**Approved Minutes for March 17, 2021**

**Location: Litchfield Town Hall**

### **In Attendance:**

B Bourque  
C Harrison  
E MacDonald, Board Member (*Remote*)  
Heide Ames, Board Member  
T Hershberger, Board Member  
Dr. Michael Jette, Superintendent (*Remote*)  
Cory Izbicki, Business Administrator  
Tom Lecklider, Principal, LMS  
Michele E. Flynn, Administrative Assistant

## **I. PUBLIC SESSION**

**5:00 p.m.**

### **A. Call to Order**

Dr. Jette called the meeting to order at 5:09 p.m.

### **B. Pledge of Allegiance**

### **C. Review & Revision of Agenda**

There were no revisions to the agenda.

### **D. School Board Reorganization**

#### **• Welcome New or Re-Elected Members**

Dr. Jette welcomed new Board member Heidi Ames and re-elected member, Elizabeth MacDonald.

#### **• Nominations for Chair**

Dr. Jette asked for nominations for Board Chair.

***Mrs. Ames made a motion to nominate Christina Harrison as Chair of the School Board. Mrs. Hershberger \ seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, no; Mrs. MacDonald, no; Mrs. Hershberger, yes; Mrs. Ames, yes.***

Mrs. Harrison was elected as School Board Chair.

#### **• Nominations for Vice Chair**

Mrs. Harrison asked for nominations for Vice Chair.

***Mrs. MacDonald made a motion to nominate Brian Bourque as Vice Chair of the School Board. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.***

Mr. Bourque was elected as School Board Vice Chair.

#### **• Signing of Code of Ethics / Code of Conduct**

All School Board members signed the School Board Code of Ethics and School Board Code of Conduct.

#### **• Committee Assignments**

School Board members volunteered for committee assignments:

Budget Committee: C Harrison

Facilities Improvement Committee: B Bourque, C Harrison

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Grading & Reporting/Competency Committee: T Hershberger  
Joint Loss Management Committee: E MacDonald  
PERC: E MacDonald  
School Start Time Task Force: H Ames  
Technology Committee: TBD  
Wellness Committee: T Hershberger  
LEA Negotiations: H Ames, B Bourque  
LSSA Negotiations: E MacDonald, T Hershberger

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

*Mrs. Harrison made a motion to approve the February 17, 2021 non-public minutes. Mr. Meyers seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Kathleen Oakes, CHS Special Education teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Susan Seabrook, GMS Nurse. Mrs. Hershberger seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Margaret Sawicki, GMS Special Education teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the re-nominations of school and district staff for the 2021-2022 year as presented. Mrs. Hershberger seconded. The motion carried 5-0-0.*

**F. Presentations and Recognitions**

● **CHS Baseball Fundraiser Proposal**

Principal Lonergan and Mr. Knight, CHS Athletic Director, presented a proposal for a prize calendar fundraiser for CHS Baseball. Mr. Knight indicated the long term goal is to get a turtle dome that will be located behind the athletes so that the baseballs stay on the field and do not travel into the parking lot, as well as the purchase of an indoor batting cage.

***Mrs. Hershberger made a motion to approve the CHS Baseball Fundraiser as presented. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.***

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

*Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.*

There was no community input.

**H. Correspondence**

Mrs. Harrison reported she received an email from Susan Rafferty, 33 Century Lane, regarding district travel guidelines for vaccinated persons. Mrs. Rafferty noted the State guidelines say that individuals that are vaccinated and travel outside of New England do not need to quarantine upon returning. She expressed concern over the district's restriction for vaccinated travelers to quarantine before returning to the school buildings and asked that the district follow the State guidelines.

Dr. Jette indicated that he did not receive that communication from the State. He mentioned that Mrs. Rafferty has been posting on the Educator 603 social media site with this information and noted that employees should approach him with these concerns. He commented that the information on social media is not accurate.

**I. Comments:**

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- **Superintendent:**

- **2021 Election Results (Warrant Articles)**

Dr. Jette recapped results from the March 9 elections: Heidi Ames was elected to the School Board and Elizabeth MacDonald was re-elected to the School Board. He thanked Melissa Castonguay and John York for running for the positions. Article 1 passed without recommendation from the School Board; Article 2 passed by a small margin with Board and Budget Committee recommendations; Article 3 failed by a large margin and was not recommended by the Budget Committee; Article 4 passed by a large margin with both Board and Budget Committee recommendations.

- **2021-2022 School Board Meeting Calendar**

Dr. Jette presented a draft School Board meeting calendar. He indicated that the same structure is being used to schedule meetings for next year. He noted a date for the budget presentation was penciled in and asked the Board to revisit the budget presentation procedure for the upcoming year.

Mrs. Harrison suggested adding a date for a School Board retreat to discuss goals for the district and outcomes for the Board and committees.

Dr. Jette indicated that he and Mrs. Flynn can plan a retreat for the Board. He noted that, for example, the Bedford Board meets twice per year in retreat for reorganization/training and financial goals.

Mrs. Harrison indicated that a spring and a fall retreat should be planned.

- **2021 CHS Graduation Date (2020-2021 Calendar)**

Dr. Jette indicated that the Board needs to make an official decision regarding the CHS graduation date. He reported that there have been no snow days this year and the 180th day is June 17. He commented that CHS graduation can easily be held on Friday, June 11, 2021.

***Mr. Bourque made a motion to set CHS graduation on June 11, 2021. Mrs. Harrison seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.***

Mr. Bourque asked if there is a date for the LMS 8th grade promotion ceremony. Mr. Lecklider indicated it is typically held the day before the last day of school. He noted this year it will be structured similar to CHS and it will be held at CHS.

Mrs. Ames commented that she would like to see something similar for GMS 4th Grade Move Up Day.

Dr. Jette noted it makes sense to hold the LMS ceremony at CHS. He commented the preference is to have these ceremonies at the home schools; however, parking and access at LMS presents a problem for both families attending the ceremony and emergency responders who would not be able to access the school in the event of an emergency.

- **Text Messaging**

Dr. Jette announced that the district now has the ability within the student information system (PowerSchool) for text messaging. He explained that the staff members that currently send messages to parents will be limited to 160 characters. He indicated we will roll out this service to families who will receive a text message to opt in to the text messaging service. He noted this will be communicated to families prior to receiving the opt in notification.

Mrs. Harrison asked if staff or students will have the ability to use that text feature. Dr. Jette indicated he would investigate.

Mrs. Hershberger suggested including links to documents when sending messages out by text. She asked how people update their own contact information in PowerSchool. Dr. Jette believes that they can only update their contact information during the new enrollment process. He indicated each year people will have an opportunity to update their information.

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- **School Board**

Mr. Bourque congratulated Mrs. Ames and Mrs. MacDonald for their victories in the election. He congratulated Mrs. Harrison upon being elected Board Chair. He indicated that he and Mrs. Harrison have a good working relationship and looks forward to this year's accomplishments.

Mrs. Harrison believes this is a strong school board and indicated she is excited to work with all Board members.

Mrs. Ames thanked all those that voted for her. She indicated she is excited to work with the Board to create the best environment for all children.

## **II. GENERAL BUSINESS**

### **A. Public Minutes:**

- **March 3, 2021**

*Mrs. Harrison made a motion to approve the public minutes of March 3, 2021. Mr. Bourque seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, abstain.*

## **III. REPORTS**

### **A. LMS Principal's Report**

Principal Lecklider reported student council and math department raised over \$4700 for St. Jude's Hospital this year; the virtual pep rally was successful; and the LMS logo is almost ready to be published online. He thanked Mrs. Hershberger for organizing the blood drive at LMS.

- **FIRST Robotics**

Mr. Lecklider indicated that Mrs. Corbeil, LMS Technology teacher, would lead the Robotics presentation. He commented that LMS continues to plow forward in the area of STEM. He indicated that Mrs. Corbeil and Mr. Momnie are assets to our Robotics team and their focus is 21st Century skills: Critical Thinking, Creativity, Collaboration/Teamwork, Communication.

Mrs. Corbeil indicated that they have received funding through grants and donors to pay for competition registration fees, a robot kit and spike kits.

Mr. Lecklider commented one of the areas of our program is FIRST Lego League, which consists of four teams working on programming skills, coding skills, and robot assembly..

Mrs. Corbeil commented there are three more components to LMS Robotics. She indicated that LMS Robotics was granted funds for a second kit for the FIRST Tech Challenge, for which there are two teams and two working robots. The Coder Z program (working on coding platforms) is a fully remote program with 30 students who participated in the fall. iRobot Root Programming teaches basic block coding and problem solving skills where students program roots (small robots) to move around and follow direction.

Mrs. Hershberger asked if these programs are integrated into the curriculum somehow.

Mrs. Corbeil indicated when we find something that works we want to bring it to as many students as we can, but it is not a strict curriculum based program. She noted some of the other programs will move in and out of the curriculum program for technology (coding, iRobot). She commented the Discovery Ed programming could potentially be used in all three schools and integrated into our curriculum.

### **B. Business Administrator's Report**

Mr. Izbicki provided his report for the Board. He reported that the district is moving forward with the LMS renovation project and met with the construction companies yesterday. He noted the decision and recommendation for the vendor will be discussed in non-public session. He indicated the following updates are included in his report: the DW Ventilation Project, Year to Date financial information that includes a list of proposed year-end considerations, food service comparative statements that reflects a loss in local revenue and that we will be subsidizing from the food service fund at the end of year.

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Mr. Izbicki indicated also included in the report is a summary of the budget with total appropriations, and he mentioned the audit report has been received this evening. Mr. Izbicki would like to review the findings with the Administrative Team before submitting it to the Board.

Dr. Jette indicated that he will meet with Mr. Izbicki on Friday to discuss year end considerations. He mentioned that he would like to fine tune the list and come back to the Board with a refined list to act upon earlier than June.

Mrs. Hershberger asked if the LMS kitchen renovation will be included in the LMS renovation project. Dr. Jette indicated that a physical evaluation with the architect is necessary to determine the best option.

- **Consultants' Agreement Mar 2021**

Mr. Izbicki spoke to the consultants' agreement between the district and Windy Hill Associates/DDR Mechanicals. He indicated that there is much value that Dave Ely and Dick Henry bring to the district and we are in a better situation since they began their work with the ventilation system.

- **Budget Transfers**

***Mr. Bourque made a motion to approve the Budget Transfers from July 2020 - March 15, 2021. Mrs. Harrison seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.***

**C. Committee Reports**

Mrs. Hershberger reported the Grading & Reporting Committee met yesterday and discussed the survey on re-assessments. She commented that she is beginning to understand the 'why' behind re-assessments. She indicated the discussion regarding everyone's ideas about student learning were eye-opening.

**IV. NEW BUSINESS**

**A. NHSBA Legislative Update**

- **Update SB 130**

Dr. Jette reviewed the current legislation with regard to school choice that has been discussed at the State level. He indicated that HB 455 has been retained in committee; SB 130 was voted ought to pass with amendment.

Mrs. Harrison asked Board members if they would like her to send another letter to the Legislature regarding SB 130. Board members agreed.

**B. Policies - Review:**

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*
  - **BGF Rescinding of Policies**
  - **BHC Board-Employee Communications**
  - **BIA New Board Member Orientation**
  - **BIB Board Member Development Opportunities**
  - **BID Payment for Services Rendered by School District Officers**
  - **BIE Board Member Indemnification**
  - **BJ School Board Legislative Program**
  - **BK School Board Memberships**
  - **BJA Liaison with School Board Associations**

***Mrs. Harrison made a motion to approve policies BGF, BHC, HIA, BIB, BID, BIE, BJ, BK, BKA. Mr. Bourque seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.***

**V. OLD BUSINESS**

**A. Coronavirus Review and Update**

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



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Dr. Jette updated the Board regarding the COVID situation in the school buildings:

- **GMS:**
  - 3 positive students/0 staff
  - 5 students quarantined
- **LMS:**
  - 1 positive student/0 staff
  - 4 students quarantined/1 staff quarantine
- **CHS:**
  - 1 positive student/2 positive staff
  - 21 students quarantined/7 staff quarantined.

Mrs. Ames asked what communication to parents on what positive cases looks like.

Dr. Jette explained when we are informed of exposure we isolate the student or staff member, do contact tracing, verify the impact in the school and notify the parents. He noted when there is no impact in the school it will be communicated through the weekly newsletter and parents have access to the COVID Numbers spreadsheet as it is online.

Dr. Jette reported Principal Lonergan just reported one more positive student case at CHS with a ten student impact. He noted that updated enrollment numbers will be tabulated.

Mrs. Harrison asked about a vaccination clinic for school staff in Litchfield. Dr. Jette indicated that there will be a weekend clinic at Fidelity in Merrimack on March 27 & 28; there will be a clinic at CHS on March 27 that was pursued in conjunction with the Fire Chief and Walgreens. He noted that there will also be an opportunity for staff from St. Francis and Tabernacle at the clinic as well. The second shot will be scheduled for April 17.

#### **B. Five Year Construction Planning**

Dr. Jette commented that the Board was provided a 5 year construction plan to review at the last meeting. He indicated it is an action plan for the next five years for projects in the buildings that are part of the Capital Improvement Plan and approval of the Board is required.

***Mrs. Harrison made a motion to approve the Five Year Construction Plan as presented. Mr. Bourque seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.***

#### **C. Policies - Approval:**

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

***Mrs. Hershberger made a motion to approve policies BCAA and BEDA. Mrs. Harrison seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.***

### **VI. MANIFEST**

The manifest was circulated and signed by the Board.

### **VII. PUBLIC INPUT**

#### **A. Community Forum**

Patrick Keefe, President LEA, congratulated Mrs. Ames and Mrs. MacDonald on their elections to the School Board. He also congratulated Mrs. Harrison and Mr. Bourque on their respective nominations. He thanked Mr. Bourque for service as Chair for several years. Mr. Keefe asked if the Board has heard that DHHS announced individuals traveling outside New England do not have to quarantine upon return. He expressed concerns over the district's policy for staff who travel to quarantine before returning to the schools. Mr. Keefe commented when staff members receive the second vaccination on April 17, we will not be fully vaccinated until May 3 and assumed if we travel we will have to quarantine.

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Dr. Jette indicated he will review any new guidelines from DHHS and make a decision. He expressed concern with the State's stance regarding guidelines and not being tough enough by passing the decision on to the local district.

Mr. Keefe asked if we are quarantining from travel after April vacation, will there be an opportunity to teach remotely?

Dr. Jette indicated he will have to consider that carefully due to the supervision gap with teachers teaching remote and students in the building.

