

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

Approved Minutes for July 14, 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*)

Mary Widman, Director of CIA

Dan Mitchell, Principal, GMS

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 5:04 pm.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from June 14, 2021:

Mrs. Harrison made a motion to approve the non-public minutes of June 2, 2021. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Emily MacDonald as LMS Guidance Counselor at a salary of \$57,931 for the 2021-2022 year. Mrs. Ames seconded. The motion carried 5-0-0.

Summary of Non-Public Actions from June 30, 2021:

Mr. Bourque made a motion to accept the nomination of Dana Giampaolo as Spanish teacher at CHS for a salary of \$73,750 for the 2021-2022 year. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Karen Desjadon as DW Digital Learning Specialist for a salary of \$73,750 for the 2021-2022 year. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Sandra MacMullin as SET (Skills, Enrichment, Technology) teacher at GMS for a salary of \$49,067 for the 2021-2022 year. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Community Forum

Rich Lascelles, 236 Charles Bancroft Highway, commented when the request was made to be on this agenda, we requested that the meeting be held in the CHS auditorium and mentioned there would be significant public attendance.

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Mr. Bourque indicated that the Board offered to hold a special community forum on July 28.

Mrs. Harrison clarified that the Board has scheduled a community forum on July 28 to present curriculum and address concerns of the community.

Laura Gandia, 3 Chamberlin Drive, asked if the School Board would entertain a motion to extend public comment.

Mr. Bourque made a motion to extend community forum by 15 minutes, for a total of 30 minutes. Mrs. Harrison seconded. The motion carried 5-0-0.

Laura Gandia, 3 Chamberlin Drive, expressed her concerns regarding changes in the curriculum with regard to critical race theory and made the following statement:

I would like to express concerns on the potential and damaging changes to the curriculum and the education our students receive. This concern stems from a message of unity that was put out by the school board last year. Along with this message of unity was a list of resources put forth by the district for parents to read to help the district promote its message of unity. The list of resources contained many inappropriate messages that do not promote a message of unity, but rather just the opposite. Some of the resources focused on white privilege, white supremacy and how white Americans, and I quote, ‘model anti-racism, which is something a lot of white Americans really struggle to do’.

Also included were references to the 1619 project where it happens to be endorsed by our teachers union here in town. This project puts slavery and its consequences at the center of America’s historical narrative, undermining the lives and sacrifices of our great wartime heroes who died and lost their lives for our country. In fact, this project is a tool of political indoctrination and no school system should endorse it; no teachers should use it. So the question becomes what type of education do we want for our students.

This is why we are here. We are here to let you and the NEA know that we have a voice. We are here to let you and the NEA know that Item 39 is not wanted. As you probably are aware, the NEA, the teachers union adopted Business Item 39 that provides that the NEA has a team of staffers for members who want to learn more and fight back against anti-CRT rhetoric, will provide an already created, in depth study that critiques white supremacy, anti-blackness and other forms of power and oppression, and it opposes attempts to ban critical race theory and the 1619 Project and it will be joining with Black Lives Matter for a rally this year.

I strongly suggest you take a look at what our teachers union is promoting. This is not what we want. We want critical thinkers who use facts as the basis for forming opinions. We want the history of our great country to be taught with a fair and balanced approach, recognizing the context of the times and what events occurred; recognizing those who fought to secure our freedoms and liberties, making this country the greatest on Earth. We do not tolerate racism or any message promoting or undermining any race or ethnicity. We do not want subliminal undertones that promote disrespect for our country and her institutions. We want our children to understand that America, even with its flaws, is the greatest country on Earth. It is exceptional. Our current School Board Chair, Christina Harrison, wrote to me in response to my question of including American exceptionalism in our curriculum and I quote, “my personal knowledge and experience of American exceptionalism is limited”. Really? You are living and enjoying the greatest liberties and freedom here on Earth, but your knowledge is limited? We should be shouting this from the rooftops.

We want you to take every possible action. We want you to make sure our children, the next generation of leaders, receive and deserve a solid education, not based on racism or some perverse ideology, but rather enshrined with freedom, liberty and justice.

Dr. Jette asked if she would submit her written statement for the record, but she did not do so. She submitted a Right to Know request instead.

Ralph Boehm, 6 Gibson Drive, I have been a State Representative for 13 years; 11 years on the education committee, a past school board member of 2004-2010. The new law this year 193:40 prohibits teaching discrimination.

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It starts with 'no pupil in any public school in this state shall be taught, instructed, inculcated or compelled to express belief in and support for any one of the following: Item B, that an individual, by virtue of his/her sex, age, gender identity, sexual orientation, race, creed, color, marital status, familial status, mental or physical disability, religion or natural origin, is inherently racist, sexist or oppressive, whether consciously or subconsciously.

It has been mentioned that it is not being taught in our schools, but the references are for teachers if a student asked a question. If only one side of this issue is being given that would be against the law. What about putting up the other side? That this is just Marxist ideology and that is the truth. The letter of unity is really a letter of division pushing Marxism. I wonder what would happen to a teacher if a student asked about CRT and the teacher answered the truth about it being a Marxist ideology of division. Also, current law and a school policy to request in writing to their principal stating any material that they believe is objectionable and their child not be taught this, and the school will give other stuff for this teaching to be taught. School Policy IJL, Part 2, A 5.

Also another new law, RSA 194F:1, Education Freedom Account. This bill allows poor and middle income parents to attend an approved DOE private school or home school. State adequacy aid will follow the student. And by the way, this now includes sectarian schools, and I hear that St. Francis is adding on. I wonder how many parents will do this. I wonder how many parents will pull their children out of public school because of this ideology. Remember, state funding is based on number of students and I would suggest that a board member that wants to follow the law make a motion to instruct the Superintendent to comply with the current law, remove the divisional material and fix the curriculum before the start of school year or submit his resignation.

Mrs. Harrison asked Mr. Boehm if he could submit a request for any objectionable material in the curriculum and we will look into it.

Ralph Boehm stated the point is all the parents know what the curriculum is and is there any curriculum that says about CRT. Mrs. Harrison responded there is not.

Harry Nurdyke (shouted in the audience) - we will not be integrated.

Other members of the public shouted "we will not be integrated", both from the audience and lobby of the town hall.

Ralph Boehm started to say the point is..... Harry Nurdyke stated it is the ideology.

Dr. Jette asked what is the effective date of the law. Mr. Boehm answered now.

Dr. Jette asked if the DOE released a technical advisory on it. Mr. Boehm responded no - not yet.

Mrs. Harrison commented once we receive that technical advisory we will comply with the law.

Mr. Boehm commented Iso another adequacy education has been changed.

Rich Lascelles, 236 Charles Bancroft Highway, State Representative and a Litchfield Selectmen; was on school board for 3 terms and have been substitute teacher at CHS since retirement. I am incredibly disappointed and alarmed at the hyper partisan atmosphere I see in the schools. The idea that conservative staff members and teachers are afraid to voice their opinion to be shunned by other staff members.

I see there seems to be the attitude of the administration seems to be to encourage more liberal types of thought. I will give you an example: this past year I sat in on staff development that took place at beginning of school year. A member of the administration stood in front of all the teachers and berated the sitting President of the United States and said how important it was for teachers to vote. Other instances, I personally sat in on staff development that took place in fall 2019 and the lady who was in front of all the teachers was giving a staff development thing. I came away with three things: first it was an incredible waste of time, secondly she spent the entire time mocking males particularly white males, third she had a problem with Teddy Roosevelt and said that he was a racist because of what he did in the Spanish-American War.

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I am just totally disappointed in what's happening - when I was made aware of this message of unity I was immediately thought about this lady and I said 'oh, now it makes sense'. So with respect to your meeting that comes that you're talking about at the end of the month, whether we participate in that we need to have things on record. We need to have it as a matter of record. Too many things that have taken place are not a matter of record and are discouraged.

Mrs. Harrison commented it's concerning to me that you experienced that.

Dr. Jette added allegedly.

Mr. Lascelles asked are you doubting what I said?

Dr. Jette commented to Mr. Lascelles, you are talking about something that happened over a year ago and wish I had known about it at the time so we could have an opportunity to respond to it, so I'm just saying that it's hard to hear this late.

Annmari Banfield, non-resident: So why do they feel so free to do something like this under your leadership? That you set the tone for this school. That's right. Why do these people feel so free to me to do this?

Dr. Jette commented, Annmarie, you've known me for a long time and I'm very open. I just need the opportunity to know.

Annmari Banfield commented come on, show some leadership.

Dr. Jette responded it's plenty of leadership - thank you.

Annmari Banfield shouted, 'stop the bias!'

Tara Hershberger asked for quiet.

Mark Maclean, State Representative for Manchester and Litchfield and Vice Chair of the House Judiciary Committee: Thank you members of the board for giving me an opportunity to speak. I'm here today to speak about the anti-discriminatory components of the HB2 law and how they relate to the anti-racism initiatives undertaken by this district. In the last year following such acts as the death of George Floyd, we've all seen a huge amount of discussion about race in America, and while this is a good thing, we've seen some things come out of it such as many advocates pushing Critical Race Theory and other divisive concepts and having that come to the fore.

Now as you guys all know, Critical Race Theory has been building for decades, emerging from the nation's law schools where theorists such as Cheryl Harris have put forth the idea that racism is an intrinsic property, especially of white people, in her paper 'Critical Characteristics of Whiteness as Property', published in the Harvard Law Review - she calls for the suspension of property rights, the seizure of land and wealth and its redistribution along racial lines. So that mode of thought makes a sharp departure from the concept of equality espoused by Frederick Douglas and Martin Luther King, Jr. towards the concept of equity championed by Marx and Lennon. So the idea of a meritocracy and even the Declaration of Independence are therefore considered racist.

So if the concepts had just remained an academic curiosity in the nation's law schools they might not have raised as much alarm as you're seeing here, but there's been a push to incorporate these concepts into our schools and if you have any doubt of that, earlier this month the NEA approved resolutions and funding increasing the implementation of CRT in curricula, promoting CRT in local districts, and attacking opponents of CRT, including parent groups. It's for these reasons that the Legislature felt compelled to include a ban of this teaching and teaching of divisive concepts in HB2. So this district last year compiled a list of resources for white people and parents to deepen anti-racism work. Among the resources listed, because I cannot go through all of them, was Robin D'Angelo's 'White Fragility'. This work argues that whites must face the racist bias that they all carry as people and as part of a racist society. The work, I think, is condescending to both whites and people of color, and its inclusion in the district's resource list is completely inappropriate and it's also out of step with the new state law.

Because this initiative has been able to permeate throughout the district for a year, it is my opinion that the board should move rapidly to implement a plan to come into compliance with the new law and counter any

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damage that was done by the existing anti-racism policy and as we've heard, you have to be absolutely transparent with the public with respect to that implementation. Thank you very much.

Ross Berry, I represent South Manchester along with the Town of Litchfield. I am not going to take up too much of your time tonight because I want you to hear from your constituents because they're here and they're in the hallway and they're not happy. My wife and I are trying to move to Litchfield right now. Housing prices are what they are. When she saw this letter from you guys she was appalled. Why would we move to a town that thinks like this. I said 'baby, they don't think like that'. There's stuff in that letter that's attached to it that is deeply disturbing. Everybody's gonna come tonight to talk about the CRT and the racial stuff, and that's fine, but there's something disturbing that's in there that hasn't been said yet, which is there's calls in there to encourage students to defund the police. The same people that show up when you need them. There was a - there's no other way to describe it, they called it a peaceful protest, I called it a riot on South Willow Street where I also represent, and the police were the ones who came there to keep order in my district. The same district that represents Litchfield. Please do not ignore your constituents. I listen to them, you should listen to them, they're here, they deserve to be heard. I think you made a motion to allow for longer public comment, my recommendation is you let every single person who wants to talk, talk. It's gonna be brutal and you're gonna sit there, but you should do it. Your job is to listen. My job is to listen in Concord and your job is to listen here.

Harry Nurdyke, 8 Rocky Hill Road -

I submit hard copy of my June 15, 2021 correspondence into the record of this meeting. Electronic copies are in the town's email system as it, and all related correspondence, were addressed to the School Board, the District Superintendent, and the Executive Assistant. From this correspondence, my primary question remains unanswered: where is the matter of the "Message of Unity", dated June 10, 2020, documented as having been motioned into discussion, reviewed, drafted, finalized, voted, and approved for publication?

The "Message of Unity" was signed by the Superintendent on behalf of the School Board, the School Administrators, and the District Directors. It was published on the School District's website and may have been sent directly to various constituencies, such as faculty, staff, and administrators. Subjects in the "Message of Unity" include a, quote, "pledge to be better through actions such as: Updating our history curriculum and the content we teach, adjusting our practices as faculty and staff".

Also included were 'pledged' topics regarding hiring policies. Finally, an addendum titled "List of Resources for Staff, Parents, and Students" was included. It contained a document with no less than 96 separate web links -many of which themselves exploded into yet more linked information- labeled 'Anti-racism Resources' for white people, which referenced scores of books, articles, podcasts, movies, YouTube videos, television shows, a spectrum of social media, articles, materials for educators, academic papers -the list goes on.

Much of this was for sale and much also included solicitation for donations. This was all offered under the rubric of, quote, "ways to learn on your own this summer".

Matters of curriculum, teaching practice, policy, and publications endorsed for students and faculty to read fall squarely within the confines of oversight, review, and approval of the School Board and are public business.

NH Code Title VI, Chapter 91-A provides no allowance for such matters to be held in unrecorded private meetings, Executive Session, or to be informally, or otherwise, administered. If there was an official meeting regarding this matter, there should be public documentation - where is it?

Examining the "List of Resources" document "Anti-racism Resources" for white people, which came under a directive with the imprimatur of the District Superintendent, the School Board, The District Administration, and principles of the District, one finds two undeniable consistencies: 1) The fundamental thrust of these resources is a compendium of Critical Race Theory publications by an all-star list of CRT authors, theorists, editorialists, proponents, and proprietors. And 2) It is unilateral in its perspective; the "List of Resources" is bereft of

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any countervailing positions, much less any Socratic scrutiny. Perhaps it simply mirrors the mindset of the two political activists from NYC who are its creators. From all evidence, the "Message of Unity" and the "List of Resources" were apparently approved in maybe two weeks. It strains credulity to believe that such a vast collection of publications could have been vetted for endorsement within that time frame. Is there a record of such a review? Were the many, many web links memorialized to ensure consistency over time? Is there a record of any deliberation on this matter? If not, why not? Thank you.

Voice believed to be Annmarie Banfield: those are direct violations of civil rights before the New Hampshire law was passed. You are violating civil rights.

Mrs. Harrison commented there are a lot of alleged allegations.

Harry Nordyke commented that's not alleged. Where's the record?

Mrs. Harrison: okay - thank you. I am not going to respond at this time

Harry Nordyke yelled, you don't have a record of it!

Mrs. Harrison commented you haven't given me the opportunity to answer your questions.

Marsha Finnegan

Well, once again the Democrats in this great nation and on the School Board and the Superintendent think they are above the law. Apparently you, Mr. Jette, and Tina will go to any length to ignore the Governor and the new law that prohibits public employees from teaching or training individuals is inherently racist, sexist or oppressive and the whites are the ones who are racist. Does that make Pelosi or Biden a racist?

I have sat back on a lot of decisions by this School Board and Superintendent in our school district. The most recent was when I was taken off the sub list due to holding a sign that did not agree with a special vote on the teachers' contract. My lawyer was ready to go to federal court due to violation of my 1st amendment/civil rights.

In the high school at least 2 months are taken for the Civil War. I'm guessing that all the white soldiers, whether from the North or South, come under the classification of being racist.

Well this middle class woman who is racist according to the materials that were posted on a school reading list. Jette took off all correspondence related to CRT on the Google sites. If you truly believe in CRT then not only am I a racist, but you and all the School Board are. I say that you violated the 1st amendment when it comes to freedom of speech and freedom of the press. I am asking you for your resignation effective immediately.

And to the School Board, I will make sure that when it comes to reelection that you will have worthy candidates running against you.

Jennifer Sullivan, 9 Temple Drive

Thank you for allowing me to speak and for what you are doing here. Now for something completely different..... I support the Message of Unity. I can't speak to each individual link. There's quite a bit there. I can't say I saw each one, but I think that we do best when we take a fuller view of history and that we allow for discussion on both sides. That allows us to come to a better place as a country. I do believe that anti-racism is appropriate to be in schools and to be taught and that there's a lot of work to do and it's a good place to start.