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

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

***Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 7:43 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.***

**IX. RETURN TO PUBLIC SESSION**

***Upon a motion made by Mrs. Harrison, the Board returned to public session at 9:05 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.***

**X. ADJOURN**

***Mrs. Harrison made a motion to adjourn the meeting at 9:05 p.m. Mrs. Hershberger 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

**Approved Minutes for April 7, 2021**

**Location: Litchfield Town Hall**

**C. Harrison, Chair**

**B. Bourque, Vice Chair**

*School Board Edition*

### **In Attendance:**

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

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

## **I. PUBLIC SESSION**

**5:00 p.m.**

### **A. Call to Order**

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

### **B. Pledge of Allegiance**

### **C. Review & Revision of Agenda**

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

### **D. Summary of Non-Public Actions from March 17, 2021:**

*Mrs. Harrison made a motion to approve the March 17, 2021 non-public minutes. Mr. Bourque seconded.*

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

### **E. Presentations and Recognitions**

#### **● CHS Hall of Fame Proposal**

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

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

#### **● 2021-2022 Scheduling**

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

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

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

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

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

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

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

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

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

•

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

*Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.*

There was no public input.

#### **G. Correspondence**

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

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

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

#### **H. Comments:**

- **Superintendent:**

- o **School Board Retreat**

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

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**o Facility Use & Volunteers**

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

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

**o Enrollment - Mar 2021**

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

**• School Board**

There were no member comments.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

**• March 17, 2021 (Revised)**

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

**III. REPORTS**

**A. CHS Principal's Report**

*(Scheduling - moved ahead in the agenda)*

**• CTE Programs**

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

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

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

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

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

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**B. Business Administrator's Update**

- **2020 Audit**

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

**C. Committee Reports**

- **Budget Committee**

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

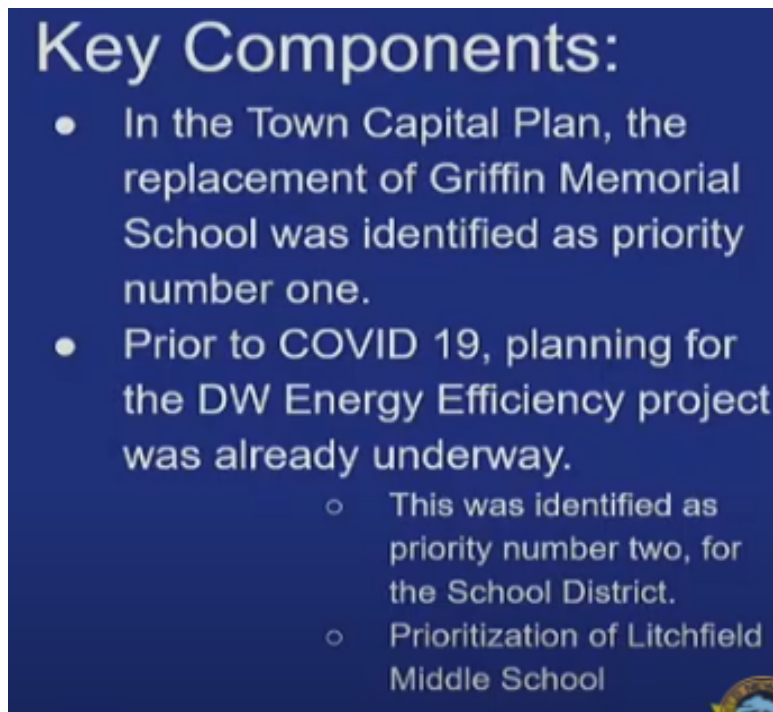
- **Emergency Management**

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

- **Town CIP Committee**

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

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



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## Major Goals:

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

- Mechanical/Ventilation project update

## Current Status:

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



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- LMS Project:

### Current Status:

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

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

- Funding Strategy:

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

### District Wide Ventilation:

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

### LMS Project:

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

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

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

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



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# FY21 Used of Fund Balance (Proposed)

FY21 Current Fund Balance  
(Modified Accrual Basis)

**\$1,430,366\***

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

Projects / Purchases - Consideration for Year End Funding (2021)	
DW Grounds - Replacement Field Sprayer	\$ 2,479
GMS Storage Shed Purchase - Kindergarten	\$ 2,800
HR Fireproof locking filing cabinets (6)	\$ 5,745
CHS Grounds - Athletics Storage Loading Dock (Safety)	\$ 5,880
CHS Grounds - Shed Roof Addition (Equipment Storage)	\$ 10,978
GMS - Chromebooks - Incoming 1st Graders	\$ 31,600
LMS - Chromebooks - Fifth Graders	\$ 30,800
CHS - Chromebooks - Incoming 8th Grade	\$ 35,400
LMS - Replacement Shelving for Learning Commons (Deferred)	\$ 9,160
	\$ 135,438
Identified subsequent to budget process:	
DW - Replacement of Phone System (Existing system no longer supported)	\$ 35,000
CHS - Gymnasium Bleachers - Repair existing	\$ 20,000
DW - Camera Upgrade	\$ 41,000
LMS - Roof (includes completion of skylights / Gym Roof Ladder)	\$ 385,310
LMS - Windows	\$ 330,000
SAU - Fireproof locking filing cabinet	\$ 1,360
LMS - Conference Room & Pils Room	\$ 40,000
LMS - Kitchen space	\$ 75,000
LMS - PCB Access for Door 2B (Gym Side Entrance) & 8th grade door 8B	\$ 8,000
DW - Exterior lighting conversion - LED	\$ 20,000
Total Additional:	
Grand Total	\$ 1,052,098

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

#### ○ School Board / Budget Committee Calendars

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

#### ● Facilities Improvement Committee

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

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

## IV. NEW BUSINESS

### A. NHSBA Legislative Update

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

### B. Policies - Review:

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

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

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

**V. OLD BUSINESS**

**A. Coronavirus Review and Update**

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

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

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

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

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

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

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

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

There was no other community input.

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

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

***Upon a motion made by Mr. Bourque the Board entered into non-public session at 7:36 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.***

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**IX. RETURN TO PUBLIC SESSION**

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

**X. ADJOURN**

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

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

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## **LITCHFIELD SCHOOL BOARD**

Litchfield, New Hampshire 03052

**Approved Minutes for April 21, 2021**

**Location: Litchfield Town Hall**

**C. Harrison, Chair**

**B. Bourque, Vice Chair**

### **In Attendance:**

C Harrison, Chair

B Bourque , Vice Chair

E MacDonald, Board Member

Heide Ames, Board Member

T Hershberger, Board Member

Dr. Michael Jette, Superintendent

Cory Izbicki, Business Administrator

Mary Widman, Director of Curriculum, Instruction & Assessment

Michele E. Flynn, Administrative Assistant

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

## **I. PUBLIC SESSION**

**5:00 p.m.**

### **A. Call to Order**

Mrs. Harrison called the meeting to order at 5:05 p.m.

### **B. Pledge of Allegiance**

### **C. Review & Revision of Agenda**

### **D. Summary of Non-Public Actions from April 7, 2021:**

*Mrs. Hershberger made a motion to approve the March 17, 2021 non-public minutes. Mrs. Ames seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Barbara Labelle, GMS Music teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.*

### **E. Presentations and Recognitions**

There were no presentations or recognitions.

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

*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.*

Emily Post, CHS Biology teacher, commented about the grading system and PowerSchool. She asked about the best way to finalize grades and wanted to know when District professional development will be made available to teachers to support the grading system.

Ms. Widman responded that the Committee is still in the process of finalizing the grading work. She indicated there will be paid professional development for teachers this summer to do some work around getting that done, and then the goal will be to bet it done in PLCs next year.

Ms. Post commented that there will be no district-led professional development on how it is meant to be implemented in PowerSchool.

Ms. Widman commented there will be three full days in August in PowerSchool training and training in-school at the start of the school year.

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Ms. Post expressed her concerns about the “lack” of professional development in this area.

Mr. Bourque commented that this is public input and this discussion and interaction is not appropriate at the Board level.

Dr. Jette suggested Ms. Post address the issue with the building administration,

Ms. Post commented all schools are working on the same grading system. She believes this is a district and Board question. She indicated the Board decided to train all teachers so that the training is consistent during contracted time. She asked when is the district going to make that consistency happen during those days.

Mrs. Harrison commented that is why we have common planning time and PLCs. She indicated the intention is that we create common assessments and apply the vertical alignment, which is all ongoing work.

Ms. Post expressed concern with implementation and use of the grading system in PowerSchool. She commented we have varying ways these assessments are put in and the weighting was not taken into account at the high school level. She indicated the Board stated the district and Board would come back to teachers and tell them how PowerSchool would be implemented when grading the competencies.

Ms. Widman indicated there was no approval process for the work arounds that were implemented. She commented in terms of consistency, we do not have an agreement in grading and reporting to be made. She noted once we have that it will be rolled out and there will be training.

Dr. Jette commented, to be clear, that will be available to those people on those additional days and at the beginning of the year. He suggested that if it is a radically different way to think about grading then waiting until September may be best.

Mrs. Hesrshberger stated that the Grading & Reporting Committee meetings are open to all teachers.

Patrick Keefe, LEA President, commented that he extended emails to the Superintendent and School Board requesting these Board meetings be held in a more public forum that would encourage public participation. He indicated this is not the best way to encourage public discourse in the educational process. He commented it should be understood that teachers are in a full time in school model and are doing a great job, but it feels like these meetings are a sequestered environment when held at the Town Hall. He indicated when the School Board refuses to meet in a more public forum it discourages public participation.

Mr. Bourque commented that if the meetings were to be held in the gymnasium, it takes hours and hours of set up time, which impacts custodial time to clean the school and the Cable Committee’s manpower and technology set up. He indicated every board and committee in the town meets in this room.

Mr. Keefe commented that he is hearing it is a technical issue and a town ordinance. He indicated that the district and School Board have seen the coronavirus relief funds and most of that is going to address HVAC. He commented that he asked for one transparent document to see where those expenditures are being spent and to hold this in a public forum where it can be discussed.

Mrs. MacDonald commented that her time is just as valuable as everyone else. She asked why an issue that is not a Board level issue, came to the Board.

Mr. Izbicki commented that when we met in the meeting room at CHS there were always plenty of empty chairs. He indicated this is our meeting place and when we were able to have the public attend no one came to the meetings.

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Mr. Keefe commented that Ms. Post was remote during public input and it was technically flawed. He feels that community input is being discouraged.

Mrs. Harrison redirected the discussion from a debate.

Mr. Keefe commented we are a district-wide competency-based system and the Grading Task Force has not completed it yet. Our student information system seems to be incompatible. He indicated if we roll out a new grading system that requires an overhaul this fall it will be another year until it is fully implemented.

#### **G. Correspondence**

Mr. Bourque reported correspondence was received from Keri Douglas regarding the volunteer and vaccinations requirement discussed by the Board. He indicated she suggested we seek legal counsel, which we have done and were advised we have the right to ask volunteers to show proof of vaccination for COVID.

#### **H. Comments:**

- **Superintendent:**

- **FY22 School District General Assurances**

Dr. Jette informed the School Board regarding federal funds that the district will receive in the 2021-2022 school year. He explained the General Assurances indicate the school district has to be in compliance with federal grants and requires the Superintendent and the School Board Chair to sign the assurances.

- **Budget Committee Calendar 2021-2022**

Dr. Jette reported that he met with the Chairs and Vice Chairs of both the Budget Committee and the School Board and Cory Izbicki to discuss the upcoming committee meeting dates and dates for budget review meetings. He indicated that Mr. Cutter will bring the calendar schedule to the Budget Committee for approval tomorrow night. He explained that the budget schedule includes:

- November 2, 2021 Delivery of Budget to Budget Committee
- November 4 and 9, 2021 School Board/Budget Committee Budget Presentations
- November 18, 2021 Budget Committee School Budget Review
  - Administrators and directors can be texted to join the meeting remotely to answer questions.

Dr. Jette indicated that he asked for an earlier start to the Budget Committee budget review and voting meetings.

Mr. Bourque asked if the Budget Committee receives a copy of the budget on November 2, when will the Board receive the budget?

Dr. Jette indicated the Board will get the budget the same day.

Mr. Bourque felt the Board should receive the budget at least two days earlier.

Dr. Jette indicated the Board will have digital access prior to November 2.

- **School Board Meeting Calendar 2021-2022**

Dr. Jette presented an updated School Board meeting calendar for 2021-2022 to the Board, which reflects the Budget Committee schedule.

***Mrs. Harrison made a motion to approve the 2021-2022 School Board meeting calendar. Mrs. Hershberger seconded. The motion carried 5-0-0.***

Mrs. Harrison asked for both paper and digital copies of the FY23 budget.

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- **Volunteer Consistency**

Dr. Jette explained that after asking for legal opinion, he was advised the district can require volunteers to provide proof of COVID vaccinations. He indicated that a new process has been set up that addresses the volunteer procedures going forward. He commented that this will not be permanent, but is necessary during the pandemic.

- **School Board**

There were no Board member comments.

## II. **GENERAL BUSINESS**

### A. **Public Minutes:**

- **April 7, 2021**

***Mrs. Harrison made a motion to approve the public minutes of April 7, 2021. Mrs. Hershberger seconded. The motion carried 5-0-0.***

## III. **REPORTS**

### A. **Curriculum Director's Report**

- **General Update: Grading, #Live2Learn Academy, Curriculum Writing & Resources**

Ms. Widman provided the School Board with an update to work that has been ongoing during the year.

#### **Curriculum Revision**

3 year progress

<u>Completed</u>	<u>In progress</u>	<u>Not started K-12</u>
Math K-12	ELA K-12	Science K-12
ICT Pathways	Social Studies K-12	Art K-12
	PE/Health K-12	Music K-12
	FCS 6-12	Spanish 8-12
	CS/Tech 6-12	Business 9-12

#### Looking ahead

<u>2021-22</u>	<u>2022-23</u>
Complete ELA K-12	Complete Science K-12
Complete Social Studies K-12	Complete Art K-12
Complete FCS 6-12	Complete Music K-12
Complete PE/Health K-12	Complete Spanish 8-12
Continue working on assessment building.	

#### Coming to the board before the end of the year....

Social Studies competencies

Reading and writing competencies

FCS competencies

Benchmarking software

Updated resources

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Ms. Widman reported that software to replace our use of NWEA and AIMSweb is being benchmarked and we are updating our technology resources.

#### **Competency Based Grading/Reporting**

### **3 Year Progress**

Work Study Practices - Revised and Rubric created.

Competency Reporting - Implemented this year in all 3 buildings

ReAssessment Procedures - In process with a goal of board approval by next Fall.

Competency Based Grading Practices - In process with obstacles.

Ms. Widman commented that work on competency based grading practices is in process, but there are obstacles, such as weighting of grades. She indicated that it is not an option to use a weighted point system and there are other ways to do it so that teachers are comfortable with it. She noted many discussions are challenged by debate because many teachers do not want to change from a weighted points grading system.

#### **Competency Assessments / Rubrics**

### **Where are we?**

Competency Assessment training was offered during Live2Learn 2019 and as a PD option in the Spring of 2020.

Campbell is working on Summative Competency Assessments to use minimally for competency recovery this Spring.

This will be a large focus of Live2Learn 2021.

#### **Professional Learning**

### **Looking Ahead**

Refocus on Data Driven PLCs for 2021-22.

Expand Live2Learn 2021 to two weeks.

Expand our staff led professional learning opportunities.

Begin work and training around MTSS-B.

#### **B. Business Administrator's Report**

- **District Financials**

Mr. Izbicki provided district financial reports to the Board. He indicated that he has put a hold on purchases for the remainder of the school year. Mr. Izbicki reported that he participated in a conference call regarding the types of things we are allowed to use capital project funding for, which can include the need to upgrade a building (re: COVID).

- **Project Updates**

Mr. Izbicki reported that the district will be signing contracts with the Construction Manager and Architect for the LMS renovation project; Capital Project funds were reopened to more easily track those funds;



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North Branch Construction provided an additional budget and we are working toward a guaranteed maximum cost for the LMS project. He reported further that Solid Roots will be completing the punch list for the LMS canopy; Schiavi was notified about the removal of the LMS portables.

Financials provided: fund balance, reached time when we hold back for purchases -

Capital Project funding - attended phone call about what types of things are allowed as uses - you can justify the needs to upgrade a building re: covid - provided what was needed for grant reimbursement -

Mr. Bourque asked when the old LMS marquis sign is being removed. Mr. Izbicki indicated he reached out to Mr. Lecklider who claims that the Litchfield Historical Society is interested in the sign, but delivery needs to be determined.

Mr. Bourque commented that his understanding regarding COVID funds is what has been received to date has been spent.

Mr. Izbicki confirmed that what has been received has been spent on ventilation at all buildings, however, the funds provided by CARES III have been determined, but not yet received.

Mrs. Harrison expressed agreement with Mr. Keefe's point that a breakdown of how COVID funds have been used should be provided.

Mr. Izbicki indicated that information has been shared through the Facilities Committee, but we can provide it to them again.

- **Food Service**

Ms. Crowley addressed the Board and thanked members for helping in the cafeteria due to staff impact from COVID-19.

Ms. Crowley reported the USDA announced that the federally funded meals waiver has been extended through 2022 and meals will be provided to students at no cost to families. She also reported that the breakfast program was implemented at LMS and has grown significantly both at GMS and LMS. Lunch counts dropped a bit at CHS due to the open campus.

Mrs. Hershberger asked if the reimbursement of a meal is less than what a student is charged.

Ms. Crowley indicated that the reimbursement is higher than what a student is charged.

Mr. Bourque asked if the reason Food Services is losing money is simply due to the cost of goods, even though we receive more for reimbursements. Ms. Crowley indicated that we try to keep costs down by using State commodities, but the local revenue is where we are losing it.

Mr. Izbicki explained that overall expenses are down 27%, but we are still paying salaries/benefits for staff. Federal revenues increased 212% and State increased 17%, but due to limited participation and pandemic protocols that limited a la carte offerings and federally funded meals, local revenues are down 95%. He reported that we are working with Coca Cola on vending costs. He believes that when school begins in September those items will return and produce more revenue, especially with the federal extension of the waiver for meals. He predicts a loss of \$100,000 this year. He noted food service is struggling nationwide.

Ms. Crowley reported that a limited supply of snacks to purchase a la carte was reinstated at LMS and students are purchasing them. She commented once the vending issue is resolved, it will be up and running. Ms. Crowley indicated her goals for the department include:

- Developing a culinary seminar for staff (portion size cooking, cooking for 100);
- Increase made in-house items at GMS & LMS;
- Introduce 'try it day' and committees of students for more involvement;
- Utilize PowerSchool to order lunches at GMS/LMS;
- Reopen Deja Brew coffee bar.

*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)*

Mrs. Harrison thanked Ms. Crowley for her presentation and expressed appreciation for her commitment to the students.

#### IV. NEW BUSINESS

##### A. Policies - Review:

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*
  - DFA, Investment Policy
  - DH, Bonded Employees
  - DID, Capital Assets
  - DIE, Audits
  - DJC, Petty Cash Accounts
  - DJD, Cooperative Purchasing
  - DJF, Local Purchasing
  - DJGA, Sales Calls & Demonstrations
  - DK, Payment Procedures
  - DKA, Payroll Procedures

Mrs. Hershberger had some questions about the policy language regarding direct deposits. A revision in the language was suggested.

***Mrs. Hershberger made a motion to approve policy DKA, Payroll Procedures, for a 1st Reading. Mrs. Ames seconded. The motion carried 5-0-0.***

- DKC, Expense Reimbursements

Mrs. Hershberger had a question about policy language regarding purchases made by employees issued a p-card that would not be reimbursed for a purchase unless it was not allowed under the p-card program.

Dr. Jette explained that the language was written that way to notate that employees that are issued a p-card can only make allowable purchases.

A revision was suggested to clarify the policy language regarding these types of purchases.

***Mrs. Harrison made a motion to approve policy DKC, Expense Reimbursements, for a 1st Reading. Mrs. MacDonald seconded. The motion carried 5-0-0.***

- DM, Cash & Checks in Schools

Board members reviewed all other policies for re-approval.

***Mr. Bourque made a motion to approve Policies DFA, DH, DID, DIE, DJC, DJD, DJF, DJGA, DK, and DM. Mrs. MacDonald seconded. The motion carried 5-0-0.***

##### B. Job Description

- **DW Technology Integrator**

Dr. Jette presented a job description for the district-wide technology integrator to the Board. He indicated the position title will be Digital Learning Specialist, as the title 'Technology Integrator' is antiquated and not used by the State. He noted that the title 'Digital Learning Specialist' aligns with the certification.

The Board reviewed the job description and voted to approve it.

***Mrs. Harrison made a motion to approve the DW Digital Learning Specialist job description. Mr. Bourque seconded. The motion carried 5-0-0.***

#### V. OLD BUSINESS

##### A. Coronavirus Review and Update

*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)*

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

Dr. Jette reported:

GMS: 3 student cases/0 staff cases, 3 students quarantined; LMS: no student or staff cases; Mike - GMS 3 student cases, 3 students quarantined; LMS no student/staff cases, 5 student quarantined; CHS: 1 student case, 10 students quarantined, 2 staff quarantined. He indicated the Administrative Team meets every morning to track these numbers. Dr. Jette also reported that the current enrollment at each school is as follows:

- **GMS:** in person 358 / remote 38
- **LMS :** in person 306 / remote 55
- **CHS:** in person 380 / remote 47.

- **Vaccination Clinic**

Dr. Jette reported that the district is working with the Fire Department on a student vaccination clinic. He indicated that Chief Fraitzl provided information to the district that a vaccination clinic is scheduled for May 4 starting at 3:00 pm at Alvirne High School and is open to any high school student at Alvirne and CHS. The date for the second clinic is May 25. Students will receive the Pfizer vaccine. Sign ups will be open from April 22 to April 27.

**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 Board entered into non-public session at 7:08 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; Mrs. Ames, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the Board returned to public session at 8:45 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 8:46 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

**Approved Minutes for May 5, 2021**

**Location: Litchfield Town Hall**

**C. Harrison, Chair**

**B. Bourque, Vice Chair**

*School Board Edition*

### **In Attendance:**

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

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

## **I. PUBLIC SESSION**

### **A. Call to Order**

Mrs. Harrison called the meeting to order at 5:05 p.m.

### **B. Pledge of Allegiance**

### **C. Review & Revision of Agenda**

There were no revisions to the agenda.

### **D. Summary of Non-Public Actions from April 21, 2021:**

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

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

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

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

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

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

### **E. Presentations and Recognitions**

There were no presentations or recognitions.

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

There was no public input.

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#### **G. Correspondence**

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

#### **H. Comments:**

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

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

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

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

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

- **May 12 School Board Retreat**

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

- **Staffing Concerns**

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

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

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

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

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

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- **School Board**

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

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

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

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

## **II. GENERAL BUSINESS**

### **A. Public Minutes:**

- **April 21, 2021**

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

## **III. REPORTS**

### **A. GMS Principal's Report**

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

- **Field Day**

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

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

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

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

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

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

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

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#### **B. Business Administrator's Report**

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

#### **C. Committee Reports**

##### ● **Budget Committee**

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

##### ● **Facilities Improvement Committee**

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

##### ● **GMS:**

- controls that were not working for ventilation are now working
- work at GMS is complete;

##### ● **LMS:**

- duct cleaning and air handler cleaning has been done, which led to the discovery that the air handlers were in bad shape and some were not working properly and filters were either never changed or non-existent
- air handlers are now operating properly distributing fresh air and MERV 13 filters have been installed
- HVAC-1 work will be done this summer once the engineer has completed the design;

##### ● **CHS:**

- there were problem with mini split units in two computer rooms that were not running properly and have now been replaced and include sensors to alert for temperature fluctuations
- the auditorium ventilation seemed to be not working properly due to the location of the switch to operate the system, which was in a locked room with limited access; however, the switch is being relocated to a more accessible location;

- Temperature sensors will be installed in all freezers and coolers at all schools;
- LMS kitchen renovation is being planned and will cost much less than anticipated;
- LMS roof replacement will occur over the summer;
- The solar leak at the LMS foundation will be addressed per a recommended [test] plan to install insulation against the foundation in two classrooms to see if the comfort level can be increased before addressing the remainder of the slab;
- LED lighting will be installed in the office area to determine the efficacy of the lighting;
- LMS windows replacement is on track.

#### **IV. NEW BUSINESS**

##### **A. Policies - Review:**

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

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

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

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

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

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

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

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

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

- **DKC Expense Reimbursements**

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

## **V. OLD BUSINESS**

### **A. Coronavirus Review and Update**

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

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

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

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

Mrs. MacDonald believes restrictions should be all or nothing.

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

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

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

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

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

## **VI. MANIFEST**

The manifest was circulated and signed by the Board.



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**VII. PUBLIC INPUT**

A. Community Forum

There was no public input.

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

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

*Upon a motion made by Mrs. Harrison the Board entered into non-public session at 7:15 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.*

**IX. RETURN TO PUBLIC SESSION**

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

**X. ADJOURN**

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

Respectfully submitted,

Michele E. Flynn

Administrative Assistant to the School Board

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## **LITCHFIELD SCHOOL BOARD**

Litchfield, New Hampshire 03052

**Approved Minutes for May 19, 2021**

**Location: Litchfield Town Hall**

**C. Harrison, Chair**

**B. Bourque, Vice Chair**

*School Board Edition*

### **In Attendance:**

C Harrison, Chair  
B Bourque , Vice Chair  
E MacDonald, Board Member  
H Ames, Board Member  
T Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Tom Lecklider, Principal, LMS  
Michele E. Flynn, Administrative Assistant

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

## **I. PUBLIC SESSION**

**5:00 p.m.**

### **A. Call to Order**

Mrs. Harrison called the meeting to order at 5:05 p.m.

### **B. Pledge of Allegiance**

### **C. Review & Revision of Agenda**

There were no revisions to the agenda.

### **D. Summary of Non-Public Actions from May 5, 2021:**

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

*Mrs. Ames made a motion to accept the resignation of Patricia Waggoner, GMS Computer teacher. Mrs. Hershberger seconded. The motion carried 5-0-0.*

### **E. Presentations and Recognitions**

#### **● CHS Graduation Guidelines**

Mr. Lonergan, Principal, and Mr. Perez, Assistant Principal, presented guidelines for graduation relative to the current relaxation of pandemic restrictions. Mr. Lonergan indicated the graduation committee met often over the last few weeks and decided that the number of guests would be limited. Students want to sit with their classmates instead of their families and will sit 3 feet apart and wear masks. Students' families will be grouped in their own pod on the field.

Mr. Perez commented that seniors were surveyed and a super majority stated they would like to sit 3 feet apart with masks and march in with each other. He indicated parent pods will be located on the sides of the field and a random drawing will be held to assign families to a pod. He noted that there will be a photo section at the front of the stage as well.

Mr. Lonergan commented that 4 family members were allowed last year, but because the student will not be sitting with their family in the pod, 6 family members will be allowed. He noted masks are required until seated in the pod.

Mr. Perez indicated CHS will require one car in the parking lot per family.

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Mr. Lonergan indicated that people will not be allowed to stand along the fence this year. He commented there will be similar pre-graduation celebrations with students. An exterior march at LMS will be planned where seniors will be able to see their former teachers. Seniors will walk over to GMS for the same type of exterior march and then return to CHS. Mr. Lonergan indicated that a motivational speaker is planned as part of the end of year activities, senior trips are planned for both remote and in-person students. He added that it is anticipated that LCTV will live stream the graduation ceremony.

Mr. Lecklider commented the LMS grade 8 graduation will follow what CHS does.

Mrs. MacDonald asked why students have to wear masks outside if they are 3 feet apart. Mr. Lonergan indicated that this is a precautionary measure.

Dr. Jette indicated that CDC guidelines state fully vaccinated adults can be maskless outdoors. He noted we are not checking vaccination cards, which is a challenging because we are putting students on the honor system, which is a dilemma for many schools in the state.

Mrs. Hershberger commented that there are only a handful of cases of people who have contracted COVID outdoors. She believes the risk is drastically reduced and is supportive of making masks optional outdoors for every activity. Mr. Bourque and Mrs. MacDonald agreed.

Dr. Jette indicated that school guidance continues to be masking indoors. Mr. Lonergan indicated that students would have to be distanced 6 feet apart if they are maskless. He commented he is not willing to take the risk.

Dr. Jette commented that the Administrative Team continues to meet daily and examine the data and research. He indicated 80% of the cases in our schools have been from unknown origins. He noted that millions of cases are of unknown origin and the mystery with the virus is mind-boggling. Dr. Jette indicated people that are not vaccinated are still getting COVID. He reminded the Board that Mr. Lonergan's responsibility is to hold graduation and he has to be able to make those management decisions. He noted the guidelines and decisions are changing rapidly, but we are being nimble and diligent.

Mr. Lonergan commented that student speakers and guest speakers are planned for graduation and will be live; however, senior awards will be done virtually.

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

Maureen Hanson, 18 Burgess Drive, expressed concerns regarding the upcoming virtual high school drama production. She commented given the concessions on indoor sporting events, each of the 8 students involved in the event should be allowed to have their parents in the auditorium to watch their children perform. She indicated that senior nights have been held as well with parents in attendance for athletes and asked why the district cannot provide the same concessions for performing arts. She asked the Board to allow the production to proceed in person for all parents in attendance in masks and distanced 6 feet apart.