Patrick Keefe, teacher at CHS: I am speaking here tonight both as a veteran teacher in the district, and as president of the Litchfield Education Association. On behalf of my colleagues in the district, and by this I mean to include teachers, para educators, administrators, school board members, etc., I hereby make the following statement with regard to Critical Race Theory as it pertains to education in the Litchfield School District.

Critical Race Theory is NOT being taught in the Litchfield School District, nor, to the best of my knowledge, has it ever been taught in our schools. Furthermore, in my fifteen years of teaching in this town, I have never heard a single teacher, administrator, school board member, etc., ever speak in support of CRT being taught in our schools. In fact, I've never heard anyone in the district, including students and parents as well as Litchfield staff, ever mention the term until recently when the issue blew up on the Litchfield What'sUp site. Additionally, the Litchfield Education Association has never advocated for CRT to be taught in our schools, nor has it ever asked for PD on CRT.

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Despite the hullabaloo surrounding CRT, Litchfield teachers and staff are focused on what we've always been focused upon: delivering high-quality instruction to our students, supporting and advocating for our students as they develop from children into young adults, and promoting the idea of lifelong learning so that our students will continue to develop as individuals and as knowledgeable and conscientious members of our community.

I am disappointed that I have to stand here tonight to defend my colleagues, particularly in the wake of an extremely demanding school year in which Litchfield teachers and staff had to face a myriad of unprecedented challenges in light of the unanticipated issues presented to us as a result of COVID-19 such as socially distanced classrooms, mask mandates, additional health and cleaning protocols, and the implementation of a blended synchronous model of instruction where teachers were required to teach simultaneously to in-class and at-home, virtual students. In conclusion, Critical Race Theory isn't an issue in this district -- it doesn't exist as part of any curriculum from K-12 (at least not to the best of my knowledge), nor has it ever been advocated by a teacher, administrator, or school board member of the Litchfield School District. Litchfield teachers and support staff will continue to focus our attention on delivering a top-notch brand of instruction while supporting and advocating for our beloved students. Thank you.

Harry Nurdyke - Contradiction it's a disgrace

Michael Grondine, all set.

Mrs. Harrison asked if there was anyone else that would be interested to speak?

Harry Nurdyke - yeah - when I went to school the teachers gave you a reading list, that was teaching.

Mrs. Harrison: do you have current students in our district?

Harry Nurdyke: what does that have to do with it?

Mrs. Harrison: I am asking a question.

Harry Nurdyke: I sent both of my kids all the way through, thank you.

Mrs. Harrison: And you have never submitted a complaint about our education system in the past?

Harry Nurdyke: not until ...(shouting)..... Happened this time.

Sue Ann Johnson, 35 Locke Mill Drive

I have been a resident since 1990. I asked my daughter do you think they are teaching Critical Race Theory in Campbell High School and she said no. Are you talking about white privilege? Oh yeah - they are teaching CRT. You can't be with people 24/7. It is somehow getting in there and all I have to say is our country is more divided than it's ever been. You are either stirring the pot and creating more problems or promoting peace and unity and focusing on what we all have in common. Not focusing on economics, color, race or any of that stuff. That's not going to pull us together and that's not how I teach my kids. So obviously I'm against anything that teaches someone that because of their skin they're more of a victim or because of their skin color they're more privileged. It's not appropriate in the school. Thank you.

Mrs. Harrison commented that we are all in agreement. She thanked everyone for coming to the meeting.

G. Correspondence

Mr. Bourque announced that several people submitted correspondence:

- Harry Nurdyke regarding CRT and the Message of Unity
- Jeff Parson, Counselor at CHS, thanking the Board for the end of year social
- Michael Graham, NH Journal, inquiring about CRT resources
- Jim Norton regarding concerns about the music program and changes to the program

- Christine Rogers inquiring about CRT
- Rich Lascelles regarding a citizens' meeting held on July 13, expressing the Board was not allowed to attend
- Sherry Fay regarding concerns about the new CHS band director
- Amber Flindt regarding updates of the history curriculum and any changes made
- Trixy Gardner requesting access to facilities by community and town groups.

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H. Comments:

- **Superintendent**

- **Message of Unity**

Dr. Jette explained that the Message of Unity was posted in June 2020 and was on website for well over a year. He indicated concerns were raised by Mr. Nordyke. Dr. Jette responded to Mr. Nordyke, but Mr. Nordyke declined to speak with him and only wanted to speak with the School board. Dr. Jette explained when Mr. Nordyke pointed out that the links associated with the Message of Unity contained inappropriate information we investigated and found that the link to a document of resources had changed and was not what was originally posted, and the Message of Unity was removed from the website. He indicated that it is evident an item became stale over time. Dr. Jette noted that the Message of Unity was posted at the time because the district felt it was the right thing to do. He indicated he is not inclined to do anything with the Message of Unity unless directed by the School Board.

Mrs. Harrison commented that the Board will have that discussion on July 28 and decide if a new statement should be reissued.

Mrs. MacDonald commented that the issue is not with the message, but with the attachments. She felt that the attachments to the message were offensive. Mrs. Harrison commented going forward that whenever information is to be posted the Board will vet the resources and document instead of relying on material we have no control over. She indicated that once the we were alerted that the resources were linked to inappropriate messages that we do not believe in we removed the document.

Mrs. Ames commented she supports the community forum to be held on July 28 and would like to hear all the input from the community and the teachers alike. e can address it at that forum

- **Student Assistance Counselor Job Description**

Dr. Jette presented a stipend job description for a Student Assistance Counselor to the Board. He explained this is a special assignment that carries a stipend and the position will address the prevention of the substance abuse by students. He noted the cost is minimal and it is a much needed tool to help those students be on the right path.

Mrs. Harrison made a motion to approve the Student Assistance Counselor job description. Mrs. Ames seconded. The motion carried 5-0-0.

- **GMS Enrollment**

Dr. Jette presented up to date enrollment information for GMS and indicated that it is being closely monitored. He reported the following enrollment: Kindergarten: 84; Grade 1 83; Grade 2 80; Grade 3 89; Grade 4 94. He indicated to staff the fifth kindergarten class we will use a staff member from Grade 2.

- **Manager, Database and IT Systems**

Dr. Jette presented a revised job description to the Board. He explained that the job description for the Database Administrator is being revised to align with the IT department changes. He indicated an IT Technician was hired to repair Chromebooks and pull IT tickets to respond on actionable issues; the IT Director maintains the network security; a Digital Learning Specialist was hired to work with students and staff; and the Database Coordinator role is now the Database and IT Systems Manager. He noted this position goes beyond database coordination.

Mrs. Hershberger made a motion to approve the Database and IT Systems Manager job description and position title change. Mrs. Harrison seconded. The motion carried 5-0-0.

- **School Board**

Mr. Bourque commented that he hopes the Board made themselves clear regarding the uproar about teaching CRT in the schools and he repeated the statement that CRT is not being taught in the schools.

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Mr Bourque suggested that Board meetings start on time and that the duration of the meetings remain shorter. He indicated that when meetings are long the Board loses focus. He urged the Board to start making meetings a bit shorter and if items are not completed they be carried over to the next meeting.

Mrs. Hershberger spoke to issues taken up with the Board. She commented that it troubles her when it is perceived that issues are not addressed when they happen and that people come to the school Board without using the process in place. She explained that problems/issues should attempt to be resolved directly with the person(s) involved before coming to the Board. She indicated the Superintendent constantly addresses issues and that is his job, and this Board is not afraid of hearing concerns at all. Mrs. Hershberger believes that the Board operates with the best intent and communication is extraordinarily important. She noted we are real people and we are accessible. She was concerned that issues are raised online that are not factual. She commented all we ask is that issues be resolved at the appropriate level before being brought to the Board.

Mrs. MacDonald commented that she hopes parents are taking active roles in their children's education. She indicated parents know their children's needs. She encouraged parents to ask children about their day and she stressed that parents talk to the administrators in the district with issues about the schools.

Mr. Bourque commented there are a lot of emotions on Facebook that fester into other issues. He indicated if there is concern, reach out to the Superintendent.

Mrs. Harrison commented what is happening on the national level does not mean that is happening at the local level. She indicated that discourse is always welcome. She noted perhaps the NEA has pushed their agenda, but the LEA has not and our control is at the local level. She commented if something is happening in our schools talk to our leaders and let's work together on it.

II. GENERAL BUSINESS

A. Public Minutes:

- **June 14, 2021**

Mr. Bourque made a motion to approve the public minutes of June 14, 2021. Mrs. Harrison seconded. The motion carried 5-0-0.

- **June 30, 2021**

Mrs. Harrison made a motion to approve the public minutes of June 30, 2021. Mr. Bourque seconded. The motion carried 5-0-0.

III. REPORTS

A. GMS Programming

Mr. Mitchell and Mrs. Bandurski will discuss continuity of services for PreK, Kindergarten and Grade 1 with the Board.

Mr. Mitchell reported that a fifth Kindergarten class will be added according to the enrollment and class size policy. He indicated that he met with teachers to look at the student population and how we can best meet the needs of our students.

Mrs. Bandurski indicated that we annually adjust our programs and needs and movement making is based on the needs of students for the coming year. She reported the total capacity for the 3 year old program will be 2 sessions of 15 students in each session. The total capacity of the 4 year old program will be no more than 15 students.

Mr. Mitchell commented that Ms. Deploey's program (3 year olds) will run Mondays/Wednesdays and Tuesdays/Thursdays, alternating on a 2 day schedule. Mrs. Beach's program will run for 5 days (4 year olds).

B. Middle School Schedule

Dr. Jette indicated Mr. Lecklider will present a revised schedule for LMS to the Board, which will consist of a longer day and more time in instruction.

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Mr. Lecklider presented the Revised LMS school schedule noting that the goals for developing the schedule were Balance, Simplicity, Personalization and Professional Collaboration. He indicated the focus this summer is on how we will personalize instructions and monitor it.

Summary of Revised Middle School Schedule - Time

- 7:15 - Student entrance
- 7:22 - First Period begins (Announcements, Pledge of Allegiance)
- 2:05 - Student Dismissal
- Average Class Period - 53 minutes
- Lunch will be 30 minutes in length for grade 5 and 25 minutes for grades 6, 7 and 8
- Dismissal will begin at 2:05 with afternoon announcements followed by busses departing from LMS for CHS by 2:15
- Increased instructional minutes per day (from 6.25 to 6.75)
- Continue providing time for students to eat school breakfast each morning

- Grade 5-8 Content: Science, Social Studies, Language Arts, Math
- BEST block will be modified to ensure it is instructional with all students receiving either special services or personalized support or enrichment along with a planned movement break
- Unified Arts continue to be an exploratory experience for our students. Students will have the choice to join band and/or chorus, each grade, 5-8. UAs will run for semesters.

Period	Time		Grade 5
1	7:22-8:18	56	UA 1/Chorus56
2	8:20-9:12	52	Content 1
3	9:14-10:06	52	Content 2
	10:08-11:23	44	BEST (10:08-10:52)
	Lunch 30		
4G56	BEST 44	30	Lunch (10:53-11:23)
5G56	11:25-12:17	52	Content 3
6G567	12:19-1:11	52	UA2 - CTP
7	1:13-2:05	52	Content 4

Period	Time		Grade 6
1	7:22-8:18	56	UA1/Chorus56
2	8:20-9:12	52	Content 1
3	9:14-10:06	52	Content 2
	10:08-11:23	16	BEST (10:08-10:24)
	Lunch 25	25	Lunch (10:25 -10:50)
4G56	BEST 48	32	BEST (10:51-11:23)
5G56	11:25-12:17	52	Content 3
6G567	12:19-1:11	52	UA2 - CTP
7	1:13-2:05	52	Content 4

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Period	Time		Grade 7	Period	Time		Grade 8
1	7:22-8:18	56	Content 1	1	7:22-8:22	56	Content 1
2	8:20-9:12	52	UA1/Chorus78 - CTP	2	8:20-9:12	52	UA 1/Chorus78 - CTP
3	9:14-10:06	52	Content 2	3	9:14-10:06	52	Content 2
4G78	10:08-11:00	52	Content 3	4G78	10:08-11:00	52	Content 3
	11:02-12:17	49	BEST (11:02-11:51)		11:02-12:17	22	BEST (11:02-11:24)
	Lunch 25				Lunch 25	25	Lunch (11:25-11:50)
5G78	BEST 48	25	Lunch (11:52-12:17)	5G78	BEST 48	26	BEST (11:51-12:17)
6G567	12:19-1:11	52	Content 4	6G567	12:19-1:11	52	Content 4
7	1:13-2:05	52	UA2	7	1:13-2:05	52	Content 5

Ms. Widman indicated part of the way the schedule was set up came from the L2L Administrative Retreat. She noted FACS teachers were trying to distinguish their part of the nutrition overlap and explore collaborative teaching.

Mrs. MacDonald commented that it would be best to develop the middle/high school bus schedule soon as people need to plan.

C. Business Administrator's Update

- **Budget Transfers FY21:**

Budget transfers for March 2021 through June 2021 were presented to the Board for approval.

Mrs. Hershberger made a motion to approve the budget transfers for March-June 2021. Mrs. Harrison seconded. The motion carried 5-0-0.

- **Audit Questionnaire**

School Board members were asked to complete the FY21 Audit questionnaire.

D. Committee Reports

- **Budget Committee**

Mrs. Harrison reported that the Budget Committee met at the end of June. She indicated she sent an email to the Chair and Vice Chair regarding the 'hand shake' agreements.

- **Facilities Improvement Committee**

Mr. Bourque reported the Facilities Improvement Committee met at the beginning of July to discuss the LMS project and update. He noted that there are issues with the underground oil tanks that NH DES insists are addressed and proposed solutions for above ground oil tanks.

- **Architect Proposal LMS Phase II**
- **Consultant (capped at \$4,000 with a certificate of insurance)**

Mr. Bourque reported two proposals were presented to the Facilities Improvement Committee on 6/7/21. The Committee reviewed the architect proposal for the LMS Phase II project and the consultant proposal. The Facilities Improvement Committee consensus was to move forward with the proposal and ask for Board approval.

Mrs. Harrison made a motion to approve the architect proposal submitted to the Facilities Improvement Committee. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Harrison requested that the architect proposals be shared with the School Board.

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Dr. Jette reported that a consultant will be brought on board to help with messaging and communication going forward. He indicated the consultant understands the type of energy work that is being done and knows how to explain it in terms people can understand. He noted a cap of \$4,000 has been put on the cost for the consultant.

Mrs. Harrison made a motion to approve the consultant proposal submitted to the Facilities Improvement Committee. Mr. Bourque seconded. The motion carried 5-0-0.

Dr. Jette reported that the district reached out to six architectural firms for the proposed new elementary school and received five proposals. He indicated that the architects that responded were interviewed and site visits will be planned. He noted that the architectural firms that responded submitted incredible proposals with proven track records for passing projects in similar communities. He commented that plans will be developed for community involvement.

Mrs. Hershberger asked if these proposals were to build the new elementary school.

Dr. Jette indicated that we have not received those proposals at this time. He noted these proposals are responses to a request for qualifications from these architectural firms.

IV. NEW BUSINESS

A. Special Education Procedures Plan

Mrs. Bandurski explained every district must have special education procedures and effective practices that are aligned with and support the implementation of the IDEA, NH Statutes and NH Standards for the Education of Children with Disabilities. The last time the Board approved one was in 2011. Special Services Directors in southern NH collaborated to use the same template, which was individualized for our district. Everything in the plan is compliant with legal requirements and the changes are mostly around timelines that were updated by the DOE. It is a special education process and what we have to follow by law.

- **Special Ed Determination Notice**

Mrs. Bandurski reported that the Special Education Determination notice was received from the NH DOE and the district met all requirements. Devin - all good news from DOE - met all requirements -

B. Policies - Review:

- **Policies - Planning & Development:**

- JIC, Student Code of Conduct
- JICD, Student Conduct, Discipline & Due Process
- JICDD, Student Discipline: Out of School Actions
- JICK, Pupil Safety & Violence Prevention (Bullying)

Dr. Jette indicated that the student discipline policies were revised and/or rewritten due to changes in legislation effective July1, 2021. He asked the Board to review the policies and bring questions/comments to the August 4 meeting when these policies will be addressed.

- **Policies - 2nd Reading:**

- GBEC, Employee Gifts & Solicitations
- GBED, Staff Communication with Students
- GBI, Staff Participation in Political Activities
- GBJ, Personnel Records
- GBGD, Workers Compensation Temporary Alternative Work Program

Dr. Jette noted the personnel policies listed require final approval by the Board.

Mrs. Harrison made a motion to approve policies GBEC, GBED, GBI, GBJ and GBGD. Mrs. Ames seconded. The motion carried 5-0-0.