Mrs. Harrison commented that this is not a board, district or administration decision. She indicated that the decision was made by the performing arts department.

Dr. Jette explained each association has provided guidelines that they asked their professionals to follow and we have engaged different guidelines often through the year. He indicated the current guidelines from our music teachers is that this is the way they want to proceed. He offered to double check on their decision because information emerges daily. He noted that someone from the high school will follow up with Mrs. Hanson.

Rich Lascelles, 236 Charles Bancroft Highway, commented that he is in support of Board members calling for the relaxation of masks. He indicated we have been told to follow the science and for the most part we have, but the CDC relaxed mask wearing and the Governor has ended the mask mandate. He commented it is unhealthy for athletes to wear dirty masks outside while playing a sport and they are at risk of cutting down their oxygen supply. He added most juniors and seniors have been vaccinated. He reported the NHIAA has relaxed their requirement for athletes to wear masks. He believes it is not necessary for athletes to wear masks outdoors.

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#### **G. Correspondence**

Mr. Bourque reported that correspondence was received from:

Brian Dodge, with regard to how funds raised through fundraising are managed. He indicated that Mr. Dodge's son participated in fundraisers for the Washington DC trip, which was concealed. Mr. Bourque commented the deposits were returned, but those funds are managed by a legal process.

Melissa Rakiey, with regard to wearing masks at recess.

#### **H. Comments:**

- **Superintendent**

- **Authority to Sign**

Dr. Jette asked the Board to grant authority to the Superintendent and Business Administrator to sign contracts, business forms and grants on behalf of the School Board.

***Mrs. Hershberger 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. Harrison seconded. The motion carried 5-0-0.***

- **Authority to Hire**

Dr. Jette asked the Board to grant the Superintendent the authority to offer contracts to new hires over the summer months when school is not in session.

***Mrs. Harrison made a motion to grant authority to the Superintendent to offer contracts to new hires from June 17 to August 30, 2021. Mr. Bourque seconded. The motion carried 5-0-0.***

- **Retirement Tea**

Dr. Jette updated the Board regarding the retirees' tea event. He reported the event will be held tomorrow afternoon on the lawn outside the SAU Office and masks will be encouraged. He indicated retirees from 2020 as well as 2021 have been invited since we were unable to hold the event last year.

- **School Board**

Mr. Bourque inquired about the hours for the Wednesday prior to the last day of school.

Dr. Jette indicated that it was announced Wednesday, June 16, will be a full day and Thursday, June 17, is a half day.

Mr. Bourque commented that he has noticed that some buses have numbers displayed on the back of the bus, some on the bumper of the bus and some in the area above the bumper. He noted that the location of the numbers above the bumper are easier to see. He noted that there is one bus that does not have a number on the back and asked if that can be corrected.

## **II. GENERAL BUSINESS**

### **A. Public Minutes:**

- **May 5, 2021**

***Mr. Bourque made a motion to approve the public minutes of May 5, 2021. Mrs. Hershberger seconded. The motion carried 5-0-0.***

## **III. REPORTS**

### **A. LMS Principal's Report**

Mr. Lecklider highlighted important topics for the Board. He reported last month there were several events at LMS, such as the Robotics competitions, the Amazing Race, and spirit activities sponsored by the Student Council. The Tech Ed/STEAM classes have been designing games and activities for a cardboard arcade and their work has been innovative and creative.

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- **Entrepreneur Day**

Mrs. Sidilau provided a presentation on LMS Entrepreneur Day that had been started several years ago at LMS. She indicated the event gives students the opportunity to demonstrate their learning in economics in creative ways. Students have been studying economics, microeconomics, macroeconomics, selling and profits. The Entrepreneur Project is the performance task/assessment that culminates the unit of study. Students become entrepreneurs and design products to market and sell. Consumers come in to see the products and can purchase the items. Students are graded on the presentation as well as the product.

- **LMS Layout 2021-2022**

Mr. Lecklider provided a color coded overview of the spaces for grade 5 classes and how other classrooms have been relocated. He indicated the plan is to have grade pods so grades are kept as much together as possible. Unified arts rooms will be in close proximity. Grade 5 rooms will be 24-27; Grade 6 rooms will be 20-23; Grade 7 rooms will be 12-14, 17, 28; Grade 8 rooms will be 2, 6-8; Unified Arts (FACS, Art, Tech Ed, Computer, Health) will be in rooms 1, 4, 9, 10, 15; Special Services will utilize rooms 11, 11A and 16; rooms off the Learning Commons are for the Psychologist, Social Worker and testing.

Mrs. MacDonald expressed concerns regarding private space needed for teachers to read to (tests) to their caseload.

Mr. Lecklider indicated that there are always open classrooms in rooms 20-23, which can be used for that purpose or for dedicated space for a student with IEP accommodations when the rooms are open. He assured the Board there will always be space for students who need accommodations and for case managers to provide services to these students.

- **LMS Vision**

Mr. Lecklider reported that a mission and vision for LMS has been using the Do Your Best mangra, but is based on the Portrait of a Learner criteria (Perseverance & Adaptability, Integrity, Communication, Critical Thinking). He indicated when developing the mission and vision the process consisted of questions and research on what we are and what we want to become.

Mission: Why do we exist? Define a fundamental purpose. Clarify priorities and sharpen focus.

Vision: What must our school become to accomplish our purpose?

Values: How must we behave to achieve our vision? Collective commitments and guiding behavior.

Goals: How will we mark our progress? Targets and timelines.

Mr. Lecklider indicated that researching corporate samples helped with branding the LMS mission. With regard to the vision, he commented that corporate samples, such as the Ford Motor Company Vision, helped to shape the vision for LMS. He noted that LMS values are school focused and will be based on behaviors over beliefs. Goals will define the next steps taken and when. Mr. Lecklider indicated there has been much conversation with the leadership team about vision and goals and he feels LMS is on the right track.

## **B. Business Administrator's Report**

- **FY21 Year End Funding Projects**

Mr. Izbicki presented the district financial report and updated the Board on district projects.

District projects update:

- LMS Canopy Project: landscaping needs to be completed for the canopy area.
- Energy Efficiency Project: the windows have been ordered and will cost \$36,000 less than expected; North Branch is conducting a walkthrough at LMS with contractors on Friday.
- LMS Portables Removal: portables will be removed in July; punch list items are being coordinated.

Mr. Izbicki provided to the Board a full set of district financials. He indicated a general fund food subsidy was taken into consideration due to a deficit in the food services fund. He provided the totals for the trust funds, capital projects and any activity in those funds. He reported he received an inquiry from Mrs. Harrison regarding federal funds that have been spent. He noted \$56,600 of ESSR funds was spent for HVAC preliminary work.

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Mr. Izbicki provided a list of year end purchases. He reported the LMS roof project may be delayed until the beginning of the 2021-2022 school year due to a back order of materials.

Mr. Bourque asked about repairing the sidewalk in front of LMS.

Mr. Izbicki indicated that was discussed and he will discuss it further with Mr. Ely and Mr. Kelly (Solid Roots).

Dr. Jette reported that the district did get a quote on the sidewalk replacement, but the underground drainage system has failed and it was deferred. He commented if a new elementary school is approved the LMS sidewalk will become part of the site work.

Mr. Izbicki noted that much of the supply for the drainage system work is PVC, which presents a challenge since PVC supplies are delayed as well.

### **C. Committee Reports**

There were no reports.

## **IV. NEW BUSINESS**

### **A. Policies - Review:**

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*
  - **EEAE, School Bus Safety**
  - **EEAEA, Requirements for School Bus Drivers**
  - **EEAF, Special Use of School Buses**
  - **EFB, Free & Reduced Lunch**
  - **EI Risk Management**
  - **EIB, Insurance & Pooled Risk Management**

***Mrs. Harrison made a motion to approve policies EEAE, EEAEA, EEAF, EFB, EI and EIB. Mrs. MacDonald seconded. The motion carried 5-0-0.***

- **Policies - 1st Reading:**
  - **GCQB, Employee Exit Interviews**

Dr. Jette indicated that the Employee Exit Interviews policy is a new policy. He noted the district has been providing these exit interviews all along, but we have not had a policy.

***Mrs. Hershberger made a motion to approve policy GCQB for a 1st Reading. Mr. Bourque seconded. The motion carried 5-0-0.***

- **Policies - 2nd Reading:**
  - **DKA Payroll Procedures**
  - **JLCD Administering Medication to Students**

***Mrs. Harrison made a motion to approve policies DKA and JLCD. Mrs. Hershberger seconded. The motion carried 5-0-0.***

### **B. Class Size Reduction Expendable Trust Fund**

Dr. Jette presented GMS enrollment numbers for the upcoming school year and noted that Kindergarten registrations are at 82+. He indicated the Class Size policy dictates that enrollment of 76 or more students in Kindergarten necessitates a fifth class. He commented that he may be requesting the Board to release the funds in the expendable trust in order to hire a fifth Kindergarten teacher. He reminded the Board about the approved warrant article that created the trust fund:

*Article: Shall the Litchfield School District vote to establish a Class Size Reduction Expendable Trust Fund under the provisions of RSA 198:20-c, V for the purpose of funding staffing due to unexpected increases in enrollment and to raise and appropriate and place into the fund \$99,000, which has been appropriated in the FY20 Operating Budget, but has not been expended? 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.*

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Dr. Jette noted that Mr. Mitchell would present recommendations for staffing at GMS.

Mr. Mitchell indicated that currently staffing at GMS is as follows:

Kindergarten, 4 teachers; Grade 1, 4 teachers; Grades 2 & 3, 5 teaches each; Grade 4, 4 teachers. He noted that based on the current information regarding enrollment numbers for next year he recommended the following staffing: Kindergarten, 5 teachers (81 students); Grade 1, 4 teachers (78 students); Grade 2, 4 teachers (79 students); Grade 3, 5 teachers (86 students); and Grade 4, 5 teachers (92 students). Mr. Mitchell explained that he recommends a fifth teacher for Grade 4 in order to make the average class size more equitable to the lower grade class sizes.

Dr. Jette commented as the enrollment numbers reflect, a fifth teacher will be needed in Kindergarten according to the Class Size Policy matrix and the trigger numbers for increasing staffing. He indicated a second grade position can be shifted to kindergarten. He noted that the Class Size Policy states the trigger number for an additional teaching position for Grade 4 is 97 and the enrollment is projected to be 92.

Board members debated over following the class size policy in light of the current enrollment numbers. Some members felt that the recommendations of the administrator should supersede the policy and other members felt the policy parameters should be upheld.

Mrs. Ames was not in support of adding a fifth Grade 4 teaching position at this time since the enrollment number has not reached or surpassed the trigger number stated in the policy. She commented if that occurs the Board can take action at that point.

Mr. Bourque commented that the Board should uphold the class size policy based on the enrollment numbers for Grade 4 next year and that the class size policy requirements are much lower than that of the State.

Dr. Jette suggested deferring the discussion until the next Board meeting as the numbers may change. Board members agreed to revisit the agenda topic at the next meeting.

### **C. Job Descriptions**

Dr. Jette presented revised/reclassified job descriptions for SAU support staff. He indicated that the job descriptions have been rewritten so that they can be shifted to salaried positions. He noted the job descriptions have been updated. He reminded the Board each job description has a person behind it.

- **Accountant/Assistant to Business Administrator**
- **Human Resources/Payroll Administrator**
- **Executive Assistant to Special Services**
- **Executive Assistant to the District/School Board**

***Mr. Bourque made a motion to approve the revised SAU staff support job descriptions as presented. Mrs. Hershberger seconded. The motion carried 5-0-0.***

### **D. Critical Shortage Recruitment Incentive**

#### ● **Critical Shortage List**

Dr. Jette discussed a recruitment incentive to attract qualified candidates for employment in critical shortage areas in the district. He noted after losing a staff member recently to another district, he learned that district has a sign on or recruitment incentive. He indicated that he met with both the LEA and LSSA to discuss the suggestion of a district critical shortage recruitment incentive that would expire at the end of August. He reported both associations were supportive of the incentive with a short term deadline.

Board members discussed how the program would work and suggested marketing strategies.

***Mr. Bourque made a motion to approve the district Critical Shortage List and Recruitment Incentive. Mrs. Ames seconded. The motion carried 5-0-0.***

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**E. LSSA Negotiations**

Dr. Jette shared with the Board a letter from the LSSA to begin negotiations on a new contract. The Board acknowledged the request.

**F. LEA Negotiations**

Dr. Jette shared with the Board a letter from the LSSA to begin negotiations on a new contract. The Board acknowledged the request.

**G. 2021-2024 School Board Goals**

Dr. Jette shared a newly formatted draft of revised goals for the district with the Board. Had energized conversation with Michele - names responsible administrators to spearhead their respective goals - action steps are what the Board submitted on Jamboard - We listed our mission, vision and portrait of learner as guiding documents to the goals - reordered the goals to flow properly - asking Board to digest it -

**V. OLD BUSINESS**

**A. Coronavirus Review and Update**

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

Dr. Jette reviewed the COVID numbers in the district with the Board. He noted there are no cases, staff or students, in the schools. The number of quarantined students and staff has declined and the transmission rate is minimal.

Mr. Bourque asked if there are guidelines to pay teachers to quarantine in the Memorandum of Agreement with the teachers.

Dr. Jette indicated that the district agreed to carry the ten additional days that the federal government ended through the end of the school year.

Mr. Bourque commented he was referring to someone who has not been vaccinated. Dr. Jette commented that there are now very few students who are remote and we are in the process of writing our plan for next year. He indicated the document will contain links to guidelines from the guiding agencies.

Dr. Jette shared a mask proposal for recess and athletics with the Board:

- **Masks - Recess and Athletics**
  - **Recess** - We are proposing to return to September guidelines and make masks optional while at recess. This does not impact indoor recess or classroom masking protocols.
  - **Athletics** - We are proposing to allow “Actively Participating” athletes at CHS and LMS to lower their mask during competition as long as both teams agree this is acceptable practice. This does not impact athletes on the sidelines or preparing for competition unless 6 feet of social distancing can be maintained outdoors.

Dr. Jette indicated that the district has received a significant number of phone calls with regard to students wearing masks outdoors. He commented that the district is looking at the science and evolution of how the virus spreads. He noted our plan for tomorrow is to go back to September guidelines to make masks optional at recess. With regard to athletics, Dr. Jette mentioned he is frustrated with the conflicting guidance from the NHIAA. He indicated the NHIAA had a meeting and sent out a statement that was interpreted differently by three people. He noted masks are required in competition and we will allow actively participating athletes to lower their masks during competition if both teams agree.

Mrs. Ames expressed concerns about other outdoor activities. She commented that masks were required at the junior/senior prom even though the event was held outside. She indicated that the PTO is trying to plan an 8th grade social with a requirement to wear masks. She asked if it is agreed upon, would masks be necessary if they can maintain a 6 foot distance and can that apply to the whole district?



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Mr. Bourque commented much of the issue has to do with the exertion that is increased while playing sports.

Mrs. Harrison commented there is a large population of children that are not being vaccinated. She indicated that an individual may not feel it is their personal responsibility to take care of others, but it is a school district's responsibility whether or not the childrens' parents choose to vaccinate them.

Mrs. MacDonald commented that her child was vaccinated and she prefers that he does not have to wear a mask.

Dr. Jette commented that masks do decrease the risk of transmission of the virus.

Mrs. Hershberger commented that we are only advocating for the removal of masks outdoors.

Dr. Jette indicated he will bring this feedback to the Administrative Team and discuss the options.

Mrs. Ames encouraged Dr. Jette to expand the maskless option to all outdoor activities.

#### **B. School Start Time Task Force**

Dr. Jette discussed membership and mission of the committee with the Board. He indicated that he asked principals to help round out the committee. He noted that the committee will meet by the end of the month and discuss the data points that are needed.

#### **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 Board entered into non-public session at 8:00 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. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.*

#### **IX. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the Board returned to public session at 9:04 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.*

#### **X. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 9:05 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

**Approved Minutes for June 2, 2021**

**Location: Litchfield Town Hall**

**C. Harrison, Chair**

**B. Bourque, Vice Chair**

### **In Attendance:**

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

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

### **I. PUBLIC SESSION**

**5:00 p.m.**

#### **A. Call to Order**

Mrs. Harrison called the meeting to order at 5:05 p.m.

#### **B. Pledge of Allegiance**

#### **C. Review & Revision of Agenda**

There were no revisions to the agenda.

#### **D. Summary of Non-Public Actions from May 19, 2021:**

*Mr. Bourque made a motion to approve the non-public minutes of May 5, 2021. Mrs. Ames seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Elizabeth Anderson, CHS Spanish teacher. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to accept the resignation of Rachel Phillips, CHS English teacher. Mrs. MacDonald seconded. The motion carried 5-0-0.*

#### **E. Presentations and Recognitions**

##### **● Curriculum Resources Update**

Ms. Widman presented social studies and ELA competencies that were approved by PERC to the Board. She indicated the curriculum was being revised last year prior to the pandemic, but is not totally completed. She noted the competencies have been developed for the curriculum.

##### **○ Social Studies Competencies**

Ms. Widman presented the competencies students have to meet for Social Studies:

- Comprehension: to identify and explain concepts, ideas and processes in the social sciences in order to be an informed citizen;
- Analysis: analyze sourcing, situation and arguments using primary and secondary sources in order to identify and appraise multiple perspectives as they apply to current/historical needs;
- Synthesis: combine ideas to develop and support conclusions using specific and relevant evidence in order to solve complex problems and take informed action.

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○ **ELA Competencies**

Ms. Widman presented the competencies students have to meet for ELA:

- Textual Analysis: analyze, evaluate and interpret complex literature and informational text individually and collectively in order to better connect with the world around us;
- Communication: Communicate and interpret, orally as well as writing, well-structured arguments, narratives and informational/explanatory pieces in order to express various perspectives;
- Language: Apply appropriate conventions, vocabulary and language structures when writing or speaking in order to communicate clearly and effectively for task and audience;
- Fluency (K-5): Read with sufficient accuracy and fluency in order to support comprehension.

○ **Benchmarking Software**

Ms. Widman provided a brief presentation on i-Ready benchmarking software, which she indicated was explored last spring. She commented that it was decided that the software would not be brought forward this year in light of the pandemic. She noted two programs were demonstrated, but it was agreed that the i-Ready program was more user friendly for both students and teachers. She indicated it is a testing platform that is more intuitive and friendly. The program was presented to PERC and approved to move forward.

Ms. Widman explained this is a K-8 benchmark software for reading and/or mathematics that will help the teachers determine students' needs, personalize their learning and monitor their progress throughout the school year. She indicated that they have steered away from benchmarking at the high school level as there are other rigorous assessments that measure student progress.

Mrs. MacDonald commented that she has used i-Ready in her district and feels it is engaging, student centered and easy to use.

○ **Math Programming**

Ms. Widman reported that updates on the math programming expire at the end of this year. She met with the high school and middle school groups who felt the current curriculum (Big Ideas) is working and opted to keep that curriculum through the upcoming school year. She indicated because there was not enough representation from the elementary school, we will extend the Envisions curriculum for one more year. She noted that she has received some sets of Big Ideas for K-4, which will be reviewed and piloted before implementation the following year.

***Mrs. Harrison made a motion to approve the Social Studies competencies as presented. Mrs. Ames seconded. The motion carried 5-0-0.***

***Mrs. Harrison made a motion to approve the ELA competencies as presented. Mrs. Ames seconded. The motion carried 5-0-0.***

***Mrs. Harrison made a motion to approve the use of the i-Ready program. Mrs. Ames seconded. The motion carried 5-0-0.***

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

*Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.*

Kate Stevens, 9 Evergreen Circle, commented that she sent an email to the School Board, along with 20 other families, that are asking the Board to consider re-introducing unstructured outdoor recess time at LMS while the Board is looking at the bell schedule.

**G. Correspondence**

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Mr. Bourque reported that correspondence was received from Brian Dodge regarding student activity funds, for which he feels that his questions were not answered by the administration. He indicated Mr. Dodge believes the handling of the funds should be given priority and that families are blind regarding how the funds are used.

Mr. Bourque commented that after reviewing all the emails and information that was corresponded regarding Mr. Dodge's concerns, it appears that his questions were answered. He noted that the bottom line is that monies not used will follow their class throughout the schools.

Mr. Izbicki indicated that there is a list of all balances for each student so that if there is another trip that money will be applied to that student's trip costs.

Mrs. MacDonald commented that is how it is done in other schools, but Hudson sends out emails to parents as notifications.

Dr. Jette indicated that is what occurred last year with the Washington DC trip deposits, but additional fundraising was done. He noted that the parents were notified that the funds would move up with the students transitioning into high school. He commented it is up to the students and class advisor how that money is to be used as that is the students' money.

Mrs. Hershberger asked about the funds for the deposit for the trip.

Dr. Jette indicated Capital Tours still holds the funds for the deposit on the trip, but the district refunded the deposits to the parents. He explained as the current 7th graders begin fundraising for the Washington DC trip, the funds they raise will be reconciled.

Mr. Bourque reported that correspondence regarding reinstatement of recess at LMS was the main theme from the following community members: Crystal and Andy Fosters, Jessica Vaughn, Lauren Sampson, Kate Stevens, and Holly Trow.

Mr. Bourque mentioned that Jim Norton asked when the public will be allowed to attend meetings. He indicated that he spoke with the Select Board Chair who mentioned the Select Board will be discussing when the public will be allowed in the meeting room.

Mr. Izbicki commented that there are logistical issues with the meeting room. He indicated the Town and Fire Chief are working on the decision to allow the public to attend meetings. He noted that as of June 12 meetings will be public, but logistics have to be worked out.

#### **H. Comments:**

- **Superintendent**

- **CHS Bleachers**

Dr. Jette indicated Mr. Izbicki will provide an update on the bleachers during his report.

- **GMS Computers**

Dr. Jette indicated that later this evening the Board will be Joined by Mr. Mitchell to look at the computer position and will bring a proposal forward, which will be addressed in non-public session.

- **LMS Portables**

Dr. Jette reported that we are on track for the LMS portables to be removed and all applicable deadlines have been met to date. He mentioned that one of the portables was closed due to health reasons, and those classes (Science and English) were relocated inside the main building. He commented that Home Depot has donated moving boxes for the relocation process.

Dr. Jette thanked Home Depot for the generous donation. He also thanked Walmart for their donation of hand sanitizer.

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o **NHSBA Dues**

Dr. Jette shared the NHSBA dues structure for next year with the Board and encouraged the Board to continue their membership with the NHSBA. He indicated they have done a great job of keeping school board members in the State informed.

o **ESSR Funds**

Dr. Jette reported that school districts who have received ESSR funds have received challenging expectations from the NH DOE. He indicated it took an inordinate amount of time to complete the form for the funds, which was a burdensome task. He explained the district applied for ESSR funds to go toward ventilation work and it was rejected because they are waiting for further guidance from the US DOE. The Secretary of Education has to approve any construction projects so all the funds are held up at this time. He noted we are not the only district to be affected. He indicated the \$1M we received we cannot use until a decision has been made.

Mr. Izbicki commented that originally there was a conference call where the State went through the acceptable uses for the funds, which included roofing projects and now they are telling us that no construction projects are being approved for the use of those funds.

Dr. Jette indicated that he wants the Board and community to understand we invested much time in learning how to do this and complete the grant paperwork and assurances, only to be told we cannot use the funds until the infrastructure has been established to be able to do this. He noted this was originally approved to be COVID relief funds and now we are being told it is not. He commented the Education Commissioner has focused on a specific clause in the regulations and is saying that is what is blocking the funds, but Dr. Jette believes it is politically motivated. He noted that the district has other funds to use, but that this issue needs to be resolved.

● **School Board**

Mrs. MacDonald commended all seniors who participated in sports, plays, musical concerts, and other activities this year.

Mrs. Harrison commended the Performing Arts Department for their concerts and the Disney Cabaret. She indicated that students worked on amazing things this year. She thanked LCTV for their coverage of the events.

Mrs. Hershberger thanked the schools and the community for their participation in the blood drive. She indicated that students were recruiters of donors.

Mr. Bourque congratulated seniors on the upcoming graduation and wished them all good luck in their futures.

**II. GENERAL BUSINESS**

**A. Public Minutes:**

● **May 19, 2021**

***Mrs. Harrison made a motion to approve the public minutes of May 19, 2021. Mrs. Hershberger seconded. The motion carried 5-0-0.***

**III. REPORTS**

**A. CHS Principal's Report**

● **CHS Social Studies**

Mr. Lonergan highlighted topics that included Senior Events/Activities, Senior Projects, Graduation. He reported that senior projects were completed last week and some presentations were recorded; senior grades close Friday; 99 seniors will graduate this year; senior activities include a Boston cruise, movie night and Field Day, motivational speaker; Mr. Perez is handling planning, logistics and communication regarding graduation; 94% of scheduling has been completed; common planning time for content areas and unified arts has been worked out.

Mr. Lonergan reported that there was a Secure Campus incident that occurred at CHS and was handled well. He indicated the staff was amazing and it was comforting to have the Student Resource Officer there.

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Dr. Jette expressed gratitude for the cooperation of the parents and the trust they placed in the high school staff during the incident.

Mrs. MacDonald commended the PTO and Performing Arts for the pictures of the graduates posted along Albuquerque Avenue.

- **CHS Social Studies**

CHS Social Studies Department presented information regarding curriculum development and assessment progress. Noah Benoit and David Gingris provided a presentation of the department website.

Mr. Benoit indicated that the Social Studies department created a website to show off what is done in the social studies department. Included on the website: explanation of competencies, course descriptions and curriculum, and samples of assessments for each course.

Mr. Gingris spoke to the Civics and Economics courses for Grade 9. He indicated that an overview structure of the Constitution and branches of government is covered in the Civics course and has been modified somewhat to be in line with what students learn at the middle school. Economics includes an overview of the circular flow of the economy, microeconomics, macroeconomics and much more.

Mr. Benoit spoke to World Studies course for Grade 10. He indicated European Studies focuses on European history, while Global Studies is an exploration of different regions throughout the world as well as what is happening in the world.

Mr. Gingris spoke to US History courses for Grade 11. He indicated that much of the cause of the Civil War is covered in middle school, which caused the department to change the course focus. He noted that next year the course will begin with history after the Civil War occurred and will move further into the Cold War toward the end of the year. He commented that working with LMS to attain vertical alignment has been rewarding.

Mr. Benoit spoke to exploration opportunities in social studies for Grade 12. He indicated that elective courses are offered and a new course, AP US Government & Politics, will focus more on the holidays, providing an explanation for why they are there on a monthly basis. He commented it is beneficial for students to have a greater awareness of what these days mean.

Mr. Gingris mentioned that they received good feedback from students about Black History month and Womens' History month.

Mr. Benoit mentioned new courses have been added: AP US Government & Politics, AP US History, WWII and the Vietnam War.

Ms. Widman commented that the high school Social Studies department has done this work on their own and took charge of reaching out to the middle and elementary schools to work on the vertical alignment of courses. She commended them on the work they have done and the work they are doing across the district.

Mr. Gingris noted much of this was done with Mr. Cooper's facilitation and Ms. Widman's guidance. Mr. Benoit commented PLC time was very valuable and this work could not have been done without that time.

**B. Business Administrator's Update**

Mr. Izbicki provided an update on the district financial report and updated the Board on district projects. He reported that the formal contract with North Branch Construction is in place, windows have been ordered for LMS, bidding for subcontractors will go to North Branch this Friday. Additionally, it may be difficult to get the roof membrane over the summer and it appears that the roof completion time frame is between Columbus Day and Veterans Day. He reported further that the LMS kitchen redesign is nearing completion.

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**CHS Bleachers:** Mr. Izbicki indicated that it has been determined we will need a concrete pad laid according to safety and insurance purposes. He reported he has been in contact with a general contractor and a local concrete company.

**Unanticipated occurrences FY21:** GMS electric switch and Library ceiling .

**YTD Financials:** Breakdown of current underspend, which will fluctuate during purchase order management and contracts that are encumbered for staffing. \$800,000 transfer of funds: not all from underspend, but from other sources received.