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- **Policies to be Rescinded:**
 - **GCAA, Highly Qualified Teachers**

Dr. Jette indicated that policy GCAA is required to be rescinded by the Board the No Child Left Behind law is no longer effective.

Mr. Bourque made a motion to rescind policy GCAA. Mrs. Harrison seconded. The motion carried 5-0-0.

V. OLD BUSINESS

A. Coronavirus Review and Update

- **Current Situation Update**

Dr. Jette presented a summary of what occurred this year during the pandemic, which included the total cases/quarantine numbers for district-wide staff and students. He noted there was a higher number of asymptomatic children as well. He commented that it was a successful year overall.

- **CoVax 21 Reopening Plan**

Dr. Jette shared a revised reopening plan for 2021-2022 with the Board. He commented the first draft was sent out for feedback and face masks were a concern of the community. He indicated that the district would like to get back to as much normalcy as possible. He indicated that the Administrative Team made changes to version two and remote instruction language has been updated to reflect the basis for determination is in the student's best interest due to medical necessity. He noted that masks will be optional with low levels of transmission; however, the CDC recommends masks for unvaccinated individuals, so children under 12 are recommended to wear masks. He indicated the situation will be monitored and we will use best practices and follow the guidelines we are given.

Mr. Bourque asked Dr. Jette to recap guidance for parents of students on buses with regard to wearing masks.

Dr. Jette indicated that he was informed by First Student that the federal law states the bus driver only must wear a mask when loading and unloading passengers and that masks are optional for riders.

Dr. Jette indicated that the Administrative Team will be meeting weekly regarding COVID.

Mrs. Ames asked about quarantining students and remote instruction.

Mrs. Harrison indicated she believes that if a student is quarantined teachers will send a packet home and monitor student needs.

Dr. Jette indicated that we still have the digital tool to be able to check in with a student who may be home ill or quarantining.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

The Board made and approved a motion to extend public input at the beginning of the meeting.

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 non-public session at 7:45 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.

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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.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 8:50 p.m. 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.

X. ADJOURN

Upon a motion made by Mrs. Harrison, the meeting was adjourned at 8:50 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 July 28, 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 Izicki, Business Administrator (*remote*)
 Mary Widman, Director of CIA
 Michele E. Flynn, Administrative Assistant

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

I. COMMUNITY FORM

5:00 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 5:03 p.m.

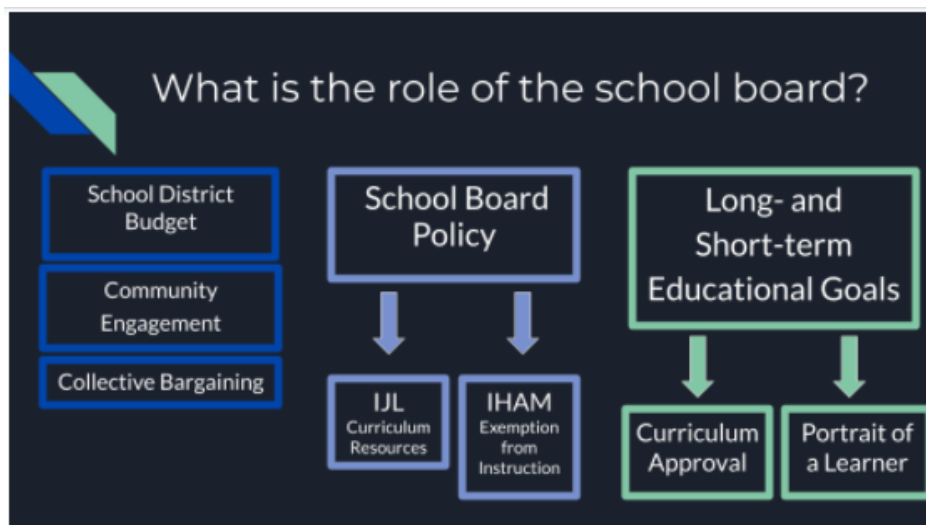
B. Pledge of Allegiance

C. Overview: Why Are We Here?

Mrs. Harrison welcomed those in attendance for coming out for the special meeting. She made the following statements: We came together tonight over concerns of things we were teaching our students and the School Board and School District are responding to those concerns. The last meeting was packed with a full agenda of items as our only meeting in July and we thought it would be a better opportunity to engage with the community through a public forum. There will be presentations from myself, Dr. Jette, Superintendent; Ms. Widman, Director of CIA; Mr. Perez, CHS Assistant Principal; and Mr. Gaumont, LMS Social Studies teacher. We hear a lot of things across the nation and the world and we are confident in what we have created in Litchfield. It is important to see what we are teaching our students in school, the way we develop curriculum and train our teachers and what we are doing.

D. Presentations:

- **Role of the School Board - School Board Chair**



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Mrs. Harrison began by stating that the School Board has several roles, such as setting the rules governing the school district through policy, setting long and short term goals, and developing curriculum. The Board does not conduct business without a quorum of the Board. The focus tonight is on the Board's roles in curriculum development, creation of policy and vetting long and short term education goals.

Policy Creation

School Board Policies are based on NH State RSAs (Revised Statutes Annotated - laws with notes, history, context and clarification) and Education statutes and requirements provided by the Department of Education. As state laws and Education rules are enacted, we receive guidance documents from NH DOE, NH Department of Justice and NH School Board Association on required and recommended policies. Our policies are available on our website. Policies are reviewed, amended, approved and reapproved at Public school board meetings. The policies that are approved by the School Board are created with transparency to students, teachers and staff, families and the community in mind. They maintain our local control and the process of adopting policy allows for input from our community.

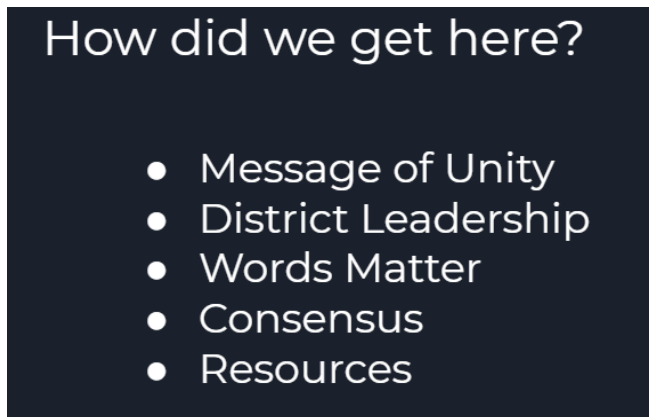
Policy IJL Selection of Educational Resources	Policy IHAM Exemption from Instruction
<ul style="list-style-type: none"> • School Board Responsibility • CIA Director and PERC • Accessibility and Transparency • Approval Process and Procedures 	<ul style="list-style-type: none"> • May opt student out of topics or units of instruction • Right to inspect any/all instructional materials
Process: <ol style="list-style-type: none"> 1. Contact the classroom teacher or media specialist 2. Discussion with Principal 3. Fill out Form IJL-2 4. Media Review Committee 5. Appeal to School Board 	Process: <ol style="list-style-type: none"> 1. Meet with classroom teacher 2. Fill out Form IHAM-R, submit to principal 3. An alternative assignment will be provided

Policy IJL, Selection of Educational Resources, was last approved in 2014. That policy outlines the responsibilities of the Board for all matters relating to selection of learning materials which have been delegated to professional personnel, including PERC. According to the policy, all parents and citizens are invited to participate in the development process. Curriculum guides, outlines and descriptions are available to students on the website, in student handbooks and programs of study, and any parent has the right to review materials teachers use in class by initiating a conversation with the teacher. Policy IJL outlines the objectives and process for approving curriculum. All materials need to go through a vetting process before approval by the Board. If any parent, guardian or citizen finds material objectionable, there is a process in place for reconsideration of its inclusion in instruction. The process includes: contacting the teacher or media specialist, discuss the issue with the building principal, completed Form IJL-2 to request the material be reviewed by the Media Review Committee. The decision or outcome of the process, if not agreed upon by the parent, guardian or citizen submitting the request, can be appealed to the Board through the Superintendent. This is the proper process and the way to proceed.

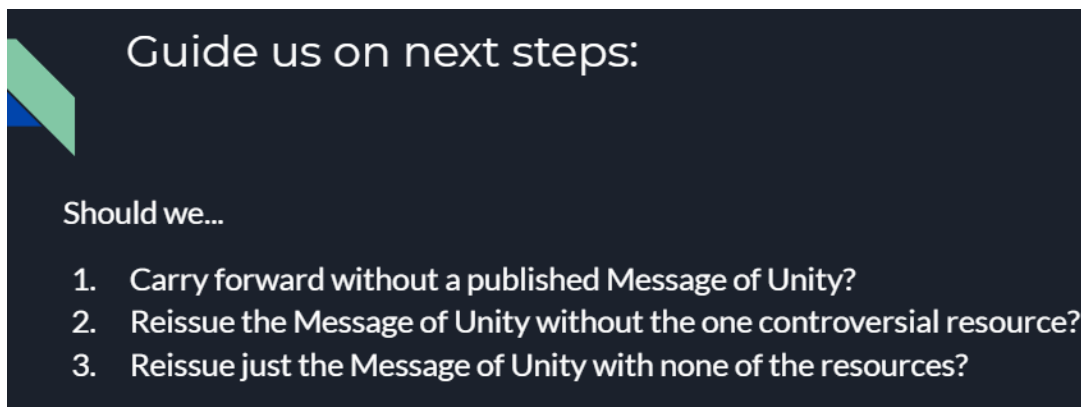
Policy IHAM, Exemption from Instruction, was last approved in 2010. Parents, guardians, and students 18 years or older have the opportunity to opt out of specific materials that are taught in the classroom. The process is outlined in the policy, which includes a form to be completed by the objecting parent, guardian or student 18 years or older.

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- **The Message of Unity - Superintendent**



Dr. Jette outlined information regarding the Message of Unity previously posted on the District website. He explained that the Message of Unity was issued in June 2020 and the document was developed by building a consensus of the leadership team district-wide, while also involving faculty and students to ensure our message was inclusive. The intent was to make sure the community knew we are a caring school community and to put words out to help pull people together in our community as a whole. He indicated that we felt words really mattered and we were concerned that making no statement would not build togetherness. We provided resources for parents, faculty and the community with items to use as they chose. We trust our faculty and community members to make the right decisions and we felt we were providing a wealth of information for them to use if they chose to do so. There was one resource that was a page of links, with several links that linked to other links, for which we had no control. When it was brought to our attention that some links directed the user to inappropriate information, we promptly removed the message from the website and sent a message to parents with an apology from the district.



Dr. Jette indicated that one of the things we need at this time is guidance from the community regarding what we should do going forward. Should we carry forward without a published Message of Unity? Should we re-issue the Message of Unity without the one controversial resource? Should we re-issue the Message of Unity with none of the resources? Dr. Jette commented that we are hoping for feedback from the community. He noted the district had the best intentions when issuing the Message of Unity, but things got out of hand. He asked community members to consider helping to guide the district on that question.

- **The Curriculum Process - Director of CIA**

Ms. Widman, Director of Curriculum, Instruction and Assessment presented the curriculum process. She commented that she would speak to the curriculum approval process, what has been done since she arrived in 2018 and how the passing of HB2 and the guidance from the Department of Justice will impact our instruction.

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The Curriculum Process

- Curriculum revision “cycle”
- Curriculum is a living document
- Based on State of NH DOE standards or national standards as appropriate.
- Collaboration across the district K-12
- Documents go to PERC
- Documents go to Board for approval (2 reads).
- All approved documents are available on the district website.

The Curriculum Process

Ms. Widman indicated that curriculum approval follows a long process. She noted that there is a curriculum revision cycle that is followed and that curriculum is a living document that is subject to changes. All curriculum documents are published on the district website. All curriculum is open to change as new standards or laws are changed. All documents were written by predecessors and based on the NH DOE standards or national standards as appropriate. The state standards for social studies have not been updated since 2006. K-12 teams meet to discuss and work on the curriculum, including all content area teachers and specialists. Ms. Widman indicated her goal is to collaborate in K-12 and identify where the gaps and overlaps are.

Curriculum documents are received, reviewed by the Curriculum Team, Principals and then to the Director of Curriculum, Instruction & Assessment for review, formatting and double checking. The curriculum (documents) then go to the PERC Committee (PERC = Program Evaluation & Review Committee) to be vetted thoroughly and approved by the Committee before going before the School Board. It is not a rubber stamp approval. The School Board has a two reading process when reviewing curriculum to provide an opportunity for the community to give feedback. All approved documents are available on the website and up to date.

Social Studies Revision Process

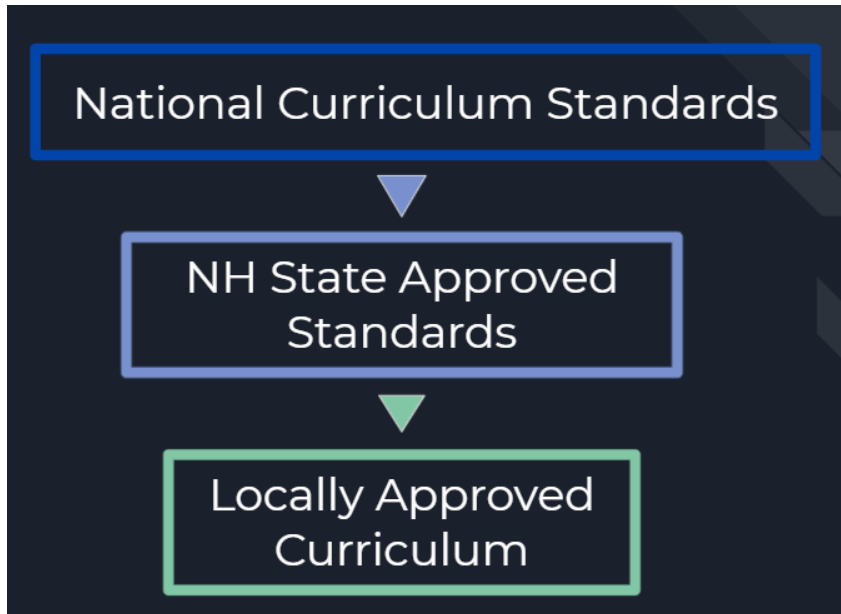
- The Curriculum K-12 was slated for revision in 2019-2020.
- We began the process but ran into obstacles.
 - Lack of updated standards at the state level.
 - Current standards were last updated in 2006.
 - 2016 framework was written off of the C3 framework.
 - No changes in standards since publication.
 - Published by NCSS but written in collaboration with 15 professional organizations.
 - NCSS updates and stances do not reflect the local beliefs.
 - Covid.
- We took some time this year to work on our topic alignment and consistent competencies.
- The only piece that has gone through an approval process are the competencies.

Social Studies Curriculum

Ms. Widman indicated that the social studies curriculum revision process began at the beginning of 2019 and we ran into obstacles as the state was in the process of revising social studies standards and it was tabled. The state approved standards are from 2006 and the former Curriculum Director wrote them off what was being recommended by the NH DOE.

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The 2016 curriculum is written off the C3 (College, Career, Civil Life) framework and has not changed since it was published. The NCSS does publish the standards, but they are written in collaboration with 15 professional organizations. NCSS updates and stances **do not** reflect our local belief and will not be included in our curriculum. The other obstacle we faced was COVID-19, which disrupted the work being done on the curriculum. This year we took some time to work on our topic alignment and consistent competencies and we discovered with the topic alignment that there was a lot of overlap with the content in grade levels and we aligned it to the appropriate levels. The only piece that has gone through the approval process are the new competencies that were approved by PERC and the School Board.



Ms. Widman used an ‘upside-down wedding cake’ chart illustration to explain how standards are applied and used in the curriculum process. She indicated that there are National Curriculum Standards that filter down to NH State Approved Standards that filter down to Locally Approved Curriculum. The curriculum documents go through a rigorous process to determine what is appropriate and right for our community. That is why we have policies that provide opportunities and avenues for families to come forward with their concerns regarding what is taught in our schools.

Guidance on HB2 for Schools

[Guidance](#) from NH DOE and NH DOJ was received on Thursday July 22, 2021.

Some major highlights-

Does the law prohibit teachers from teaching U.S. history?

No. Nothing prohibits the teaching of historical subjects including, but not limited to: slavery, treatment of the Native American population, Jim Crow laws, segregation, treatment of women, treatment of LGBTQ+ people, treatment of people with disabilities, treatment of people based on their religion, or the Civil Rights movement. Nor does anything prohibit discussions related to current events including, but not limited to: the Black Lives Matter movement, efforts to promote equality and inclusion, or other contemporary events that impact certain identified groups.