**Proposed projects and purchases for Board approval:**

<b>Projects / Purchases - Consideration for Year End Funding (2021)</b>		
DW Grounds - Replacement Field Sprayer	10-00-2630-00-734	\$ 2,475
GMS Storage Shed Purchase - Kindergarten	10-11-1100-29-734	\$ 2,500
HR Fireproof locking filing cabinets (5)	10-90-2830-00-733	\$ 6,745
CHS Grounds - Athletics Storage Loading Dock (Safety)	10-31-2630-00-430	\$ 5,880
CHS Grounds - Shed Roof Addition (Equipment Storage)	10-31-2630-00-430	\$ 10,976
Chromebooks - Incoming 1st Graders, 5th Graders, Freshman	10-00-2225-00-734	\$ 89,644
LMS - Replacement Shelving for Learning Commons (Deferred)	10-21-2222-00-737	\$ 9,160
		<b>\$ 127,380</b>
<b>Identified subsequent to budget process:</b>		
CHS - Gymnasium Bleachers - Repair existing	10-31-2640-00-738	\$ 20,000
DW - Cameras Upgrade	10-00-2840-00-734	\$ 41,500
SAU - Fireproof locking filing cabinet	10-90-2320-00-733	\$ 1,350
CHS - Concrete Pad for Stadium Bleachers	10-31-2630-00-430	\$ 16,000
DW - Exterior lighting conversion - LED	10-00-2620-00-430	\$ 20,000
		<b>\$ 98,850</b>
<b>Total</b>		<b>\$ 226,230</b>
<b>Approved by School Board for Spend Ahead April 7:</b>		
DW - Replacement of Phone System (Existing system no longer supported)	10-00-2840-00-738	\$ 35,000
LMS - Roof (includes completion of skylights / Gym Roof Ladder)	10-21-2620-00-430	\$ 365,310
LMS - Windows	10-21-2620-00-430	\$ 330,000
LMS - Conference Room & File Room	10-21-2620-00-430	\$ 40,000
LMS - Kitchen space	10-21-2620-00-430	\$ 75,000
		<b>\$845,310</b>
<b>Grand Total</b>		<b>\$1,071,540</b>

The Board voted on April 7 to approve \$845,310 for FY22 spend ahead. There is an additional \$226,230 that is being requested (all information in sheet).- included definition and breakdown of the different fund balances - will not have final numbers until after the final payroll is completed - draft financial statements for year end at July meeting - food service deficit under \$100K which is down from last year due to the amount of additional reimbursement from federal government -

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#### C. Committee Reports

- **Budget Committee**

Mrs. Harrison reported the Budget Committee met last week and reviewed documents and forwarded questions to Dr. Jette and Mr. Izbicki. The next meeting is June 23.

Mrs. Ames asked about meeting dates for the School Start Time Task Force.

Dr. Jette indicated that the membership is not final as there is no elementary representative. He asked Mr. Mitchell to assist with finding a volunteer.

#### IV. NEW BUSINESS

##### A. Policies - Review:

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*
  - **GA, Personnel Policies Goals**
  - **GBCC, Anti-Fraternization**
  - **GBEBB, Employee/Student Relations**
  - **GBEBC, Employee Gifts & Solicitations**
  - **GBEBD, Staff Communication with Students**
  - **GBGA, Staff Health Examinations**

Board members had questions regarding the Employee Gifts/Solicitations policy language.

Dr. Jette was concerned about the intent of gifts to staff from students, which was not evident in the policy. He suggested that the policy be re-evaluated and revised for the next Board meeting.

Mrs. Hershberger and Mrs. Harrison both commented that the Staff Communication with Students policy refers to using Facebook and Twitter in a pilot stage, but it has been 9 years since the policy was written and other social media outlets are used often by both staff and students.

Dr. Jette recommended that the policy language is sufficient and the procedures should be eliminated. He indicated the policy will reflect that the Acceptable Use policy will dictate the use of social media in communications.

***Mrs. Harrison made a motion to approve policies GA, GBCC, GBEBB, GBGA. Mrs. Hershberger seconded. The motion carried 5-0-0.***

Policies GBEBC and GBEBD will return as a 1st reading at the next Board meeting.

- **Policies - 1st Reading:**
  - **EBCG, Communicable & Infectious Diseases**
    - **NHSBA Policy EBCG**

Dr. Jette indicated that policy EBCG, Communicable & Infectious Diseases, will replace policy GBGAA, Bloodborne Pathogens & Procedures.

***Mr. Bourque made a motion to approve policy EBCG, Communicable & Infectious Diseases, as a 1st Reading. Mrs. Hershberger seconded. The motion carried 5-0-0.***

- **JLCG, Exclusion of Students Who Present a Hazard**

Dr. Jette mentioned that policy JLCG was suggested by the school nurses after consideration of epidemic and infectious disease transmission.

***Mr. Bourque made a motion to approve policy JLCG, Exclusion of Students Who Present a Hazard, as a 1st Reading. Mrs. Harrison seconded. The motion carried 5-0-0.***



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- Policies - 2nd Reading:
  - GCQB, Employee Exit Interviews

***Mrs. Harrison made a motion to approve policy GCQB, Employee Exit Interviews. Mrs. MacDonald seconded. The motion carried 5-0-0.***

- Policies to be Rescinded:
  - GBA, Equal Opportunity Employment

Mrs. Flynn informed the Board policy GBA, Equal Opportunity Employment, was withdrawn from the NHSBA policy database and has been replaced by policy AC, Non-Discrimination.

***Mr. Bourque made a motion to rescind policy GBA, Equal Opportunity Employment. Mrs. Ames seconded. The motion carried 5-0-0.***

#### **B. Job Description**

- IT Support Technician

Dr. Jette commented that the IT Support Technician job description has been updated and approval is required by the Board. He explained that IT Department personnel were reconsidered. He indicated the former IT Technician was doing more with networking and that has been restructured so the current technician can focus on training and troubleshooting, repairs and support. He noted the job description reflects those changes and requires approval of the Board.

***Mrs. Harrison made a motion to approve the revised IT Support Technician job description. Mr. Bourque seconded. The motion carried 5-0-0.***

#### **C. GMS Enrollment**

- Enrollment Report June 2021

Dr. Jette provided an elementary enrollment update for June 1 and discussed classroom staffing with the Board. He indicated there are currently 83 students registered for Kindergarten next year, which is well above the trigger number provided in the Class Size policy. He noted that an additional kindergarten teacher will be needed.

Mrs. Ames asked for clarification regarding why the trigger number requires every class to be above the ratio before determining that there will be an additional class, as opposed to triggering an additional class when one class size goes above the ratio.

Dr. Jette explained that several years ago class sizes were developed by the Budget Committee. He indicated when revising the Class Size policy, we put the class sizes and chart in the policy. He noted that the process of triggering an additional class was established when the class sizes were developed and agreed upon by the school board.

Mrs. Ames wanted to know how to go about proposing a change to the policy. She believes that the inequity caused by increasing enrollment in relation to the trigger number creates classes that have 1 or more students than others in that grade level.

Board members debated about how the class sizes are changing based on potential students coming into the district and the necessity of lower class sizes in grade 3 as opposed to grade 4.

Dr. Jette commented that we will have to wait until fall to have a closer look at the policy based on class sizes at that time.

#### **D. 2021-2024 School Board Goals**

Dr. Jette previously shared a newly formatted draft of revised goals for the district with the Board. He asked if Board members had any questions and for final approval of the goals.

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**Mrs. MacDonald made a motion to approve the 2021-2024 School Board Goals. Mrs. Hershberger seconded. The motion carried 5-0-0.**

**V. OLD BUSINESS**

**A. Coronavirus Review and Update**

● **Current Situation Update**

Dr. Jette reported that there is very little positivity and quarantine in the schools.

● **2021-2022 Reopening Plan**

Dr. Jette commented that a reopening plan for the upcoming school year is required to be filed with the State by June 23. He indicated that community feedback is required and a survey tool will be brought forward to the Board. He noted that the upcoming school year looks to be a normal school year.

● **Remote Meetings under EO#12**

Dr. Jette reported that the Governor's Emergency Order #12 will end when the State of Emergency ends on June 11.

● **LMS Dance**

Dr. Jette commented there has been some pushback from volunteers regarding the LMS dance on Friday. He indicated the administration is holding firm on requiring vaccinated individuals to volunteer.

Mrs. Ames and Mrs. MacDonald commented that it is challenging to get volunteers due to the procedures and protocols for volunteer training.

Dr. Jette indicated that these volunteers are not designated volunteers and can receive training 15 minutes prior to the dance.

● **Face Masks**

Dr. Jette commented on the requirement for face masks in school buildings. He reported that both Hollis And Bedford school districts received a court injunction regarding requiring face masks in the school buildings. He indicated there are also concerns regarding fans in classrooms during the upcoming hot weather. He noted the face masks will become a major issue in the next two weeks.

**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 Board entered into non-public session at 7:50 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.***

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**IX. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. Hershberger the Board returned to public session at 9:37 p.m. Mrs. Ames seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.*

**X. ADJOURN**

*Mrs. Hershberger made a motion to adjourn the meeting at 9:37 p.m. Mrs. Ames 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

**Approved Minutes for June 14, 2021**

**Location: CHS Auditorium**

**C. Harrison, Chair**

**B. Bourque, Vice Chair**

### **In Attendance:**

C Harrison, Chair  
B Bourque , Vice Chair  
E MacDonald, Board Member  
H Ames, Board Member  
T Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
Mary Widman, Director of CIA  
Michele E. Flynn, Administrative Assistant

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

## **I. PUBLIC SESSION**

**5:00 p.m.**

### **A. Call to Order**

Mrs. Harrison called the meeting to order at 5:16 p.m.

### **B. Pledge of Allegiance**

### **C. Review & Revision of Agenda**

There was no revision to the agenda.

### **D. Summary of Non-Public Actions from June 2, 2021:**

*Mrs. Hershberger made a motion to approve the non-public minutes of May 19, 2021. Mr. Bourque seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to accept the nomination of Adrienne Vail-Naylor as GMS Nurse at a salary of \$41,115 for the 2021-2022 year. Mrs. Ames seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to accept the nomination of Hailey Legasse as GMS Special Education teacher at a salary of \$40,997 for the 2021-2022 year. Mrs. Ames seconded. The motion carried 5-0-0.*

*Mrs. Ames made a motion to accept the nomination of Courtney Magoon as GMS Music teacher at a salary of \$47,246 for the 2021-2022 year. Mrs. Harrison seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to accept the nomination of Elizabeth Lennon as CHS Science teacher at a salary of \$59,723 for the 2021-2022 year. Mrs. Ames seconded. The motion carried 5-0-0.*

*Mrs. Harrison made a motion to accept the resignation of Heather Davis, CHS Spanish teacher. Mrs. Ames seconded. The motion carried 5-0-0.*

*Mr. Bourque made a motion to approve a full time position for a "SET" teacher by combining the part time computer and part time enrichment positions. Mrs. Ames seconded. The motion carried 5-0-0.*

### **E. Presentations and Recognitions**

There were no presentations or recognitions.

### **F. Community Forum**

***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)***

*Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.*

#### **G. Correspondence**

Mr. Bourque reported that correspondence was received from:

Liz Vaillancourt who expressed concerns with requiring students to wear face masks in the 95+ degree heat. She suggested relaxing the mask requirement indoors during the excessive heat.

Dr. Jette indicated that he responded to Mrs. Vaillancourt regarding her concerns and that there are frequent mask breaks and students are allowed to be mask-free outdoors.

Debbie Rice expressed concern regarding students' physical exertion while wearing face masks in the heat.

#### **H. Comments:**

- **Superintendent**

- **Graduation Update**

Dr. Jette reported that CHS graduation was held outdoors. 107 students were in the 2021 graduating class; 100 graduated in person, 6 graduated from Londonderry night school; 1 was in the HiSet program. He reported 81% of the graduates are attending a 2 or 4 year college/university; 1 graduate is going into the military, 6 graduates are going onto careers, 1 graduate will begin an apprenticeship and 3 graduates are taking a gap year. He noted during the award ceremonies, 18 students received scholarships.

- **Transportation Update**

Dr. Jette reported that a previous question arose out of a transportation discussion regarding the provision of district transportation for students who attend a private school in the same town. He indicated after researching the law, NH RSA 189:9 states any students attending private schools up to grade 12 are entitled to the same transportation privileges as public school students in that town or district. He noted that the district will work to ensure public school students have more favorable routes.

- **Volunteer Orientation**

Dr. Jette reported that a previous discussion regarding volunteer orientation resulted in questions about the process for school volunteers. He indicated that the volunteer training, process and requirements have been online for over two years. He noted that volunteers are expected to complete the online orientation, process and forms, and principals meet, either in person or remotely, with volunteers for further orientation. Dr. Jette mentioned that the district will be developing a Google form online orientation for parents to complete.

- **Enrollment Update**

Dr. Jette provided an enrollment update for GMS. He indicated that currently there are 84 students enrolled in Kindergarten; 83 in grade 1; 79 in grade 2; 87 in grade 3; 94 in grade 4. He indicated grade 3 enrollment has reached the trigger number and a fifth class is planned. He noted that kindergarten enrollment has surpassed the trigger number and an elementary teacher will be placed in the fifth Kindergarten teaching position.

- **Heatwave Update**

Dr. Jette reported that during the heatwave last week, we continued to monitor the conditions in the school buildings, checking with principals several times during the day and having the students take water breaks. He reported there were no heat related illnesses until Wednesday morning (which was a half day); there were no heat exhaustion or heat stroke issues, and classrooms were warm, but manageable. He indicated that because the night temperatures did not cool down much, the outside air was not cool enough to bring cool air into the buildings. Dr. Jette noted that he and Mr. Izbicki were at LMS on Friday and witnessed classes taking mask breaks outside and approximately 50% of those students were wearing masks.

Mrs. Ames commented that teachers and administrators did a great job during the heatwave.

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o **Re-vote Hiring Authority**

Due to the change in meeting dates for June 2021, the School Board was asked to approve a new motion granting hiring authority to the Superintendent over the summer months.

***Mrs. Harrison made a motion to authorize the Superintendent to offer employment contracts to new hires from June 14 to August 30, 2021. Mr. Bourque seconded. The motion carried 5-0-0.***

● **LMS Schedule**

Dr. Jette reported that he and the LMS building administration have examined the LMS schedule with regard to school start time because of the LEA contract. He provided a plan to shift the schedule for LMS. He indicated that LMS will go from a 6.25 hour day to a 6.75 hour day, which will increase instructional hours to help meet standards for grades 5-8. He noted that students continue to be provided time for breakfast and time for a movement break during BEST block based on feedback from parents. He commented that bus routes will be streamlined from three routes to two routes, combining middle and high school routes, which will begin approximately 6:40 am to pick up all eligible students for LMS and CHS. The buses will drop off at LMS at approximately 7:15 am and go directly to CHS to drop students off at the high school by approximately 7:25 am. Dr. Jette commented that historically there have been less than 10 student riders per bus and combining routes will provide the extra time needed for instruction. At LMS, all classes will run 53 minutes and BEST will be modified to ensure that it is instructional, personalized and enrichment based. Lunches will be 30 minutes for grade 5 and 25 minutes for grades 6-8. Dismissal will begin at 2:05 pm at LMS, with buses departing at approximately 2:15 pm and picking students up at CHS at approximately 2:25 pm for the routes home.

Mr. Lecklider commented that conversations have occurred over the years regarding this topic and he feels that this plan is going in the right direction. He indicated the additional time will give us a better buffer by the end of year and the revision to the schedule allows us to minimize some of the switches in grades 7 and 8. He noted that BEST block has always offered enrichment and staff will avail themselves to provide more personalized enrichment. Mr. Lecklider indicated students will get a 'movement break' during BEST block. He believes that it makes sense to combine middle and high school bus routes.