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Guidance on HB2 for Schools

Ms. Widman indicated with the passage of HB2, there was language that changes our instructional practices. We received guidance from the Department of Justice, but have not yet fully digested it. Some of the language is aggressive and includes consequences for violating the law. Ms. Widman noted that we have addressed concerns raised at the July 14, 2021 School Board meeting and provided major highlights from the HB2 Guidance documentation received from the State. According to the guidance, the district is not violating the law.

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Guidance on HB2 for Schools

Are schools allowed to teach students historical concepts related to discrimination?

Yes. Schools are allowed to discuss “as part of a larger course of academic instruction, the historical existence of ideas and subjects “identified” in the new law. Nothing prohibits schools from teaching about discrimination, including the historical existence of these ideas.

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Guidance on HB2 for Schools

A parent or student has complained that certain lessons, subjects, or areas of discussion related to racism have made them uncomfortable. Has the school district violated the Prohibition on Teaching Discrimination?

No. It is important to note that education related to racism, sexism, and other practices or beliefs that have harmed or continue to harm certain identified groups may make students, faculty, or parents uncomfortable. These lessons may encourage or prompt students to reflect upon whether and how racism, sexism, or other practices have or have not affected their lives. Even discussion of historical practices and their lingering impact upon different identified groups can cause this discomfort.

The mere fact that a lesson may make students, faculty or parents uncomfortable does not mean that the school has violated the Prohibition on Teaching Discrimination.

Ms. Widman indicated if there is concern about a class lesson or discussion, there is a path to resolve it. but if we do not know about the concern we cannot address it. She urged parents to talk to their child's or childrens' teacher and get clarification; if not satisfied, talk to the building administrator; if not satisfied, talk to the Curriculum Director, who will involve the Superintendent and other Directors as needed to understand and to resolve the concerns.

Concerned about a class lesson or discussion?

If you have questions and/or concerns about instructional practice, materials or content:

- Talk to the Teacher for clarification. If there is no resolution....
- Talk to the School Administration. If there is no resolution....
- Talk to the Director of Curriculum, Instruction and Assessment. She will involve the Superintendent and other Directors as needed to understand and resolve the concerns.

We are confident that issues will be resolved by following these steps.

● Portrait of a Learner

Mr. Perez, CHS Assistant Principal, spoke to the Portrait of a Learner. He indicated The Portrait of a Learner is a document that a school or district uses to specify the cognitive, personal and interpersonal competencies that students should have when they graduate. He commented that we want this to be a community based initiative by placing the document at town hall, at the farm stand, etc. He noted that in December 2019, a group went to the workshop to learn how to develop this. In January/February 2020, it was presented to the School Board and they provided approval to move forward.

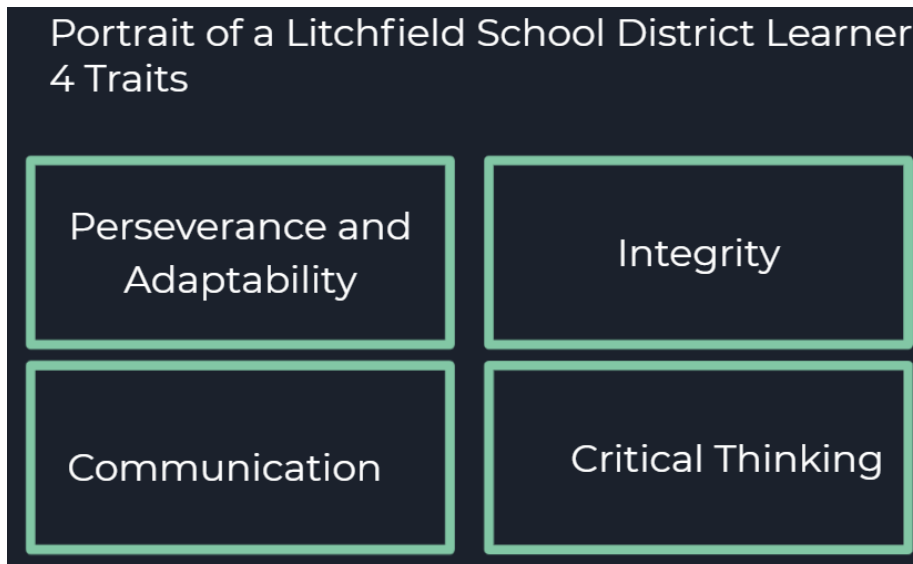
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The *Portrait of a Learner* is a document that a school or district uses to specify the cognitive, personal, and interpersonal competencies that students should have when they graduate.

Mr. Perez indicated that we met with parents, students, business owners, and community members to discuss the Portrait of a Learner and we came up with a list of 30 traits, which we narrowed to 15. He noted in March 2020, COVID-19 hit and we had to work on this virtually. We sent out a survey to the committee and we narrowed the traits down to 4 traits that we want students to have when they graduate:

- Perseverance & Adaptability, Integrity, Communication and Critical Thinking.

Mr. Perez indicated this is not a mission statement, but it is linked to the mission and will be linked to the building missions, but it is really those traits that we want our students to have as they leave our community.



- **Instructional Practices**

Michael Gaumont, LMS Social Studies teacher, spoke to instructional practices.

One of the positive outcomes of teaching during the pandemic is that it enabled time for collaboration across grade levels. It allowed my colleagues and I who teach Social Studies to have meaningful discussions about the skills and content we teach at various levels and how they relate to expected course outcomes and competencies. I regularly check to ensure what I am teaching aligns with the district approved curriculum and the values of our schools. In grade 8, we teach US History, beginning with the Colonial period through the Civil War, with an emphasis on the war for Independence, the framing of Constitution, the growth of a new nation, and the causes of the Civil War. The units of study are included in the syllabus and presented to students at the start of the school year, as well as published on Google Classroom. Emphasis is placed on the use of primary source documents. In order to develop a deeper understanding of the content, I tie historical topics to contemporary issues via debates and socratic discussions.

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In line with the Do Your Best code, students are encouraged to be open minded about topics and be respectful of peers who may have different opinions. We often talk about bias and how our biases might impact how we view certain issues. By fostering a classroom climate that is tolerant and open minded, students feel much more confident and safe about expressing their claims and viewpoints. Given the current climate of the country, there are some particularly sensitive topics, which are part of the course content. I do not shy away from covering those topics, for example, the treatment of indigenous peoples by settlers as well as the institution of slavery. Students are exposed to multiple primary and secondary source materials on their topics and are charged with drawing their own conclusions. For example, during the fourth quarter last spring, students wrote essays on Abraham Lincoln that counted as summative assessment when it came to the mastery of several course competencies. Students were required to make a claim as to how Lincoln should be remembered by historians in issuing the Emancipation Proclamation. The assignment included a set of primary source documents from the time period, some praising Lincoln, some critiquing him and some from him explaining or justifying his actions.

I am proud of the work the students produced. Their claims were varied and they did a solid job of substantiating their statements with sound reasoning and historical evidence. It made me feel what we are doing and what I am doing is working. Students are learning problem solving, critical thinking and the importance of using examples and evidence to back up their assertions. Students will often ask where I stand in a particular issue or topic. I did not enter this field to indoctrinate students in a particular field of ideology. It is something I take seriously in my profession. As educators we must hold ourselves to a higher level of professionalism at all times. As stated in my class, I do not teach that founding fathers were angelic figures, nor do I skip over the parts of American history that do not align with our country's stated values and goals. I do teach that America has a unique and important place in the world due to the principles on which it was founded and has traditionally stood for

.Lincoln stated in his Gettysburg Address that we must be dedicated to our unfinished work as a nation. While we have not yet achieved all the great ideals and purposes stated in our founding documents by learning our true American history, the good and not so good, we are preparing the next generation of civic leaders to continue that unfinished work. At the end of the last school year, students completed reflections on the coursework we completed together. I received positive feedback about how the content was approached and how my class empowered students to delve into some important historical, anti-contemporary topics to draw their own conclusions. I look forward to continue dialogue and collaboration with my fellow staff, Ms. Widman and building administrators as I grow as a teacher and someone who greatly values working in the Litchfield community both as a teacher and coach. My door is always open to any parents or students with questions or concerns.

Mrs. Harrison indicated that the presentations have concluded.

[Resource: NH DOJ Guidance: Right to Freedom from Discrimination in Public Workplaces and Education/Divisive Concepts](#)

E. Community Questions & Discussion

Steve Perry, Moderator, introduced himself and noted that he is here to steer the discussion and ensure that public input stays on topic. He presented some procedural rules for public input.

He asked that parents of current students or students present their comments first.

Jeff Avitable, 126 Pinecrest Road: I have a quick question. The presentation talked about what HB2 does not do. What does HB2 do? And thank you for this meeting, by the way, everyone.

Dr. Jette: Jeff, thank you for the question. I would direct everybody to take a look at the guidance. We made copies of this on the table outside, so if you did not receive it. We did excerpts of 3 out of 13 questions and answers, so there were three that were on the screen, but there's a lot more information that is in here. I think the best answer is actually in this document, which is Question #1: What are schools prohibited from teaching students? And the answer to that is schools are prohibited from teaching that one identified group, a group based upon: age, sex, gender identity, sexual orientation, race, creed, color, marital status, familial status, mental or physical disability, religion or national origin is:

- Inherently superior or inferior to people of another identified group;

So, we cannot teach that aspect.

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- Inherently racist, sexist, or oppressive, whether consciously or unconsciously;

So we cannot say that one group is inherently racist or sexist.

- Should be discriminated against or receive adverse treatment; or
- Should not treat members of other identified groups equally.

So, in other words, I interpret it to be a reaffirmation of many of the notions that are embedded in our Constitution and embedded in many of our laws already. This is just explicitly calling out that we cannot teach those aspects, and I'll also point out, we have never taught those aspects.

Chris Lafleur, 35 Burgess Drive, I am glad to see a lot of what I've seen here. I think it lines up with what I had prepared to say. After the last school board meeting I felt compelled to weigh in on this issue. I am a parent of two children currently enrolled in the Litchfield school district. I would like to express my thanks to the staff involved in their education. I have seen my children's teachers act professionally and show genuine concern for their educational success. My gratitude is only magnified given the difficulties we've all faced over the last year. Over the last year of remote lessons, I've been more closely involved with the school's curriculum and content than I have been in many years. I have not seen any content, in my opinion, that is indoctrination, brainwashing or abusive. I did not see any lessons or assignments that seemed to teach my Caucasian children that they should dislike or demean themselves. I did see lessons that were intended to teach compassion and understanding, not only of themselves, but of their fellow human beings. The recently discussed terms Critical Race Theory or the 1619 Project were new to me. I found that there was a very large amount of information regarding these subjects; however, I did not see anything offensive in the Message of Unity. I interpreted the links at the bottom of the Message of Unity as optional resources and not mandatory assignments. I feel I decide whether to present this information to my children or to discard it. However, I would suggest that future information recommendations be kept on school district pages so there's not a third party page to lose control. I want my children to be exposed to all aspects of history. I want them to learn about the past events and people from our country. I also want my kids to know about the mistakes and missteps made in the past so they don't repeat them. I want them to see that figures like Thomas Jefferson were not perfect. He was important to the founding of our country, but he was also a slave owner. I want my kids to understand the effects of legislation that prevented women from voting prior to the 19th amendment in 1920. In closing, I hope that the school district is not pressured to omit historical topics. It looks to me that items three and four on this guidance (DOJ Guidance) seems to indicate that. I want both sides of history presented to my children - the good and the bad. I don't want historical dirty laundry swept under the rug because those that do not study history are doomed to repeat it. Thank you for your time.

Amber Flindt, 123 Hillcrest Road: I just wanted to put my input in on what the school district can do from here on out. I agree with everything the gentleman just said. It's the links that was the problem. I never received that email, though, for the apology. I'm not sure where that was, so maybe I just missed it. But from here on out I would like the Message of Unity to just be there without the links. I think that was very appropriate for the time; it still is appropriate for this time, and that is just what I have to say. I wrote an email earlier to you guys. I appreciate your feedback on everything and all that you've done for this year. It's been incredibly hard on everyone. Thank you for continuing to just teach our children. Thank you so much.

Tara Coakley, 2 Waterview Circle: I agree with everything that has been said and I am not going to rehash all of that, but I do want to say I have three children in the school district - two at GMS, one at LMS - her first year, which is very exciting. I felt it would be remiss for me not to show up today to say thank you to the school board for an incredibly difficult year. You guys volunteer your time and we parents know that and we recognize that and we thank you. I want to thank the teachers, the administration, the faculty. I have not had one phone call not returned, one email not returned, but I think understanding our teachers are professionals, our faculty are professionals, they are trained to do this job and I'm really happy to see this presentation. I'm very happy that you came and responded to the residents. I think that's very important. Like I said, communication, those four things you had up about students (Portrait of a Learner), I think as parents we need to remember that. We need to do the same thing - we are the model for our kids. So please, keep doing what you're doing. Please keep teaching my kids. The good, the bad, the ugly - I want them to hear it all. I want them to be smart enough to know YouTube isn't a valid source. I'm going to go to those primary sources; I'm going to read what Abe Lincoln said - and that's where I'm going to go for my information, so that when I make my own decision, it's my decision and I can back it up. And in my house that's what we do. My kids come home from school and they'll be like 'hey mommy, I just learned about the slaves. Why did people do that?' and I'm like 'that's a really good question. Let's go find out.'

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I think our teachers do a fabulous job of that. I subbed this year just to be able to come into the schools to be able to help out when needed. I have another job, but I thought our teachers are stepping up, as a parent I need to step up and I can tell you what I saw in those schools, despite the fact that teachers had to completely change what they did. They couldn't put kids into little groups anymore so they can talk to each other and learn to each other, but they adapted and they did it. And I want to see that continue. I want our teachers to be able to teach. I want them to be able to do their jobs. They spend a lot of time and a lot of money to learn how to do it. They know how kids learn; they know child development. We know our kids too, but I think we need to work together. It's a team effort. So just know that I respect you, my kids respect you, we respect what you do. Thank you and keep it up.

Susan Carty, 32 Greenwich Road: I have a couple of questions. Do we have a DEI committee here in the school district? Diversity, Equity and Inclusion?

Dr. Jette: Not a district-wide committee but there are some (inaudible) in the schools that (inaudible).

Susan Carty: Okay, so are we able to access anything that is said during those meetings?

Mr. Perez: We have an Alliance Club, which is a group of kids with an Advisor and they discuss a particular topic and the Advisor is there as needed.

Susan Carty: Okay. Is there an approved list of educational websites that the teachers are able to access if they need additional resources?

Ms. Widman responded but was inaudible.

Susan Carty: We have access to that if we want it, right?

Mrs. Flynn responded, it is online.

Susan Carty: All right. Thank you.

Brandon Lefebvre, 43 Brickyard Drive: The Message of Unity, I agree with several others. I believe that the links, all the different resources should be removed for slightly different purposes. When you read the Message of Unity in its entirety, right above those links, which are specifically labeled as anti-racism links and resources for children, more specifically our children in the community, right above it is the quote from Nelson Mandela, which I will paraphrase, says 'children or persons, people, cannot be born with hate; they are taught hate and just as they can be taught hate they can be taught love'. To put a quote like that right above an anti-racism training for children creates an implication that these children are being taught hate, and it would seem to me that the implication is they're being taught hate by their parents. Perhaps I'm alone in that interpretation. I'm happy to see the content regarding the NCSS, the National Council of the Social Studies. I think it's important for all parents of the community to understand what this organization is. This is a nationwide organization. It is the largest association in America for producing Social Studies content and it's heavily relied upon for drafting curriculum. The NCSS makes their position clear in their about position statements on their website, www.socialstudies.org. This includes emphasizing to educators the moral and ethical imperatives of providing education of LGBTQ plus history in pre-k through 12th grade classrooms. That same publication refers to the concept of white male privilege several times. In addition, their position statement entitled 'early childhood in the social studies context', the very first sentence states 'early childhood educators may capitalize on the interests of children in the world around them to carefully plan a variety of experiences cultivating young children's abilities to perceive diversity and inequality'. It's for these reasons I believe that the NCSS is espousing extremist partisan ideology and it only serves to create division and perpetuate racism. They're guiding educators to kindle embers of victimhood and guilt in our children's psyche, starting at kindergarten levels all the way through the 12th grade. There's talk of things being national level, state level, local level, and we are not doing it here. I believe that there's an obligation that more than words are occurring. I think we need firm commitments. I will backtrack slightly here: the NCSS is referenced in the existing curriculum, in the 2016 curriculum, that's published on the Litchfield district website. I think it needs to be researched what that curriculum is. If any sort of content like this is involved in the existing curriculum, it needs to be made known what exactly the Litchfield school system and school board is doing to ensure that this content doesn't make its way into the curriculum in the future.

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With that, the last thing I'd like to say is in regard to the term critical thinking, I think we all want our children to be strong, independent thinkers and to be able to form their own opinion and work their way through problems. That used to be a natural byproduct of going to school. It didn't need to be part of a mission statement or linked to it in any way. Critical thinking means different things to different people, and I believe that the school district has a responsibility to ensure that they are achieving that byproduct through the nature of teaching our children how to think and not what to think. Thank you for your time.

Ms. Widman: I referenced it on my slides, but I don't think I did a very good job of really delving into it. Our current curriculum documents, which predate me, do have the reference to NCSS. The C3 frameworks were actually physically published by NCSS, but they were not written by them. They were written by, and if you actually, it's in the presentation which will be made available, in the second page of the C3 frameworks it lists the 15 different groups connected to Civics, Economics, all the different realms throughout the country that were engaged in writing of the C3 frameworks. So it is referenced there and I did see Mike share with me your communication and I saw that reference. It is in there, but it is in there, I can say wholeheartedly, it is in there referencing and quoting the C3 framework, which is published by NCSS. Again, we do not go there, what we use for the C3, what we use to write our curriculum comes just from that one document, which is not directly from, although published, by them. There's 15 different groups that have contributed to it and it has not changed since it was published. We do not condone, just like we talked about at the board meeting last time, the NEA and our LEA having different stances. It's the same. We do not follow the NCSS as to what we need to be teaching our kids. We follow the standards and develop our own homegrown curriculum to ensure that we are teaching what is important for our kids.

Mike Breton, 2 Hamel Circle: I follow up with what he said quite a bit. Critical thinking is very important for our kids and teachers have a very powerful role, where they're giving out their grades; they're always the strongest voice in the class. So when they voice their views and have very strong opinions, a lot of the kids are very impressionable. It doesn't matter what age, even the high school kids are very impressionable; they're very uneducated on a lot of the viewpoints. My daughter is very conservative and she was, whether it's in her classes in Litchfield or Hudson, she's very outspoken with her views, but very outnumbered, and it's a growing problem in schools in general that, just like he said, they are being told what to think and not how to critically think, okay? And that's no good for anyone. I also find that tolerance is work that, it's great, you know, people should be tolerant, but it's kind of a [I hate this word but] it's kind of like a bully's way to get a dissenting view to shut up. The word tolerance kind of makes you feel like you should just stop talking because you're intolerant, whereas some people have views that are very biased, but they're pushing those views onto the kids. And lastly, I haven't really heard anything, even though we've talked about the subject in general, about Critical Race Theory. The Unity Message, is the School Board, in the unity message, willing to denounce critical race theory publicly?

Dr. Jette: We really have not had a discussion as a board and in order to make any denouncement of something the board is going to have to have a discussion and take a vote on that. So, to answer that tonight is not something that the board is capable of doing because there hasn't been a stance taken. But your point's been heard and if it's raised at the next board meeting and then there's a stance, we'll certainly get that out, but right now that has not been done. I will tell you this, a month ago I didn't even know what critical race theory was. I had to Google it. So the first time it got raised I was like, 'what are we talking about - I don't even know what that is'. And then people are saying, 'here it is in the curriculum' and I'm like 'I don't even know what those terms mean'. And in talking with people I am finding a vast array of definitions of what it means to each individual. And so, I really think we have to understand when we look at what guidance has come out relative to the law, I think it's really framing for us. We can commit to following that guidance. We can commit that we haven't done anything against what that guidance says, I believe. And if all of this strengthens our ability as a school and as a community to better ensure that we are teaching critical thinking - again, not what to think, but how to think - aren't we going to be better off as a result of all of this? So I really think there is a very positive aspect that can come from the dialogue that we're having tonight and the work that we're engaged in relative to this law and we'll be a better, stronger community as a result of that.

Meredith Spotts, 47 Century Lane: I am a student at CHS. I'm a rising senior. I'm here to speak on behalf of my peers because there seems to be incredibly little attention paid to what we actually think of these issues and critical race theory and all of that sort of stuff. First of all, I would like to make myself completely clear - I am entirely in favor of learning how something like critical race theory couldn't be incorporated into the curriculum. I will refer to that in similar schools of thought as critical race theory for clarity, but it might not be that necessarily by name. It's just shorthand.

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I have done my research. I have spoken to my peers, mentors and elders. I have attended everything from world affairs meetings to republican town halls to liberal arts college courses. I have lived in nearly every corner of this country. I have learned about cultures that exist outside of rural New England, and I pride myself on my empathy, compassion and willingness to learn from others and to actively grow as a human being. Secondly, I would like to explain the school of thought behind critical race theory. The school of thought is not the degradation of white people now, but it is the willingness to learn from our ancestors' mistakes and to grow as a society. There is nothing that would be taught that would lead your children to be ashamed of who they are. There is only the acknowledgement of our privilege. Somehow I have learned about the dynamics of oppression of white privilege, and I am still confident, self-assured and understand that the fragility of white identity not only can, but should be challenged. For every person in power that denies the simple facts of American history, there are more well-respected, well educated and ultimately good people that are in favor of this being taught. The Chairman of the Joint Chiefs of Staff, General Milley, who does happen to be white, said that it was important for the military and at military academies, and this is the people that everyone talks about respecting, to be well educated, widely read and to understand the dynamics of white rage, of oppression, privilege, and why there's even space for hatred perpetrated by the crowds at white supremacists rallies and the attempted coup on the Capitol. Third, I want to know exactly how people think that banning any kind of discussion on race would change the curriculum. The extent of what I would consider even vaguely similar to critical race theory so far in my educational career has been 'please don't use racially derogatory language towards the historical figures of color that we learn about'. Yes, the main cause of the Civil War was slavery, and yes colonization was awful and killed a lot of indigenous people. I know this presentation has an allowance for teaching about history and current events and stuff, but the vast majority of parents that I've heard about are completely against that. None of this stuff that I was taught was even particularly in-depth. I can't remember if we learned anything like the disease blankets used by settlers used to spread the smallpox throughout native populations to intentionally kill them and I certainly don't remember being instructed to feel guilty of my heritage. My brother, a 7th grader, spent the entire year being told to take notes about, at about 3.5 words per minute, about ancient Mesopotamia, with very little critical thinking involved. I can assure you that white people are all bad, or whatever, is not being taught. I will emphasize again that critical race theory will not teach your children shame. It will teach them how race influences individual experiences, how privilege can be used for good and for bad, how to approach certain political issues, how to empathize with and be compassionate towards our peers, how racial relations influence historical events, and above all, how to be kinder, better humans. And that's the whole point of school. Maybe we don't need to know how to calculate the vertex of a sine wave, or identify figurative language when working at an office job filing paperwork, or analyze exactly why the wallpaper is yellow and curtains are blue, but we are being taught to think critically and question everything to inform ourselves and to build a better, kinder future. Thank you for your time and understanding and I hope this was informational. I am completely open to questions and will explain to the best of my abilities.

Tiffany McKinnon, 9 Firefly Way: I just want to say thank you, Mr. Gaumont especially, your speech I think was spot on. I think I need to go back and talk to my daughter about what she thinks of Abraham Lincoln now. I apologize for missing it when it happened. I have two kids as of this fall that will be in the high school. We've been in the district their entire scholastic career so far. I substituted in the district for about 7 years until I finished my degree and now teach somewhere else. Please continue to challenge my students. My biological ones and then the rest from the town. We need to be able to talk about difficult subjects. I asked my children point blank, were you ever told because of a certain color of any person they were right, wrong or indifferent, and both of them emphatically said no. So we can talk about these issues and this is what we need to do. We need to talk about it. Our history is not pretty, nor is anybody's history. We're human - we make mistakes - it's what we do. So the best way to learn about it is to talk about it. This is how we learn to talk to people who have a different opinion, who have a different view on it, who have a different culture, and this is how we learn to talk about them politely. This is how we learn to research our sources. If somebody tells you the sky is blue, you can't just take their word on it. Why is the sky blue? Where do they get that information from? This is what we need to continue to teach them. This is how we teach them to learn to be properly functioning adults when their career comes and as they get older these topics naturally get deeper. Obviously you should not be talking about abortion or something like that with your kindergartners. This is something that grows as your student grows, but you can talk to every grade about these touchy subjects at an age appropriate level. So, from what I saw when I worked here, what I've talked with my kids, I have not seen any inappropriateness from our schools. Thank you very much. Please continue to help them carry the torch forward.

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Mike Breton, 2 Hamel Circle: Given the last couple of speakers, I just want to reassess the need for the school to speak out at the next board meeting to have that discussion of whether you will publicly denounce CRT because despite what is being said, CRT is not learning about our past, learning about our history, learning about slavery, learning about the indigenous, it's not about any of that. It's about learning that every context of current civilization is racist and oppressed. You're seeing videos of college professors talking about 'oh, you're white and you're breathing? That means you oppressed someone today.' That just happened, okay? So, CRT is not about history. It's about changing how we view today, okay? Racism, horrible. Everyone knows that. There are some racist people in this country still, we get that. But CRT has nothing to do with that. CRT is about changing the shape of how everything is construed, okay? You have schools in Virginia that are eliminating advanced math for below juniors, okay? Students that are excelling in freshman and sophomore year are not able to take advanced classes anymore in Virginia, in this particular school district, because too many white students are in the advanced math classes. So math is now racist, okay? We need to put an end to that and the school board should be looking at that and having a public opinion on that in my opinion.

Dr. Jette: Mike, I appreciate that. I just want to emphasize again this is New Hampshire, not Virginia. We can look on a national level. So think of that upside down wedding cake [in the presentation] for a second. We can find a range of instructional practices that are taking place in the nation that are not going to fly in Litchfield. We can find extremes on both sides of that range that are not going to fly in Litchfield and I think we just have to acknowledge that. That we're in control at the local level of what we teach in our community. We do that through community input. As a principal, I can remember seeing on the national news the kindergartner who got suspended from school for kissing another kid. And I'm like, 'what is the matter with principals in other places. There are other ways to deal with this.' You don't take the extreme scenarios and then apply them and say now it's broad strokes across the country. You can absolutely find that. I had a conversation with Representative Lascelles who said there were kindergartners being taught that they were oppressors because they were white, and they were oppressed because they were black kindergartners. And I said, 'Rich, did that take place in Litchfield?' No, it didn't take place in Litchfield. Our kindergarten teachers live in Litchfield. They're part of our community. That is not going to occur here and we will stand strong to make sure that we have community schools that are responsive to community values. So, as much as you have that example of a professor, and again I would argue that CRT is really a college level, advanced concept, teaching about racism at the level that we do it is important so that if somebody goes into the social sciences, into the more legal fields, then they are going to advance and receive more advanced theory at that point in time, but they're also college students, they're not youngsters. So I think that's just important for us to keep in mind. We are not teaching CRT. I don't think there is any intention to do it. I know there's not any intention on my part or our curriculum director. The board will certainly have a discussion and take a stance on it so that we have a formal stance that's been made on it, but we need to be careful not to take the most extreme, radical examples of what's happening on a national level in that broad stroke and apply it down to the smaller cake at the bottom, which is what we're capable of doing in our community in the 180 days that we're blessed with your children.

Megan Reed, 2 Oak Drive: I have a lot of questions. I guess I'm a little confused by the packet [handout]. It says on the first page this HB2, you know, making people feel oppressed in item #1, but then it also says that it's okay to talk about beliefs and ideas for those who have been harmed pertaining to a certain identified group. I think there's a lot of big words in regards to CRT. You know, the diversity, equity and inclusion. There's a lot of different words that people can use for CRT. So I guess the Message of Unity that was sent out, and I know everyone keeps bringing it up, so I do apologize, the website where the Google doc link is, that page was put on there, right? Someone had to physically put that little paragraph on the website, right?

Confusion from the district and board staff.

Megan Reed: You know, the subject line 'we must simply do more'; on page 2 it says list of resources for staff, parents and students; here's some reading you can do over the summer. So in that there's five bullet points, those were placed there, right? So the Google doc with all those links was placed there as well, correct?

Dr. Jette: Yeah, the key thing is that we did not own that Google doc. We made the link and at the time that we made the link the Google doc looked one way, and as you know with Google, it can be adjusted overnight. It can be adjusted every second. So when the link was made to that Google doc it looked one way and a year later it looked another way.

Megan Reed: though in June of last year ...

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Dr. Jette: Great question. I can't answer it. I know that we looked at it, but when I look at it now I know it didn't look like that. I know that things have been changed and added to, but when we made the link I can't tell you exactly what it looked like at that point in time because it's a year later and it's been modified several ways. And that Google doc has like 50 links in it.

Megan Reed: I think like 92.

Dr. Jette: Okay, 92. I just knew there were a bunch and if you click on those they all go to Facebook pages and other websites and so forth. Every one of those has changed in infinite ways. The problem is that somebody said to us, I mean, I had a conversation with Chief Sargent who said one of those links says you should be defunding the police. Is that what the Litchfield School District endorses? And my answer was no, that wasn't even there when we linked it. So over time, we lost control of what we linked to because it was links to links to links and so that's when we said, shut it down. As soon as the concern was brought forward I called up Michele, who is the one who physically posted on the website, and I said take the links down; I want them off and they were removed that day.

Megan Reed: So my question is, and I work a lot like everybody else, just for my knowledge, should I as a parent be constantly checking the school district website for updates like this because I had no idea it existed. I don't know if I'm supposed to be checking weekly, daily, monthly because had I not gone on Facebook I would have no idea that any of this was going on or that something was posted a year ago with all of those mistaken links, but you don't know what the link was originally supposed to put out.

Dr. Jette: So a year ago, June 10 of 2020, an email was sent to all parents in our system with the Message of Unity and the links. It was emailed out to everybody at that point in time.

Megan Reed: But parents as well? Dr. Jette: Yes.

Megan Reed: Okay, that I did not get into so.....

Dr. Jette: And I appreciate it because I don't honestly read everything that comes from my own children in school. At times it's like I'm busy and it's like I bury it in my Inbox and I'll try to get back to it later, so I get that.

Megan Reed: I mean I read everything that comes through my email and I absolutely would have read something, especially during that time. I would have read the Message of Unity, the topics that were brought up. I guess to that gentleman's point, CRT may not be taught, but there are other words that people are using to teach this topic and I have a feeling that one way or another these beliefs and ideas will eventually be put in the curriculum. We just don't know it yet. It's coming. Bedford is going to teach it. They have a Diversity, Equity and Inclusion Committee that they've been working on it all summer and they're right next door. So I just wanted to ask, you know, to what he just said, you know, it may not be called CRT, but you can't confirm that these ideas aren't going to be taught?

Dr. Jette: Again, I just come back to exactly what defines CRT. I mean, you've looked at the document, so what would be your suggestion to the board? Do we keep the Message of Unity minus the resources?

Megan Reed: Yeah, I think Litchfield is a community of unity already. I think it was great to put out there, but I'm not against teaching history; history is history, right or wrong. It's the gray area a lot of people, you know, different ideas and why something happened because of someone's color, sex, gender, whatever, history is history. And history was 150 years ago, 200 years ago. Our current present is very different than 200 years ago and to put those ideas and beliefs, the teachers' ideas and beliefs, onto these students so that they can then come home and tell me what they now believe, which is very different than what I teach in my home, that's kind of where we have a problem, I think. I don't know if any of this is making any sense.

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Dr. Jette: It really does. I'll say just one last thing and then we'll turn it over to a few other people, but what Mike Gaumont, our 8th grade Social Studies teacher, summarized is exactly what I see when I walk in the classrooms. I see teachers - in fact, one of the highest compliments that gets paid to a teacher is I don't know where you personally stand because you do such a good job of hitting the breadth of the topic.

Megan Reed: Oh no, he's an amazing coach.

Dr. Jette: But he's one of the many teachers you know and trust who are with your kids, who are really making sure that the full range is being taught and explored and I hang my hat. I can't be in every classroom, the principals can't be in every classroom, we can't be part of every lesson, but we know and are confident in our staff's ability to be broad in the way that they approach things, to be able to flip and take the alternative viewpoint. I mean, that's one of the greatest aspects of being a critical thinker is that you understand the opposing arguments so deeply and so well that you can then form your opinion and you can rest confidently in where you personally stand because you've understood it at a deeper level. So, I have confidence that that is what our staff does on a daily basis in the schools, but I'll let Mary and Tina just answer it a little bit further.