Mrs. MacDonald asked if BEST will be based on grade level and if teachers will be rotated.

Mr. Lecklider indicated that it will depend on the student's individual needs. He noted students may not necessarily have the same teacher every day.

Ms. Widman commented we have just contracted with MBA to add a selected model for the BEST block at LMS and an Advisory block at CHS. She indicated teachers will dictate the days they are available and other students can sign up for that enrichment during BEST. She noted targeted support will be provided.

Mrs. MacDonald asked if students with special needs have been considered. Mr. Lecklider indicated that those students are all set up according to their IEPs.

Dr. Jette commented that this is new and professional development needs to be provided, as we will be working with staff to make sure they understand it.

Mr. Bourque asked what a movement break looks like. Mr. Lecklider indicated it can consist of a walk or a field activity, etc. for approximately 15 minutes.

Mr. Bourque was concerned that the time gained for instruction will be lost. Dr. Jette indicated that the instruction will be part of the BEST block as minimum standards allow some of this time to count.

Mr. Bourque asked if the plan document provided will be utilized by the School Start Time Task Force.

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Dr. Jette commented that they just filled the last member of the task force last week and the task force will begin meeting virtually throughout the summer. He indicated that the draft plan can be sent out to parents for feedback before the Board approves it.

Mr. Izbicki commented with the plan to combine middle and high school bus routes, there is no monetary change to the transportation contract or rate billed.

Dr. Jette indicated that First Student has agreed that combining the routes can be accomplished. He explained when the transportation contract was crafted, drivers were promised 2.5 hours in the morning and 2.5 hours in the afternoon.

- **School Board**

Mrs. Harrison congratulated the graduating Class of 2021. She indicated it was a wonderful ceremony and thanked LCTV for covering the event.

Mr. Bourque congratulated the CHS Girls Softball team who went on to become the State Champions. He also commended all athletic teams in the district for their showings in their tournaments.

Mrs. MacDonald congratulated all students that may not have received accolades, but fought through to get their diplomas.

## **II. GENERAL BUSINESS**

### **A. Public Minutes:**

- **June 2, 2021**

***Mrs. Harrison made a motion to approve the public minutes of June 2, 2021. Mr. Bourque seconded. The motion carried 5-0-0.***

## **III. REPORTS**

### **A. Curriculum Report**

Ms. Widman reported that the Live to Learn academy will be running next week and 43 staff will participate; most tech sessions will be run by staff; the District Admin retreat will run concurrently; 8-12 teachers [20 different teachers in total] are working on curriculum revision and/or competency daily; Common Summative Assessments have been created; SAS data is starting to be reviewed and student reports will be mailed home in 2 weeks.

- **Competency Based Grading Systems & Updates**

Ms. Widman commented that we started the year with some difficulties, but we are getting on track. She provided information regarding competency based grading and reporting.

- The purpose of grade reporting is to provide feedback to students and families regarding the student's proficiency to date and areas for continued growth and development.

- **Vision for the next 3-5 years:**

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**Summatives truly assess the application of content and skills (competencies and standards).**

*Why? Students need to be able to have opportunities to demonstrate their skills in individualized and varied ways. They need to be challenged to analyze, evaluate and create, as well as recall and remember.*

**Summatives are graded on a 4 point scale using a rubric that is consistent by course.**

*Why? Students need to see their progress and growth towards mastery and have a clearer understanding of what the score means. The descriptors on a rubric mean something more than “I got a 95”. We need to shift the focus from earning to learning.*

**More voice and choice and individualized pathways for students.**

*Why? Every student is different and deserves an opportunity to demonstrate their strengths in ways they know how. “One size fits One” has to be the way we look at our students. If we keep them all in the same box, we are failing them.*

**Consistency and commonality in how we grade and assess.**

*Why? We all know that we as humans are more successful when we know what the target is. By using our PLC time to workshop our assessments, norm our scoring and having open conversations about why, we all become better educators and our students benefit from it.*

- **Current Situation**

**How we’re currently set up:**

- Equal weight is given to all Competencies.
- Formatives don’t count in the grade calculation.
- Summatives automatically calculate to a percentage grade.
- All summatives in a competency category are averaged for an end of year score for that competency giving each assessment equal weight.
- Teachers have been told to look at trends and discrepancies for their students and use their professional judgement when finalizing grades.

**What some staff want:**

- The ability to weight individual assignments OR calculate grades based on points.
- This allows for smaller assignments (possibly formatives) to have an impact on the student’s grade but not necessarily a major impact.
- This allows for greater value to be assigned to summative assignments that require more time, effort or are more complex.

- **Examples of competencies (Current Practice and What Some Staff are Looking For):**



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## Take a task like learning to drive - Here is the “gradebook”

### Student A

Car inspection 8/10  
 Putting on seat belt 10/10  
 Checking mirrors 0/10  
**Summative** Pre-Drive check - 85/100  
 Using directionals 5/10  
 Turning without crossing the line 8/10  
 Using the proper turn lanes 10/10  
**Summative** - Turning - 95/100  
 Stopping 10/10  
 Parallel parking 4/10  
 Backing into a parking spot 7/10  
**Summative** - Stopping and parking 60/100  
 Reassessment 85/100  
 Merging 8/10  
 Maintaining appropriate speed 6/10  
 Driving defensively 8/10  
**Summative** - Highway driving 88/100  
 Final **Summative** Driving Test 95/100

### Student B

Car inspection 0/10  
 Putting on seat belt 0/10  
 Checking mirrors 0/10  
**Summative** Pre-Drive check - 100/100  
 Using directionals 9/10  
 Turning without crossing the line 8/10  
 Using the proper turn lanes 10/10  
**Summative** - Turning - 55/100  
 Reassessment - 65/100  
 Stopping 9/10  
 Parallel parking 8/10  
 Backing into a parking spot 8/10  
**Summative** - Stopping and parking 40/100  
 Reassessment 60/100  
 Reassessment 75/100  
 Merging 8/10  
 Maintaining appropriate speed 8/10  
 Driving defensively 8/10  
**Summative** - Highway driving 70/100  
 Final **Summative** Driving Test 60/100  
 Reassessment 70/100

### Scenario 1 - How we are currently set up

#### Student A

Car inspection 8/10  
 Putting on seat belt 10/10  
 Checking mirrors 0/10  
**Summative** Pre-Drive check - 85/100  
 Using directionals 5/10  
 Turning without crossing the line 8/10  
 Using the proper turn lanes 10/10  
**Summative** - Turning - 95/100  
 Stopping 10/10  
 Parallel parking 4/10  
 Backing into a parking spot 7/10  
**Summative** - Stopping and parking 60/100  
 Reassessment 85/100  
 Merging 8/10  
 Maintaining appropriate speed 6/10  
 Driving defensively 8/10  
**Summative** - Highway driving 88/100  
 Final **Summative** Driving Test 95/100

Competency	Summative 1	Final summative	Average
Safety	85%	100%	92.5%
Turning	95%	100%	97.5%
Stopping	90%	95%	92.5%
Parking	80%	90%	95%
Driving	88%	90%	89%
5 competencies	20% each	Final Grade	93.3%

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### **Scenario 2 – What some staff are looking for**

<b>Student A</b>	Competency	Total possible Points	Points Earned	Average
Car inspection 8/10				
Putting on seat belt 10/10				
Checking mirrors 0/10	Safety	150	123	82%
Summative Pre-Drive check - 85/100				
Using directionals 5/10				
Turning without crossing the line 8/10	Turning	150	138	92%
Using the proper turn lanes 10/10				
Summative - Turning - 95/100				
Stopping 10/10	Stopping	80	74	92.5%
Parallel parking 4/10				
Backing into a parking spot 7/10				
Summative - Stopping and parking 60/100	Parking	90	69	77%
Reassessment 85/100				
Merging 8/10				
Maintaining appropriate speed 6/10	Driving	150	128	85%
Driving defensively 8/10				
Summative - Highway driving 88/100				
Final Summative Driving Test 95/100	5 competencies	20% each	Final Grade	85.7%

### **Scenario 1 – How we are currently set up**

<b>Student B</b>	Competency	Summative 1	Final summative	Average
Car inspection 0/10				
Putting on seat belt 0/10				
Checking mirrors 0/10	Safety	100%	80%	90%
Summative Pre-Drive check - 100/100				
Using directionals 9/10				
Turning without crossing the line 8/10	Turning	65%	65%	65%
Using the proper turn lanes 10/10				
Summative - Turning - 55/100				
Reassessment - 65/100				
Stopping 9/10	Stopping	75%	60%	67.5%
Parallel parking 8/10				
Backing into a parking spot 8/10				
Summative - Stopping and parking 40/100	Parking	75%	75%	75%
Reassessment 60/100				
Reassessment 75/100				
Merging 8/10				
Maintaining appropriate speed 8/10	Driving	70%	70%	70%
Driving defensively 8/10				
Summative - Highway driving 70/100				
Final Summative Driving Test 60/100	5 competencies	20% each	Final Grade	73.5%
Reassessment 70/100				

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### **Scenario 2 – What some staff are looking for**

<b>Student B</b> Car inspection 0/10 Putting on seat belt 0/10 Checking mirrors 0/10 Summative Pre-Drive check - 100/100 Using directionals 9/10 Turning without crossing the line 8/10 Using the proper turn lanes 10/10 Summative - Turning - 55/100 Reassessment - 65/100 Stopping 9/10 Parallel parking 8/10 Backing into a parking spot 8/10 Summative - Stopping and parking 40/100 Reassessment 60/100 Reassessment 75/100 Merging 8/10 Maintaining appropriate speed 8/10 Driving defensively 8/10 Summative - Highway driving 70/100 Final Summative Driving Test 60/100 Reassessment 70/100	Competency	Total possible Points	Points Earned	Average
	Safety	150	116	77%
	Turning	150	105	70%
	Stopping	80	58.5	73%
	Parking	90	68.5	76%
	Driving	150	108	72%
	5 competencies	20% each	Final Grade	73.6%

- Key Takeaways from the comparison of Student A to Student B:**

#### STUDENT A-

Does pretty well on everything but clearly does better on summative opportunities.

In scenario 1, the grade reflects the student's ability to apply the skills in the real world scenario at a very high level.

In scenario 2, the student can apply the skills at a high level as above, but didn't do as well on the practice that lead up to the summative and therefore the grade is much lower.

#### STUDENT B -

Does better on the practice work than the summative opportunities. The overall grade in both scenarios is very similar. However -

In scenario 1, you can clearly see that the student is highly proficient with the safety. So much so that they didn't do the practice work. It wasn't needed for success. You can also clearly see that they are overall proficient, but they really probably should do some more practice with turning.

In scenario 2, because the student did the practice when they needed it and didn't when they didn't, some competency grades dropped significantly while others rose. It is much more difficult to see the student's strengths and weaknesses in this calculation.

- Current Challenges:**

## **If formatives don't count, then the students won't do them.**

### Questions to ask-

*Is this work meaningful?*

*Does it tie into what is going on in class?*

*Do they need the practice or do they already have a strong understanding?*

### What we can do -

*If they do well on the summative, think about whether they needed to do the formative work.*

*If they didn't do well on the summative, make the completion of the formative work a condition of a reassessment.*

*Track formatives in PowerSchool so that you have data to inform WSP and to talk to parents about.*

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## **If kids know they can reassess, they won't try the first time.**

### **Questions to ask-**

*How do you know they didn't try their best?*

*What else may be going on in their life to not make this a priority?*

*How frequently is this happening with this student?*

### **What we can do -**

*Stop assuming that if they ask about a retake it means they aren't prepared. Maybe they just aren't confident in their ability and knowing they have a safety net will help with their anxiety.*

*Make a Reassessment plan with the student that is individualized to their needs - and put the responsibility of it back on the student.*

*Look at how the student learns to see if the format of the assessment may have been what they struggled with and not the actual application.*

## **Some of my summatives are more complex and should be valued more.**

### **Questions to ask yourself -**

*Are they demonstrating proficiency in the competencies in both assessments?*

*Is the complexity around DOK or effort?*

*Could the smaller task be part of a larger Performance Assessment?*

### **What you can do -**

*If the more complex task includes DOK ¾ and the smaller one doesn't, move the smaller one to the formative category OR build it into a more comprehensive performance assessment.*

*Make sure that the smaller task is truly assessing competency.*

*Make sure the more complex task isn't just more complex because it will take longer....Remember it is truly about demonstration of competency.*

## **We've been grading like this forever. Everyone understands it. Why are we changing now?**

### **Questions to ask-**

*What is the level of understanding on competency based grading?*

*What do our current grades tell kids about learning?*

*Is what we are doing truly competency based?*

### **What you can do -**

*Take a look at why we are talking about changing - talk to colleagues, talk to administrators, talk to me.*

*Read up on some of the philosophy and best practices that surround grading.*

*Take a deep dive into your practices to see if you are focused on true learning, or grade earning.*

- **Action Steps to Move Forward:**

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Review current grading policies and practices with the board for input and revision as necessary.

Keep the grading set up the same for next year with a plan to transition all summatives to a 4pt rubric the following year.

Use the summer, PD time and PLC time to build both competency summatives and competency rubrics.

Continue to build capacity in what are best practices in competency based education through such avenues as book studies, monthly check in meetings with team and department leaders, and open forum discussions with staff.

Mrs. Harrison commented as we make these changes we want to be sure we are not leaving parents out of the loop with why we are doing what we are doing.

Dr. Jette commented at the high school and middle school next year the use of PLC time will become purposeful and supportive. He mentioned that the school that was visited in Massachusetts has been doing this competency based transcript for 26 years.

Mr. Lonergan commented the social studies team has done a great job on competency based education this year as has the math team. He indicated pulling the middle and high school alignment together will be the right direction.

Mrs. Hershberger expressed concern that it would be another year before this moves forward.

Ms. Widman indicated what we are implementing now is a structured competency system and most teachers are doing it the way it was set up, but the outliers are the ones that we have to address, although it is challenging.

Dr. Jette indicated with PLCs intact and the opportunity for ongoing dialogue and support, it will help us move this forward. He noted we are working on a partnership with the other school [in Massachusetts] to help us train and help support our teachers.

Mrs. Ames commented that more parental education is needed with this system. Mrs. MacDonald indicated parents need more explanation of grading that is cumulative.

Ms. Widman indicated that is the plan and it is hopeful that by the winter we will have more understanding and addressed what needs to be addressed.

#### **B. Business Administrator's Update**

- **General Fund Update**

Mr. Izbicki provided an update on the district financial report and updated the Board on district projects. He indicated that he does not have any changes to the financials this evening as purchase order management is ongoing. He requested an additional meeting prior or on June 30 to discuss and approve final additional end of year encumbrances.