Ms. Widman: I just wanted to kind of echo and say that our curriculum is written and will always be written straight from a historical perspective. It should be from primary and secondary sources, not from YouTube or Tic Tok or anything else that kids are looking at. And our teachers know that they have to leave their bias at the door, especially when presenting anything that is controversial. So, it kind of goes back to my presentation, in that if you feel that there is only one side of an argument or controversial issue being brought or being taught then we need to know that because that will never be as long as I am here and overseeing curriculum, that will not be how we do business.

Megan Reed: All right. Thank you.

Jeff Avitable, 126 Pinecrest Road: I'll be quick. I just want to tie in the last two discussions and this previous discussion and your questions about what we should do with the statement of unity. The first bullet on the statement of unity says updating our history curriculum and the content we teach. Well, that statement is unclear. It doesn't provide guidance and direction. And you've all talked about the confidence that you've had in your teachers, and you've stated (pointed to Mr. Gaumont) how you teach history and what you've been doing in the past. This statement implies an inflection point - something different. So this statement needs to be more clear, please.

Ms. Widman: I'll also just speak to the fact that part of the reason that was put in was because we were in the process of a Social Studies curriculum that predated all of this craziness that has now come up. So, I think it was just meant to be a point of reference that we are in the process of looking at our curriculum and making sure that we are teaching our kids what we should be teaching them. I understand your point though.

Moderator: So, at this time I'd say we've been over a half hour or so. Let's open the floor to any questions or comments, as long as they are Litchfield residents and from there parents and students can also ask questions after for about another half hour.

Maureen Halligan, 11 Center Street: I had a question regarding part of the presentation, Mary, I think it was a part that you were presenting, and it talked about that upside down wedding cake. There was specific language in that presentation that talked about community values. I wish I had written down what the statement was. I think the point was that you can adapt some of the guidance that you're given at a federal state level, but also take into account community values. I hope I am getting that correct. My question is how do you determine what the community values are? How do you make that distinction with what you're going to include in the curriculum or not include in the curriculum?

Ms. Widman: That's a good question, thank you. I think it comes down to our process. The curriculum is written with teachers K-12. It's written with experts in the content area field, but then it does go through the process of being vetted by the building administration, by myself, then by our PERC Committee, which are teachers that are in many different content areas.

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We have a lot of teachers in Litchfield that live in town, so they have a pretty good pulse on this isn't going to fly or we should reword this because it doesn't make sense. But then it goes to the board for that set of two readings, specifically so that if we miss the mark somewhere, that's the opportunity for the public to weigh in and say no, that doesn't meet the criteria of what we expect in Litchfield and then we can address it.

Dr. Jette: Keep in mind that it is approved by the school board - an elected school board that you voted (inaudible). So, if we get it wrong, they get it right.

Maureen Halligan: I appreciate that. Thank you. Just to follow up, as someone who doesn't have a child in the schools, I do try to keep abreast of what's happening, just because I'm a taxpayer and I want my taxes to be well spent, so I do keep track of what's happening in the schools, even though I'm not a parent of a student. And I appreciate the ability to have access to the school board meetings even on television because I don't always get to the meetings. And I do try to keep abreast of what's happening. I think the only question I have is, keeping a pulse on what the community's missing or whether it's missed the mark, it's still subjective, right, so I know the position you folks are in. You can't have it both ways sometimes and you're not going to please everybody, but that's why I asked the question because I don't know how you get the pulse. I don't get the emails that parents get all the time. So, I'd like to request anything that is - whether you consider it to be controversial or not - the more information that even just a regular community member and not a parent has access to, it's really appreciated. Because I won't get an email that a parent would, but I'm still interested to know what's happening in the town. So, thank you.

Christine Tremblay, 15 Naumkeag Court: First of all, I want to say thank you to everyone. I have raised two kids that have graduated. Excellent school system, excellent teachers, excellent faculty and thank you to everyone, including the school board, for donating your time. And in all of that I know it's not an easy job. Probably 99% of the time I never had any issues and my kids weren't always perfect angels, so thank you again. I don't repeat what everyone is saying, but I think one of the main things that everyone is nervous about because you're seeing across the country in every state and every city, are including the CRT and it's a little nerve-wracking worrying what's going to happen. I understand it's not curriculum, but as everyone was saying it can make its way through some of those links and so forth. I agree that the Message of Unity is fine, but having the links is a little problematic when it starts out anti-racist resources for white people and keeps going. So, I think the more we - I think everyone wants to add more information to our history curriculum. We want to teach the good, bad and ugly, absolutely. I've heard go into more detail about the Tulsa massacre. Whatever it may be it's vetted and I trust that it's going through the appropriate resources to make sure it's approved. With our kids seeing so much negative on media, social media, and focusing on the ugly, I think everyone wants to make sure we don't lose sight of the good that has happened in this country. And it seems like that's kind of the focus a lot lately and we just don't want it to be the only part of history. Slavery isn't the only thing that happened in this country. It was a horrible thing and we should talk about it, but it's not the only history. I think if we add this type of thing to US History we should also make sure we cover in the World History that slavery was elsewhere as well. It's just one of those things where it's so much focus - if you focus so much on diversity and equity, that's all that you talk about and it can actually backfire. So, I think having the right balance is important. And I had two questions actually because I've seen in some other towns that they're having Diversity, Equity and Inclusion training for faculty, as well as sometimes students. It could be just a consultant that comes in. I was just wondering if we've had that here for our faculty? Has that been a program here that has had consulting come in?

Ms. Widman: No.

Christine Tremblay: I've also seen some other towns that are hiring Diversity, Equity and Inclusion, I don't know what you call them, program directors to the staff and it's not always noticeable of course because you have a school board that gets voted in - some of it actually gets funded through the covid funds. So I was just wondering if that was a position that was thought about for Litchfield.

Dr. Jette: No. We have not had a discussion and honestly, we're watching class sizes at GMS - we're bellying right up to class size caps for positions that we didn't budget for, so we've got far greater needs at this point in time for classroom teachers that takes priority over anything like that in the district.

Christine Tremblay: Excellent. Thank you.

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Tim Finnegan, 147 Talent Road: I don't have a prepared presentation, but the one thing that the school board asked of us today was to give them their input on the Message of Unity. It's been removed from the - I think it should disappear. And we should not have a Message of Unity. And I'm taking Dr. Jette's guidance in that this is local, this is Litchfield, we don't care what's happening out here; we don't here, we care what's happening in Litchfield. And so, unless you have specific instances here in Litchfield that prompted you and the school board to say we need a Message of Unity, everything I'm hearing says we don't need it. We are united, we are together, we don't treat people badly. I think the Message of Unity may have backfired a little bit, so if there are specific instances of why we need a Message of Unity here in Litchfield, we should hear those before we ever issue another message. I say throw it away. I'm going to refer to the specific changes when you say because of this message we've got to change our curriculum, specifically our history curriculum, that needs explanation or we'll throw it away and forget it never it happened and go on the way you say we have been. I was glad to hear as a parent that did have a child here in the system that there was a process if you were uncomfortable with the curriculum - not objected to it - I just didn't like some of the things that were in it. I was never aware that the process existed. I would make an effort to make sure the parents know that that is there. You talked about C3 as if we should know what it is. I don't know what C3 is or what it stands for, and the one thing - you've been very careful not to do it, Dr. Jette - but when you gave your explanation on four traits - let's just keep in mind, they are not your kids, when you talk about we want our kids to do or we want our kids to be able to - no, they're not your kids - they're our kids. And the fact that they are in a government school doesn't mean you own them. You should always keep in mind that they're not your kids. Thank you.

Ms. Widman: I would just like to let you know that C3 stands for College, Career and Civic Life. It's a framework.

Chuck Alessi, 17 Nesenkeag Drive: I think I would like you to not take a stance on critical race theory. If it's not something that is taught in the school and I don't see a need for you to comment on it. I've got a kid coming up who's going to be in kindergarten in the fall and we're very excited about it - he's very excited about it. I hope that when he comes home one day from school he'll tell me that he's learned something that is totally different than what I've taught him and I want him to tell me why that is. I'm not raising a kid who's going to live in Litchfield. I'm raising a kid who's going to live somewhere in the world. I want him to have a core that - the beliefs that were put out in that Message of Unity. It's great if Litchfield is united. He's not going to live in Litchfield for his entire life. Litchfield is not a closed ecosystem. So, bring back the Message of Unity. I hope that we can all agree that what's in there is something we should all believe in. So, that's my input on the Message of Unity. I was going to bring something else up and I cannot remember what it was, so I'm going to call it there. Thank you.

Kathy Grondine, 20 White Street: I, too, have had two children, both of whom have gone through 18 years of education here in Litchfield. I'm not currently a parent of a Litchfield school student, but only by a month and a half, as my son just graduated. I want to start by saying I agree with the Message of Unity. If people are having a problem with the links then take the links off. I actually really appreciated it at the time. I do believe that what happens in our world impacts us here in Litchfield and it was impacting me. I believe that it could have been impacting my children. We had conversations about that and in different ways I think that was a nice message to hear that the school had taken that step to do that. I also just want to thank all you and respectfully disagree with the gentleman who spoke a couple before me. I actually appreciate when you say 'our kids' because I entrusted all of you with my kids for 18 years and the fact that you are that invested in them, I really appreciate that. So thank you for that. I've actually appreciated all of the education that they've gotten and I know that they've gotten critical thinking skills, both of my children. And both of my children are very, very different and both have come out of the same Litchfield school education with two very different frames of thought.

I am extremely proud of my daughter. She thinks very much like me. I am just as proud of my son who thinks very differently than me. I am absolutely alright with him coming up with facts, being able to support his own thinking and being able to say what he says. That does not mean I agree with him, but I respect it and I think that is a very important thing for our kids to learn and I appreciate that the school district has helped to do that for him. So, please keep sharing the facts and not necessarily getting caught up in feeling like we can't express and share and teach all sides of the situation. I did have a question and because I have gone through the Litchfield School District without any complaints and I know there has been the ability to do that, and some people didn't know that there was the ability to make complaints, which may mean that they didn't also have to make complaints, I am wondering how many complaints to date?

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I know that CRT right now is the big thing; it's what we're talking about; it's one of the big issues bringing us here today. And I don't want to just guess, you know, 'well, they will get it in here', but I want to see what has happened to date; what do we know? What have people had? What kinds of complaints? What are the complaints, the numbers of complaints that you've had in terms of people having issues with any discussions around the type of content for Social Studies and around any of these inclusion pieces?

Dr. Jette: Thank you for that question. So, I can tell you a couple of things. First of all, Litchfield schools in the middle of the pandemic were open for in-person learning. So, we did something that not a lot of districts did. We had our doors open to those who wanted to come and about, depending on the school, 75% to 85% of the families chose to have their students in person learning. 180 days were just completed. I received exactly zero complaints at my level about content in Social Studies. There were a few minor complaints that were resolved at the teacher level and at the principal level, but they were not about Social Studies and that level of content. They were more about 'is this course of instruction appropriate for this course' and we were able to work all those things out using the process that we outlined, at the lowest level possible you resolve the problem. So, 180 days, zero complaints.

Kathy Grondine: I really appreciate that because we're having a huge conversation about something with zero complaints to date. So thank you for that. I'll also just leave and respectfully again - and I know people have said you should make a statement around CRT. I don't know that there is a definition of CRT that in this community that we will agree on, therefore, I don't think it would be fair to say we are going to agree or not agree with CRT. So, I say let's take the facts, what we're going to teach, and go into the details there. I also just want to thank everybody here and I really want all of you to know that I trust the educators in this town, I trust the administrators, and I trust the school board to make the decisions about what the content should be for our curriculum and I really do not want them to be worried about what they might see or hear on Facebook or other social media about what they're teaching in their schools. I really don't want them to spend a lot of time on these complaints when they haven't had a lot of them so far and I certainly don't want them to be worried as they do their jobs that they could be losing their certification. So I hope we can resolve this as a community. Thank you.

Dr. Jette: Kathy, I want to thank you for that and also just respond to your comment about our kids, and Tim to respond also. So, I'm a father. I have a 9 year old and a 10 year old at home. I send them off to school. I've been involved in public education for 31 years and, I'm sorry, but they are our kids, and that's the way I look at it. When I go into a school I think is this what I would want for my children? Is this what I want to do as an educator, relative to the way I expect my children to be raised and taught. I do bring that lens to it. I will always be a father first and an educator second. And I'm sorry - they're our kids.

Keri Douglas, 9 Pheasant Street: I first have a question, or maybe a couple of questions, depending on how the first answer goes. So, the curriculum that is being developed, will it be electronic or will there actually be a physical book?

Ms. Widman: It depends on the grade level.

Keri Douglas: I ask because I like to read my kids books so I know what they read. If it's electronic, how will the parent have access to that? How will I know what my child is being taught if I don't have access unless the district makes sure that the access is provided to those electronic documents? That's actually one of the concerns I have with a lot of the Social Studies teachers using articles and handouts because I can't read it in advance to know what's coming. I can't say 'I'm going to have to have a discussion with my child about this topic because we think about this a little differently. So, I'm not a huge fan of that. I get why it's done. I think we need to include parents more in that discussion because my students are no longer in this district, but they were here during the pandemic and I think I had a math book, but no Social Studies book. My older son is a very deep thinker in that he takes time to process. So, a lot of times, months later, I'll get a question like 'why did this happen? Why did somebody say this?' And I would be like, 'where'd you hear that? We don't think that.' 'I learned it in Social Studies'. Now by the time I find out about it, it's too late to make a complaint. It's not really a complaint because it's just a biased presentation of the view, but it's not really wrong. It's a different interpretation. So, do I file a complaint because I think - I loved your perspective that a student should never know your position. I wholeheartedly agree with that and I think that is an excellent indicator of an educator. A student should be able to walk in your classroom and not know your position because you present it so well on both sides. That is where the critical thinking comes from because they learn it and they can make a decision. When my child walks out and knows how a teacher voted for the Presidential election and thinks how it should turn out with the different disputes, but I don't know about it until long after the fact after I've withdrawn my kid? So, if there are no complaints, here's one now.

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I think you need to take a look at your professional development. Remind your teachers that the goal is critical thinking; the goal is both sides of the argument. My student should not walk out of there asking me why would the teacher say this about the President. So, I apologize for not filing the form, but I didn't know about it until long after the fact because I didn't have a book. The syllabus is fine. It tells you exactly what it is, but it doesn't give me the day-to-day lesson plan; it doesn't tell me what the discussions are in the classroom. So, referring parents to the syllabus is only half the thing because that's not all the information. There's so much room outside of that and that's great because teachers need the flexibility to have those conversations and follow the students where they're going, but if I don't know about it because I don't have a book or I don't have the handouts - everybody's using these quizlet things that I don't necessarily have the ability to review, then I can't tell you that I have a problem with it because I don't know that I have a problem until it's long passed. Thank you.

Mrs. Harrison: Keri, I just wanted to say that you and I, we're both moms, and I know as in my role as mom I don't always hear conversations at school or lessons that happened until long after the fact, if ever. My kids are very tight-lipped about what goes on at school. I trust our teachers. I understand that not every parent - there are different degrees of skepticism and trust, I mean that's certainly personalized to you and your kids. I think, though, that the materials and the tools that teachers use may not always give the full picture, but a conversation with that teacher will. A conversation with that teacher will say, listen I'm concerned that you guys are talking about politics in class and you shouldn't be. And you're right, they shouldn't be. Students should not know where their teachers stand on any of these issues. And you're right and I agree with you. That angers me that was said in class.

Keri Douglas: But again, a young child not knowing exactly the conversation, but it's enough that it made an impression and it's enough that it occurred after the fact. I can't even go to the teacher because it's so far past. So, my thing is if we're having updated information, do everything you can to get as much of it to the parents as possible so we can flag it in advance.

Mrs. Harrison: I agree that maybe we need to remind our teachers the place for politics is not in the classroom. If you're presenting historical material or current events as a topic, your personal views don't come into play and I agree with you. And I also encourage you to remember that when you do entrust the district with your students, you are a partner in that, too.

Keri Douglas: And I would have been happy to do it, had I known about the conversation at the time. So there's a lag time.

Mrs. Harrison: It's a catch-22, but again, we can't do anything about it if we don't know about it happening.

Keri Douglas: Exactly, which is why I'd like to bring your attention that there are no complaints and no concerns. Well, some of us may have them, but we didn't know about them in time to approach them through the process.

Mrs. Harrison: You can still complain about things that happened in the past.

Keri Douglas: I'm not going to hesitate to complain.

Mrs. Harrison: Keri, I know you. I know that as a fact.

Dr. Jette: You need to let us know because if it's happened once, it'll happen again, unless we have the opportunity to address it. Send it my way or the principals' way and we will have that conversation.

Keri Douglas: Absolutely. Thank you. Mrs. Harrison: Thank you.

Rich Lascelles, 236 Charles Bancroft Highway: I currently serve as a State Representative and Selectman, and I'm very proud to say that I've been a substitute teacher here at CHS for 11 years and I hope to until all my grandchildren are out of school. I don't know if that'll happen now, but we'll see. Critical Race Theory is something that started in the colleges, many years ago, but it started in the colleges and it's gradually seeping down to even preschool. Don't make any mistake about it. What you got is Critical Race Theory. The attachments that went out under the guise of a Message of Unity - anti-racism resources for white people - that is Critical Race Theory. Make no mistake about it, okay?

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I'm very concerned that this went out with virtually no vetting on the part of the school board. I guess there's a credit there because if they vetted it they would not have sent it out. I don't think they vetted it at all. I think the school board was pretty okay with the letter, but not the resources and we'll get to the bottom of that. The minutes of the school board meetings are very unclear. Your school board are your elected representatives; they represent you and they need to make the decision and they need to stand behind those decisions. I don't think that happened here, alright? We've talked about we don't deal with national issues; we deal with local issues. Look at who put this together. Who put this together? They didn't live on Brickyard Drive. They didn't live on Charles Bancroft Highway. They are a couple of people from New York and New Jersey and it went out all across the country. Look at the bottom of it and you will see that. My life, since I've been 20 years old, has been one of service to my country, my state and my town. This room was built at the time when I was Chairman of the School Board and we passed the bond issue through my work and a lot of other volunteers in the Town of Litchfield. I love this town and the school, but I wouldn't be here if I wasn't afraid of what this says. I don't have anything to gain by making an issue of this. I didn't really know about it until about a month ago. In the Legislature, we passed that HB2 to prohibit this. I was in a meeting and the run up to the vote on the budget and our town was used as an example of why we needed that. Our town, Litchfield. If you go through some of these things in here they talk about police brutality and defund the police. Don't we know that there's like 60 or 70 households in Litchfield that are police households. What do you think students that read that - what do you think they think when their father or mother is a cop? People call Litchfield 'cop town'. Is that representative of Litchfield? Absolutely not. So, I don't know the process that the school board went through. I don't know what was in our mind. Was this a way of being woke or an attempt to show how virtuous we are? I don't know because I don't see anything good coming out of that. I'll leave you with one more thing - everything in Critical Race Theory is looked through a prism of race. And I'll leave you with Martin Luther King. Martin Luther King is not quoted here. Martin Luther King said he wanted his kids to be judged by the content of their character and not by the color of their skin. When you look through this stuff, you're looking through a prism of race. Make no mistake about it - that's what it is. So, I'll say it again, we made a big mistake by doing that. Over my dead body.

Dr. Jette: If I can just respond quickly. Rich, again, the resource that you're looking at and the information that is there is not what we originally linked to. I completely agree with you, as I said earlier. The comments about defunding the police - we did not put a stance out there that we're in favor of defunding the police or that we favor those movements. I personally don't agree with that. We have had a great history working with the police department here in Litchfield. You've been in the training with us as a substitute relative to ALICE drills and making sure that we know how to respond if there were to be a bad actor who were to come along. We appreciate and value that relationship, so, we're not going to make a link to a document that is taking a stance that is in the antithesis of what we believe as a school system. You're seeing that now, well you're not seeing it now because we took it down. But when it was raised that that was something that was on there, that's why we removed it from our website and it was no longer available to folks. Again, I share your concern about that. It's not something that I support. I don't think it's anything that the board supports, although again, we haven't taken a vote on it, but I think we could take one pretty quickly and have a stance on it. So, I guess it's unfortunate that that was used in the Legislature without being brought to our attention. I received, as I said, a phone call from Mr. Nordyke, or an email from Mr. Nordyke about it and I received a call from the Commissioner and we immediately responded to it. When that resource was sent out in June of 2020, it did not look like what it did in June of 2021. It evolved over the year. You're right, we linked to a resource that had been pulled, but I want to tell you the origin of that resource. So, yes, it was not written by folks who do not live on Brickyard or anywhere else in Litchfield; however, the resource was available through the New Hampshire Juneteenth Facebook page - that's where we got it from. It was a New Hampshire based resource that we drew upon and linked. So, that's how we found it. So, again, that's the link to a link to a link scenario, but we viewed it as a local resource at the time we linked to it because it was something that we found on a locally sourced Facebook page. Just to be clear, I share your outrage about that stance because that's not where we are as a community.

Rich Lascelles: You say as soon as you got complaints you took it down. There were complaints when you first put it up a year ago, but it stayed up. It stayed up for a whole year, Mr. Nordyke complained, very articulately, it stayed up, and then finally it went down after a whole year of being up. At some times, the school board seems to be proud of it. Sometimes it was a mistake. Sometimes they're proud of part of it, sometimes they're not proud of part of it, but to say as soon as we got complaints, that's factually incorrect because you got complaints when it first came out and it stayed up for a whole year.

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Dr. Jette: Rich, when it first came out there were a couple of complaints or concerns, I guess - I don't want to call the complaints - there were concerns that were raised, a couple of them; we responded to those and did not hear back from anybody on the responses. And again, nobody brought up defunding the police or other things that were on there because they didn't exist at that point in time. So, a year later, as soon as we got the communication from Mr. Nordyke and I had the conversation with the Commissioner, I immediately contacted Michele and it was removed from our website that day. Now there were some people apparently who could still access it through Google archiving services. You can't just (snap of fingers) make stuff appear off the web. So, even though it's removed from our website and not there, it takes a while for the Google crawlers, I guess, to remove stuff from the archives. So, yes, people were able to find it - not on our website - in Google archive format. It was immediately removed and put in a trash can by Michele. I have tried to find it since and I cannot right now. I'm pretty sure that it's been recrawled and removed at this point in time. But that's the history and the story as to what has happened with that message. Rich, can I ask you a question? What's your advice to us? Remove it completely and move on; to keep the message and remove the links? I mean, if you have a thought or an input, I would appreciate hearing that.

Rich Lascelles: Well, in many ways the damage has been done. I think a statement opposing Critical Race Theory is in order. I think that you need to establish a program where people can complain about things in a way that they feel comfortable in doing them. I hear complaints, but they never get to anybody or they're not acknowledged or no one takes action against those. So, in answer to your question, I don't know if there's anything that can be done other than denouncing Critical Race Theory.

Cecile Bonvouloir, 1 Tamarack Lane: I just want to say that recently I shared with Representative Lascelles - without a doubt, this man is the biggest cheerleader of our Litchfield students. And when he posts about our kids' successes, he doesn't stop and think, well wait a minute, is that mother or father a Democrat or a Republican? That's not where Rich goes. And in this climate that is amazing because we have experienced that with other people. And Rich has posted about all of our children's success and it just warms my heart and I can never take that away from you, and I thank you. I have also been honest with him that I disagree. The division in our community, the divisiveness, it breaks my heart. We're a small community and when I see on the What's Up Facebook people taking sides, that's like the only time I comment. Please shut this post down - I beg you because we start hating each other and that's not what this small community is about. Last July, there were 37 pages of public input and letters from the community members and parents that were attached to our school board minutes. 37 pages! Not one was about this issue - not one. Further, there were hundreds - hundreds of emails - I read them every month. It's the only way I can stay kind of plugged in. I don't have time to watch school board meetings or attend them, but I want to know what's going on. I've had 3 kids graduate in the past 3 years. Hundreds of letters and emails because of the COVID submitted to our school board - not one about the letter of unity; not one about the link; and not one about Critical Race Theory. I personally have been hearing about CRT in the news; hearing it on podcasts, portions on NPR for over a year. They've been taking a national issue to our school board's front doorstep across the country. This is not new news. Anybody who's a little bit, kind of a news junkie, knows this. And the tactics used, making time consuming record requests to our school boards, giving public input utilizing scripts that I heard from our own community at the last month school board meeting, having long, drawn out meetings. There was one meeting that I read about - 11 hours - calling school board members and superintendents Marxists, racists and abusers, teaching CRT in the classroom, and the goal: to try to convince the community that the children are being indoctrinated by CRT. I just can't support that, Rich. This is not right and it's dividing our community. So yes, please put that letter of unity back up. Be careful what you're posting as a link, but as a mother who raised 3 children - we are a multicultural family - I have 2 latino children; I have a child with special needs; and we are an LGBTQ family, and that was painful in this district. We had to go other places. Our child hid it from everyone - afraid - and it wrecked his college career. So, yes, put the letter of unity up, but no extremism. I don't support that. I think our cops are very different people, but there is a margin, of course, in every group that is reckless and as a public official in an elective position, you gotta know, you gotta write, you gotta call us, you gotta tell us - we can't be sideswiped by a mob. And I can say that I've experienced this over the last year and it's been painful. So, that's my rant.

Laura Gandia, 3 Chamberlin Drive: I spoke at the last school board meeting and expressed my concerns regarding the Message of Unity and I just wanted to go over some facts because I think some facts are not clear or misunderstood. That Message of Unity came out in June as Dr. Jette said, and I received that message. My boys did not attend the high school here in Litchfield, but they did go up through LMS. But I did receive that Message of Unity from some, actually several people, and then I did send that Message of Unity with many of like-minded people that I know in town, and that email that I sent out to folks was on June 11.

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In that email that I sent to folks, just because there's questions about the link, and my email of June 11, 2020 talked about some of those links. And I said at that point in time, June 2020, also some of the reading suggestions, which are titled 'anti-racism for white people' screams racism to me. I did peek at some of the resources that they are requesting that we read - 'so where should I donate' blames the police and national guard for instigating and initiating violence. This is a link at the time that Message of Unity was first put out. The book, 'Me and White Supremacy', teaches one how to recognize white privilege. So, this was at the time in June 2020 when this was put out, so those links were bad at the very first instance. They didn't evolve until now where they're bad and they should have been removed. That "I donate" site, that was one of the links, says, 'first and foremost, the police and the national guard are initiating violence'. So, when Ben Sargent made that comment, for my own records, he's 100% correct. The links that were put out by the school board were insulting and derogatory towards our police department. That is unacceptable. Then the book, 'Me and White', some of that says, 'White supremacy is a system that you have been born into. Whether or not you have known it, it's a system that has granted you unearned privileges, protection and power, and it's a system that has been designed to keep you asleep and unaware of having that privilege, protection and power has meant for people who do not hold white privilege. What you receive from your whiteness comes at a steep cost for those who are not white.' Again, an original link from back in 2020. And then after my email went out June 11, June 17 there was a school board meeting where I believe Dr. Jette commented about how he received concerns and complaints because I was told by people after I sent my email that they were responding to the school district. So, they did reach out to the school district, whether or not those emails became part of a permanent record, I don't know. And they received an answer, which I then responded, in turn, to Christina Harrison that I thought those were canned responses on a Facebook post. So, this issue has not just come to light now. It's been in existence for over a year. So, we had these links and this message up promoting racism in our district for over a year. So the fact that now it's being said that these links have evolved, they may have evolved into something worse than what I originally found in June 2020, but the links that were first put out were horrible - insulting to every single member of this community. And I think it was negligent on the part of the school board, especially the June 17 comments from you, Dr. Jette, where you said it's not your job to vet those resources - I disagree. If you and the school board are putting out resources for the community to look at, you need to vet those. What if there was something really, really bad on a different topic? Do you take no responsibility for that? You and the school board have a duty when you put links on them to vet those and say, like you did at your June 17 meeting that wasn't part of your duty or responsibility. That's not right - it is. It's part of you and the school board to make sure that our kids are being properly taught. That they are receiving healthy information. Information that helps them grow into healthy individuals. Not information that divides us, that promotes information that's negative. That's not what we want. And I do have one thing that I did mention at the last meeting, was the NEA stance on Business Item #39, where the union is going to be promoting CRT and the 1619 Project. I know it's been said - I know Patrick Keefe has said that's not happening in Litchfield, but he's part of that bigger picture, and I want to know what is the school board going to do to ensure that that type of message from a group that our teachers are part of doesn't permeate into our district. Critical Race Theory - thank you very much for saying it's not taught in our schools. That's not my concern. It's the ideology behind Critical Race Theory that permeates. So, you can say all day long that Critical Race Theory isn't being taught; you can say all day long - you can issue a message saying we're not going to promote it, you know, we are against it, but the concern is the ideology behind that. That's what permeates into the classroom. That's what permeates when you have teachers' expressions of political affiliation. That's what permeates when you have teachers saying something about the current President, or any President, that is going to sway kids one way or the other. It's that type of ideology that I don't expect you to micromanage, but what assurances do we have as parents, as rights as residents of Litchfield that the school board is going to do everything in its power to ensure that that type of ideology does not permeate into our students and into their way of thinking.

Dr. Jette: Laura, if I can just clarify. So you said you sent an email on June 11. That was to me?

Laura Gandia: I said I sent an email to people in town when I received your message of unity from somebody in town. I got it and I'm like, oh my goodness, what is this, so then I sent it to a group of people that I'm in frequent contact with, saying, 'hey, look, here's a thing that was sent out from the school board', and I read to you from email here are some of the links. And those links were really, really bad at that point in time. That's why I sent that email and I received responses back from people saying we sent a letter and I saw that letter and it was a response and then, I went ahead and had an interaction with Tina Harrison and I get the same response from her, and I think she'll recall that I said that's a canned response because it felt like everybody that had a concern at that point in time was getting the same type of canned response. And canned may not be the choice word, I will say the same response, but I thought that it was canned because it really wasn't addressing the issues that were bothering the residents of Litchfield.

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Dr. Jette: I appreciate that clarity because I don't see that or hearing that. And again, I did respond to a few parents. So, a few people reached out to me and I did have a response to them and obviously each individual board member does their own response if they received that. I appreciate hearing that. The other thing is that you commented that 'it wasn't my job to vet'. I don't know exactly what was said, but I will say this - this is where I stand today; it's probably where I stood a year ago; and it's probably where I'm going to stand tomorrow, and that is that I trust the parents of Litchfield to vet those resources and determine on their spectrum what they're going to do in their household. If I was handed a list of resources by anybody I would then decide what it is that I as a father am going to engage with my children over and what's the appropriate level. So, to me, at the time we put that out we were providing a vast array of options for families to make those individual choices and to have that personal responsibility. And I believe in that. I trust our parents to decide and I know that some families are going to say 'I'm going to do all of this' and some are going to say 'I'm going to do none of this' and some are going to pick and choose in the middle. That's all we did. Those are not curriculum materials. They were not given to children directly. They were resources for parents; for parents to pick and choose what was available to them. I know as a father we're watching what's unfolding on the news. We're watching this sort of national crisis that's occurring and trying to decide how do I have a conversation with, at the time an 8 and a 9 year old, about that. So, some of those resources I would not have introduced to an 8 or 9 year old, but if I had a 16 or 17 year old I might have been in a different spot about that. That's all we were trying to do is to be part of the community and to provide options and resources for families. Remember, too, we were all in lock down. We were all sitting, I mean, I was doing this sitting in my home toy room, converted into a home office because that was the scenario that we were in. We were isolated; we were away from each other, and we were trying our best to keep everything plugging ahead. So, it was really done with the best of intent and again just providing people with those options and opportunities. I just wanted to clarify that point.

Laura Gandia: I appreciate your response, but I would counter it by saying I trust in you and the school board to put forth appropriate resources and I feel that those resources if you're denigrating the police ...

Dr. Jette: We didn't do that.

Laura Gandia: But it was in the resources that were there that you put forward.

Dr. Jette: I didn't do that. I would not have put forward something denigrating

Laura Gandia: But I have it. It was. So I'm going to say that I trusted and I think all or any resident in Litchfield puts the trust in you and the school board when you're putting out resources, to be thoughtful, to be mindful, to be considerate of what is being put forward. All of those things were not done and the resource links that were put out by you and the school board; therefore, I feel, and I know many other people in town, feel like your trust, the trust that we have given to you, was betrayed.