Mr. Izbicki reported that Phase I of the LMS project cost will be \$1.6M, which will be funded through the fund balance and a combination of the capital reserve and trust funds. He indicated that the district is waiting for state and federal guidance for the use of the ESSR funds. He reported he sent a letter to the Select Board to request the release of impact fees as well.

#### **C. Committee Reports**

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- **Facilities Improvement Committee**
  - **New Litchfield Elementary School OPR**
  - **New Litchfield Elementary School RFQ**
  - **New Litchfield Elementary School Commissioning Agent**

Mr. Bourque reported that the Facilities Improvement Committee met on June 9 and discussed the HVAC projects in the district. He noted:

- the committee toured the LMS kitchen to see how the improvements will impact the space in the kitchen;
- the committee discussed with consultants the HVAC projects in the district;
- the committee talked about building management systems;
- the committee discussed the GMS Owners' Project Requirements for a new elementary school
  - scope of work for what is required
  - communicating with architect what we are looking for in a new school;
- the committee discussed the RFQ for architectural services for a new elementary school
  - decision to hire an architect that has elementary school design experience.

Dr. Jette indicated that the process for selection will be similar to the process followed for LMS, where we will contact firms we know have that experience. He asked for Board approval on the OPR and RFQ.

***Mrs. Harrison made a motion to approve the New Elementary School Owner's Project Requirements. Mr. Bourque seconded. The motion carried 5-0-0.***

***Mrs. Harrison made a motion to approve the New Elementary School Request for Qualifications (architect). Mr. Bourque seconded. The motion carried 5-0-0.***

Mr. Bourque reported that the committee also discussed hiring an independent commissioning agent who works directly for the owners of the project and who inspects/ensures all equipment, components and systems are working properly/appropriately for the new school in conjunction with the construction company. He indicated a commissioning agent is highly recommended.

Dr. Jette commented that the cost for a commissioning agent is estimated at \$20,000. He indicated in 20 years this district has wasted more money than that because so much equipment, components and many systems were not running or operating properly, which was discovered by the energy consultants and HVAC vendor.

***Mrs. Harrison made a motion to approve the New Elementary School Commissioning Agent RFQ. Mrs. Hershberger seconded. The motion carried 5-0-0.***

- **Emergency Management Meeting**

Mr. Bourque reported the Emergency Management Team met on June 4 and discussed the recent Secure Campus situation at CHS, as well as an external warning system for individuals entering the building during a lockdown or emergency. He indicated the team also discussed power outage notifications in the building when power has been lost and a notification process for parents regarding emergencies in the buildings. He mentioned that ALiCE drills were discussed.

#### **IV. NEW BUSINESS**

##### **A. Policies - Review:**

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*
  - **GBGBA, Use of AEDs**
  - **GBJA, HIPAA Policy**
  - **GBK, Complaint Policy**
  - **GCB, Professional Staff Contracts**

***Mrs. Harrison made a motion to approve policies GBGBA, GBJA, GBK, GCB. Mrs. Hershberger seconded. The motion carried 5-0-0.***

- **GCAA, Highly Qualified Teachers**

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Mrs. Harrison asked if policy GCAA is needed since the change in federal requirements (NCLB has ended and ESSA supersedes).

Dr. Jette indicated we will reach out to NHSBA regarding the policy.

- **Policies - 1st Reading:**
  - **GBEBC, Employee Gifts & Solicitations**

Dr. Jette commented that some Board members had questions regarding the language in the policy regarding what actually constitutes a 'gift' and the intent of that gift. He indicated that the language was updated to reflect that gifts will not be allowed if the intent is perceived to intend to influence the discharge of professional responsibilities.

Board members asked for clarification regarding class materials that are often "gifted" to teachers and if those materials would be perceived more as donations.

Clarification will be provided at the July 14 Board meeting.

- **GBEBD, Staff Communication with Students**
- **GBI, Staff Participation in Political Activities**
- **GBJ, Personnel Records**
- **GBGD, Workers Compensation Temporary Alternative Work Program**

Dr. Jette indicated that policies for first reading were reviewed and language was updated according to legal or statutory changes.

***Mr. Bourque made a motion to approve policies GBEBC, GBEBD, GBI, GBJ and GBGD for a 1st Reading. Mrs. Harrison seconded. The motion carried 5-0-0.***

- **Policies - 2nd Reading:**
  - **EBCG, Communicable & Infectious Diseases**
  - **JLCG, Exclusion of Students Who Present a Hazard**

***Mr. Bourque made a motion to approve policies EBCG and JLCG. Mrs. Harrison seconded. The motion carried 5-0-0.***

- **Polices to be Rescinded:**
  - **GBGAA/R, Bloodborne Pathogens Procedures**

***Mrs. Harrison made a motion to rescind policy GBGAA/R, which was replaced by policy EBCG. Mr. Bourque seconded. The motion carried 5-0-0.***

## **V. OLD BUSINESS**

### **A. Coronavirus Review and Update**

- **Current Situation Update**

Dr. Jette indicated that there are no cases or quarantines at any of the school buildings in the district. He mentioned that he learned at the Superintendent's meeting, a district not far from ours was talking about 3 positive cases. He cautioned the Board not to become over confident about the situation as anything can occur.

- **2021-2022 Reopening Plan**

Dr. Jette reported that a 2021-2022 School Reopening Plan, or CoVax 21, has been drafted and includes Key Instructional Strategies and Key Mitigation Strategies. He indicated that in-person learning is recommended for the upcoming school year. He acknowledged remote learning had its benefits, but it has to be properly resourced for situations when it is not safe to attend school or for a medical emergency or weather related emergency. Dr.

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Jette commented that Google Classroom is effective and the district will continue its use and provide ongoing professional development to staff. He believes that emotional and physical well being is important, as is including and supporting collaborative learning time in all buildings.

Dr. Jette indicated that mitigation strategies include following the guidelines from the NH DHHS for public schools; continue to examine local and state data points; shift to a weekly COVID update; emphasize personal responsibility, which has worked well; attempt to continue physical distancing; follow the mask guidance from the CDC for unvaccinated students and staff; continue to teach handwashing and sanitizing; use effective communication and tools that are available to us; support clinics and sharing of information from our nurses; open schools as soon as possible; make case by case decisions for facility use and volunteers; continue to clean daily; recognize federal and local funds; continue to invest in our HVAC infrastructure as fresh air is the key in fighting sickness.

Dr. Jette noted the plan has to be submitted to the NH DOE by June 23 and part of the plan is to provide an opportunity for public feedback. He indicated he will communicate the plan to parents and ask for feedback.

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

**A. Community Forum**

There was no public input.

Mr. Bourque asked if the School Board will be continuing with remote access for the public now that Emergency Order #12 has expired.

Mr. Izbicki indicated that the Select Board has decided to allow a total capacity of 17 in the meeting room. He noted that any additional individuals will have to wait outside or in the lobby.

Dr. Jette asked if the Board would like to continue to provide virtual access, which will be convenient for directors and administrators.

Mr. Bourque indicated virtual access is useful. Mrs. Harrison indicated it is convenient for people sitting at home. Mrs. MacDonald indicated that she is in support of keeping virtual access for Board meetings.

Dr. Jette indicated that the practice will continue until a motion is made otherwise.

**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 8:05 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; Mrs. Ames, yes; Mrs. Hershberger, yes.***

**IX. RETURN TO PUBLIC SESSION**

***Upon a motion made by Mrs. Hershberger the Board returned to public session at 9:20 p.m. Mrs. Ames seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.***



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**X. ADJOURN**

***Mrs. Hershberger made a motion to adjourn the meeting at 9:20 p.m. Mrs. Ames seconded. The motion carried 5-0-0.***

Respectfully submitted,

Michele E. Flynn  
Executive Assistant to the School Board

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## **LITCHFIELD SCHOOL BOARD**

Litchfield, New Hampshire 03052

**Approved Minutes for June 30, 2021**

**Location: Town Hall**

**C. Harrison, Chair**

**B. Bourque, Vice Chair**

### **In Attendance:**

C Harrison, Chair  
B Bourque , Vice Chair  
E MacDonald, Board Member  
H Ames, Board Member  
T Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator (remote)  
Michele E. Flynn, Administrative Assistant

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

*Public access to the meeting will be granted, both in-person and virtually, and/or by phone. Per Litchfield Select Board, Town Hall Meeting Room total capacity is limited to 17 people. Face masks and social distancing are still required. Correspondence may be sent via email to members of the School Board at [schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org).*

## **I. PUBLIC SESSION**

**5:00 p.m.**

### **A. Call to Order**

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

### **B. Pledge of Allegiance**

### **C. Community Forum**

*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.*

Jim Norton, Woodhawk Way, commented about Performing Arts at CHS. He expressed concern that there is no full time band director at the high school and the department is stagnant. He indicated he learned Mrs. Leite will be teaching full time at LMS and Ms. Milligan will be at CHS acting as both band and choral director. He commented that this will not improve the department and encouraged the Board to hire a full time band director at CHS, while keeping Mrs. Milligan as the choral director at CHS. Mr. Norton believes having a full time director will improve the music program and encourage students to get exposure to band. He was concerned that CHS farms out musicals and plays to the Palace Theater. He asked Board members if they are committed to the Performing Arts department as this is the only place where some children feel at home or feel motivated to go to school. He suggested a 3 to 5 year plan to improve the Performing Arts department. Mr. Norton was also concerned that there was no communication to parents regarding the changes in the Performing Arts department.

Dr. Jette commented that a proposal from the music teachers was brought forward to the Board. He explained that once we looked at enrollments, we had a dialogue and the teachers felt that building the program at the middle school was important in order to have students get exposure at the middle school level and continue through high school. Dr. Jette indicated that he learned from a board member that an announcement was made at the tail end of the high school year and he was not aware it had not been communicated prior to that. He noted there has been a lot of discussion about how we would build the music program and those teachers felt that it would be best to start building it at the middle school and continue through high school.

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Mr. Norton commented that he heard we would be planting those seeds, but believes that not having a second teacher at the high school will hold the music program back.

Mrs. Harrison acknowledged that it has been a struggle in terms of the Performing Arts program. She indicated that she understands the purpose behind building the program from the middle school level and continuing through high school. She expressed support for bringing drama and other performing arts back into the district.

Mr. Norton believes that because the band teacher was only at the high school three days per week the program did not have a chance to grow.

Dr. Jette indicated that program growth is being studied. He commented that enrollment in courses dictates staffing. He noted there is an equity issue across the district as elementary classes are packed and there are large academic classes at the high school, which has resulted in many courses at capacity. He indicated the best way to address Performing Arts is to grow the program so we have the right number of students in it.

## **II. GENERAL BUSINESS**

### **A. Business Administrator's End of Year Update**

- **Draft FY21 General Fund Year End Balance**
- **Final FY21 Encumbrances**

Mr. Izbicki provided a financial report to the Board, which included a revised general fund accounting and final encumbrances for FY21. He indicated that there still remain some year end journal entries that will be completed. He reported that the unassigned fund balance is a little over \$200,000, which is estimated after year end FY22 spend ahead projects (LMS energy and renovation) and year end encumbrances.

Mr. Izbicki provided a list of the final year end encumbrance requests, the majority of which is slated for the additional kindergarten class and replacement of carpeting in the preschool/kindergarten portable. He added that there are athletic uniform requests as well. The total final year end encumbrances request is \$31,853.

Board members asked for clarification on which expenditures have actually been encumbered and which have not.

Dr. Jette clarified that encumbrances in the amount of \$845,310 were approved on April 7, 2021 by the Board; encumbrances totaling \$127,380 and \$98,850 were approved on June 2, 2021 by the Board.

Mr. Izbicki indicated that he is asking the Board to approve \$31,853 in encumbrances, which include athletics equipment and uniforms, kindergarten classroom supplies/furniture/equipment, and re-carpeting the preschool/kindergarten portable.

Board members asked if it would be less costly to install laminate flooring instead of carpeting in the portable.

Dr. Jette commented that carpeting is less costly when installing carpet squares, which saves on replacement costs. He noted that with the age level of the children in these classrooms, there are items, including food and liquid, that end up on the floor, which can cause a safety hazard on laminate flooring.

Mr. Bourque commented that he heard at the recent Budget Committee meeting the district is utilizing funds from Special Services.

Dr. Jette indicated that there was an underspend in Special Services transportation that is being utilized.

Mr. Izbicki indicated that the funds were part of the \$810,000 that was transferred to the capital project.

Mrs. MacDonald expressed concerns that using end of year funds from Special Services will cause the Budget Committee to make deeper reductions in the budget next year.

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Mrs. Harrison believes, as a Board, we are required to make the critical decisions to improve our facilities. She mentioned that the agreement referred to by the Budget Committee was made years ago and prior to using actuals from Special Services at this time.

Mr. Bourque noted that a Budget Committee member referred to historical underspend in the Special Services budget year after year.

Dr. Jette indicated that this is a cost savings that came out of a pandemic and we realized an unanticipated cost in addressing the ventilation because of the pandemic guidelines.

Mrs. Hershberger was concerned that these older agreements are not known to newer Board members. She believes that the Board should not be held to these agreements.

Mrs. MacDonald asked about ESSR funds and if those funds will be used for the LMS project or be returned to taxpayers.

Dr. Jette indicated that ESSR funds are being held up at the state level and when it was addressed at the federal level it was too late to take advantage of. He noted this money will absolutely be used for the LMS project as the portables are being removed and grade 5 classes are moving into the main building. He commented the costs we save after eliminating the portables and all other savings will be invested back into the middle school project without a tax impact.

Mrs. MacDonald asked for the total of year end funds that will be returned to taxpayers. Mr. Izbicki indicated it will be approximately \$223,000.

Mrs. MacDonald commented that, as a taxpayer, she was hoping more would be returned this year.

Mr. Bourque commented that much of the salary underspend is from the vacant custodial and other positions we could not fill this year. He indicated that we are always up front about how the funds are spent. He mentioned that the Budget Committee never questions the Town, who never returns funds to the taxpayers.

Mrs. Ames referred to the requested final encumbrances (\$31,853) and indicated that she did not feel there was enough information on the CHS athletic items to vote on them tonight.

Mr. Bourque believes that athletic supplies, equipment and uniforms should be in the budget. He indicated he was going to make a motion to cut them from the request.

***Mrs. Harrison made a motion to approve encumbrances in the amount of \$23,620 for the additional kindergarten classroom at GMS. Mrs. MacDonald seconded. The motion carried 5-0-0.***

### **III. MANIFEST**

The manifest was circulated and signed by the Board.

### **IV. 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 6:03 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.***

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**V. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. Harrison the Board returned to public session at 7:19 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.*

**VI. ADJOURN**

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

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board