Dr. Jette: I take your trust very seriously. I stand on it when I make decisions, all the way from 'is it safe to have school today'; the pandemic presented us with a wealth of challenges to try to figure out how to best proceed and I have really appreciated the trust that the community has put in me and I've taken that incredibly seriously. Again, providing the resources so that families can make those individual choices. There's still national issues. There's still stances that people are making, communities are making. We're not going to make those decisions in Litchfield, right? But where I live, the community next to me eliminated the police department. They made a decision in Salisbury, NH to not have a police department anymore and to rely on sheriffs who, frankly, are overworked and unavailable and the state police, who are overworked and unavailable, to be their sole source of policing. You know what I say? I'm glad I don't live in Salisbury. That's not a choice I would make in my community. So, again, for people to understand why that community would make that stance, we have to understand it to make sure that doesn't happen here or somewhere else. And that's all we were attempting to do is provide ranges and opportunities. It's unfortunate that it's caused this level and I can tell you what's there today - do you agree with me that what was there in June of 2021 is not the same as what was there in June of 2020?

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Laura Gandia: I didn't do a comparison. I was just looking at my original email where those things were there. Like I said, you know, you and I can go back and forth, and I don't want to do that with you. It's just what I wanted to be sure is that people know that those original links were really, really bad and they were insulting to police officers; they were insulting to me; they were insulting to my family; it was insulting to a lot of people in the community, and I really think it was misguided of how the whole process went. And that has led me to file my right to know request that I know other people think it is a lengthy thing, but really just so people can understand. Like really, what happened Dr. Jette? Those links were not good.

Dr. Jette: We're going to answer that question for you, Laura. We're going to get that to you.

Laura Gandia: And I appreciate that.

Dr. Jette: I can tell you what I saw when I got the phone call is not what we saw when we put it out. It definitely evolved and it definitely changed.

Laura Gandia: And I'm not challenging that at all, but I'm just saying that those initial things from you, you know, what the police department has brought forth - he's correct - those links did speak ill of the police department.

Dr. Jette: Yeah - the only thing is I wish you had raised it with me at that point in time. I didn't have that. If somebody had said 'why does it say this?', I would have responded to that. I guarantee you I would have responded to it because I take that trust seriously.

Laura Gandia: I appreciate that. For me, I am more of an in-person type, so it was COVID and I can't go to a meeting like that. So, that's why I didn't do that and then it just kind of fell back down the wayside until it was brought up again by - and I'm like, wait a minute, there's a whole backstory to this message of unity. So, I know you've asked other people. You may not want to ask me, but I'm going to answer. What do I want done...

Dr. Jette: Actually, I was just about to ask you where you want to go...

Laura Gandia: Well, good. I would like the original message of unity gone and I would like for the school board to reissue something that speaks of what happened and kind of explains the situation; kind of trying to put everything in the right perspective of what we're trying to do as a community; what we're not trying to do as a community; I would incorporate Rich's concerns about CRT and really have a comprehensive thing that kind of just tells people our story of who we are; what happened with the original message of unity and those links, and just be transparent.

Dr. Jette: Great. Thank you.

Laura Gandia: Thank you, Mike, but could somebody just respond to my question about the NEA Business Item 39?

Dr. Jette: Oh, you know what, I really can't and I'll tell you why, I'm not a member of the NEA or the organization. I'll attempt to frame it. I'm going to use the upside down wedding cake again. In 1998, I represented the New Hampshire NEA at the delegate assembly in New Orleans. I stood on the floor in front of 10,000 people and I spoke out against two position statements that the NEA, the national organization, was making because they were wrong. The first thing I spoke against was that the NEA stance was that a family who chooses to home school shall have no access to the public schools. And I stood up and said, 'You're wrong. How can the National Education Association take a position statement that shuts the door in the face of a child? This is wrong for us to do and this needs to be voted down.' Well, I was largely outvoted, to be honest with you, and the stance was taken that that's the official stance of the NEA. So, there's your national ridiculousness; you bring it down to the state level, the NEA NH, and you engage in dialogue about it; and then it's up to each individual local school to decide, are you going to shut the doors in the face of a child? And the answer in the school districts I've been a part of has been "no". Of course they're going to have access. If a homeschooling family outgrows chemistry, come and take chemistry with us, you are welcome to do that. That should be our stance. So, I don't care what that national thing says. I don't care what the state thing says. I care what happens at the local level and what the right decision is for individual children. I've stood on that. I believe the LEA will do the same thing with NEA NH an NEA national in terms of making those stances, but again, I'm not the LEA; I can't speak for the LEA; but we have to trust that when it's brought down to that level that they're going to make the right decision for Litchfield.

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Laura Gandia: And I will just implore you do the school board to enact whatever policies, to enter whatever sidebar agreement you can for collective bargaining agreements, to ensure that that type of ideology, that Critical Race Theory, that 1619 Project that's being promoted by the NEA does not reach our students.

Dr. Jette: Thank you.

Laura Gandia: Thank you.

Moderator: We are at 20 minutes to go in the meeting. The meeting will end at 8:00 pm sharp. The floor is now open to anyone that wants to ask a question now - parent, resident, student - as long as you're a Litchfield resident. If you are reasking a question or coming up for a multiple time, please keep it very short and brief.

Tara Coakley, 2 Waterview Circle: I want to ask the school board, please do not take that vote on Critical Race Theory, because there is no way in our community we are going to have a definition that is going to appease a majority of the people, because there are so many deviations on that. What I implore you to continue to do, which is what I saw presented tonight, is to put our curriculum together for our community based on our teachers, our curriculum director, our guidance from the state, our guidance from the federal government. My understanding, and you can correct me if I'm wrong, is that curriculum is available, and it goes before the school board twice. I look at it as my job as a parent is to know what's in front of my child; my job as a resident is to know what's taught in my schools if that's where my money is going (and as a parent, also). As long as I have access to that information and I know this is what's going to be taught in my schools, and I'm going to follow that up because when my kids come home I look at their papers. I just want to say I think you guys are doing a good job. I think you guys need to continue to do what you are doing. That, the two readings before the school board, we elect our school board, they listen to us. I've sent every one of them emails and messages when I've heard about issues coming up. I get responses. We live in a small community. Most of us, I'm assuming, go to the variety store, we all meet at McQuestens. I want my kids to grow up not being nervous about who they're going to run into and is this somebody that isn't going to agree with my mom or is this somebody that's not, you know. I just want us to remember we model for our children who we want them to be and we do that by being involved, by calling our teachers. Use the hierarchy, please. Teachers get back to us, principals certainly get back to us, administrators get back to us. If you have questions that's where you go. My kids have come home and say 'this happened' and then I'll call the school and say 'this happened', and they were like, 'oh that was in September', mind you it's May, and they've addressed it. They need to know what's happening, so if you have a concern I would say go through what's there. And don't vote on something that we don't have a clear definition of. I want to know what our curriculum is. I, honestly, respect all of you, but I don't personally care what your opinion is on CRT. If it's not in my school and not going to be taught in my school, my thoughts on it and what your personal beliefs are doesn't apply. So, let's stick to the topic, let's talk about our curriculum and let's vote on that. Let's all be heard on that. I can't really make that any more clear.

Betty Vaughn, 19 Stark Lane: I just wanted to say I think you should keep your letter of unity - maybe change it a bit, I'm not really sure - but when Cecile talked about her kids and they're LGBTQ and they don't have the support here in Litchfield, that kind of broke my heart. So, I think a letter of unity says everybody's included. People who are African-American are included, people who are LGBTQ are included, everybody's included and we're stating that through our letter of unity. You know, this is how it all started as George Floyd got killed and that sort of sparked all of us to be concerned about race and racism and I just think it's important for us to remember that - that we want to make it clear to everyone that everybody is included and that we're all community.

Harry Nordyke, 8 Rocky Hill Road: First of all, thank you very much - really appreciate it. I had 2 kids go from soup to nuts through the school system and I personally couldn't vouch for a better school system. In my growing up, I moved around a lot and I saw a lot of different school systems. I just want that on the record that Litchfield is a great school system. I personally would hope it stays that way. So, one rhetorical question, why don't next time when you put something like this out, you make it a matter of record, that way there's no back and forth on what was the original document and what is now the present document. The proof is in the record. That's a rhetorical question, why don't you do that next time. And why don't next time if you have a meeting and you take votes on these things, you make it a record. You hold minutes to those meetings so it's transparent because this has caused quite an uproar. I think you're feeling it. I feel for you. You're under the gun - I get that, okay? Two thoughts: 1) when my kids went to CHS there were four core values, as I recall. I think it was character, courage, respect and responsibility. I don't think there were any courses taught on that. It may have been in the handbook. I'll bet there were things posted on the walls, but it was taught.

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It was taught through discipline funneling through the vice principal's, through lunch monitors, through hall monitors, teachers in classrooms taught that, on the playing fields, on the stages, in school assemblies. It was taught. And when I think back on my career as a student, which was unremarkable in public schools, the teachers I remember taught me things - I always remember Mrs. McLaughlin, my first grade teacher, that's where I learned to read, but I learned other things from my teachers. I had a teacher in fifth grade, Mr. Sheets, he had cerebral palsy, the entire right side of his body was withered, he had the strongest left arm that you've ever seen in your life, and he taught me what it meant to be bullied by people because you're different. That wasn't in the curriculum. The best football coach I ever had was Lou Harrigan. He was a black man in the deep South in 1975, coaching me as a 9th grade, junior varsity school student. I'm here to tell you, that was a groundbreaker and one of the things he taught me was don't be too sure about who you are or where you come from. I called him one day and said, 'oh, coach, you're being a turkey'. Well, he let me know that somehow that was an inappropriate remark to make to an African-American. He said, 'you don't know where you came from; you don't know who you are', and he's right because I had Cajun blood in me, so I really don't know. You never can tell, but that wasn't part of the curriculum; that wasn't part of the playbook; that was him teaching me something. And I could go on with Dr. Pisano in high school where I took a comparative religion course. He was an ex-jesuit brother who left to marry a nun. He taught me things, too, about the differences people have in their religious beliefs. That was part of the course, but he taught something deeper than that. He taught about a unified theory of most faiths and faith traditions. That was not part of the curriculum. So make no mistake about it - teachers teach things other than what's in the curriculum. I think that's what you're hearing here is a concern about something that is not in the curriculum getting taught. Be careful. Be careful. Yes, they're your kids - they're our kids - be careful, please. Thank you.

Rich Lascelles: I'd just like to say that we live in the greatest country that's ever been on Earth. I look through this and all I see is America being bashed. Why is it that we have people that are walking a thousand miles to get to our southern border? Why is it if you go to any place in the world and you ask them, where would you like to live, they say America. I go up to BJs and there are people that are pushing carts, about half of them are immigrants. They're living the American dream because they have a little store somewhere, alright? It pains me when I see my country that I defended for so long to be bashed. And if we're going to put something out, it better be balanced. If we're teaching, we need to teach that, yes, we have wars and, yes we have races in our background, and yes, every profession has some bad apples. But if we're going to have a good society we need to live by American values and that includes all the good stuff and, yes, some bad stuff. We'll learn along the way, but we're still the best country that's ever been on Earth.

Brandon Lefebvre, 43 Brickyard Drive: A lot of what I've been hearing is to bring to the school board's attention the issues. And I really think the heart of what I was trying to convey earlier is I think the community needs action - proactive action - from the school board and from the school system to put into place policies and procedures, hard items of action that aim to avoid extremist views, ideas, topics, all of that regardless of if it's left wing, right wing - it doesn't matter. Those need to be prevented from becoming part of discourse outside of curriculum and in making their way into the classrooms. Whatever mechanisms are available, I think that needs to become transparent to the community. Whatever policies might already exist should be highlighted as well. And we talk a lot about the upside down cake - if we're picking and choosing up the ladder, we can't say there's no way it could happen here because of the state law. We know that there's loopholes. There's the spirit of the law and there's bad actors. What is the local community doing, beyond that state or national level, what are we as a community doing to be sure that that doesn't poison the environment for an student? Thank you.

Megan Reed, 2 Oak Drive: My question is, I realize I never answered about the message of unity - I think it's great for us to be a great community - can you send out what you originally approved to be on that?

Mrs. Harrison: The original message?

Megan Reed: The original Google doc that you approved.

Dr. Jette: We can't. We do not have a hard copy.

Megan Reed: Do you have a pdf of your message of unity?

Dr. Jette: We have the message of unity; we have the resources in terms of here's the link.

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Megan Reed: So nothing else was saved.

Dr. Jette: So what that link goes to is not what it was. We can't even do a revision history.

Megan Reed: I guess I'm just confused. If you approve something, like you felt like it was okay to be put on there - and when I asked before you had said it evolved, but apparently originally it was bad to begin with. I guess I'm just confused what was actually approved, what material was, if you can remember, put out to parents, students and staff to read. I'm just confused.

Mrs. Harrison: No, I hear where you're coming from and this is certainly something that I have learned a lot about what not to do. When we shared that message of unity, district leadership weighed in. We did not have a meeting of the school board to vote on it and approve it. It was a document that we all contributed to, we made notes, we made comments (I like this, I don't like this). So that it kind of organically evolved, not just on behalf of the school board, but district leadership as well that was signed onto that document. The resources on the bottom: I clicked on the Black Heritage Trail link, I clicked on the NH Juneteenth link, I clicked on the Google doc, which was literally a list of other links and that's as far as I went. So that's on me as a school board member that I didn't look through and vet every single one of those resources. I didn't jump the link to the link. I didn't jump the link to the link to the link. So, that's my lesson now as a school board member that I'm responsible for what we put out no matter who owns it. Like Mike said we were offering these resources to people who might want to partake in them and use them to talk to their kids about it. That was the intent. There was no 'hey listen, these guys are talking about anti-racism for white people and CRT and all of these other things'. That's not what happened and that was never the intent. So, what we've learned is that we vet the resources; we only link to resources that are static or that we take ownership of so that we have a hard copy that's available; we vet it and we stand by what we put out.

Megan Reed: I appreciate that, I really do and I appreciate having this night to ask questions. My questions is, though, when you click on the Google doc, and I was able to find it 2 weeks ago, in the search bar....

Mrs. Harrison: On the website?

Megan Reed: On the school district website because I had no idea what anyone was talking about. I clicked into the little search magnifying glass and I typed in anti-racism and it popped up. So I have it saved on my phone so I could read everything. Now it might be gone now, but what was the original information that you viewed clicking on the original Google doc? If it evolved into this anti-racism for white people, what was the thing that popped up first when you clicked on that a year ago?

Mrs. Harrison: There was a link that said anti-racism resources for white people. That was the intent - it was one of the links. I didn't go down and look at all of the resources. I didn't watch all the videos. I didn't listen to the podcast, I didn't read it.

Megan Reed: I didn't either.

Mrs. Harrison: Right. My feeling at the time, in this world of 'the world is on fire and the nation is divided' was if we can't get past the word 'white' then how do we have this conversation?

Megan Reed: I think having this conversation is great, but it said resources for students, staff and parents. So anti-racism resources specifically for white people is inappropriate.

Mrs. Harrison: I accept that.

Megan Reed: So when I originally asked my question you said it evolved and what it is now wasn't what it was before, but now we find out it was that way the whole time.

Dr. Jette: No it was not.

Megan Reed: But it was. I just want to know the truth.

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Dr. Jette: We're being completely transparent. We wouldn't be here having a forum tonight if we weren't willing to answer the questions and be transparent about it. So did it say anti-racism resources for white people? You just asked me that for the first time. The answer is, yes it did say that.

Megan Reed: I asked you before the information and you said it's not what it was before.

Dr. Jette: What I said is that the links have evolved.

Megan Reed: I'm not talking about the links. I'm just talking about that original Google doc link you click on that everything pops up.

Mrs. Harrison: But that Google doc did not say anti-racism for white people.

Megan Reed: You just said that.

Mrs. Harrison: No, no, no, I'm sorry. The Google doc that we linked to was just a list of links that was New Hampshire based and was circulating in other school districts. One of the links that was on that Google doc.....

Megan Reed: Oh no, it's the original one. It's the first thing that pops up. It's like 5 bullets, it's on page 2 under your message of unity: it says black heritage trail, it says juneteenth - (she was handed a copy on paper by Rich Lascelles) - holding it up she continued to say: This is the first thing that pops up when you click Google doc.

Dr. Jette: Google doc. When you click

Megan Reed: I'm not talking about these little links...

Dr. Jette: Right. What I'm saying is when you click the words Google doc on our message it brings you to that document.

Megan Reed: So this was the intent, this topic - that says anti-racism resources.

From somewhere in the audience: for white people.

Dr. Jette: No it does not.

Megan Reed: Well it says resources for white parents to raise anti-racist children.

Dr. Jette: Yes, that is accurate and what I'm saying is the 92 links, I think we established there are 92 links that are underneath, those have evolved. You know, the very first thing that's on there is something about Brianna Taylor - that was not there when we linked to it.

Megan Reed: Well, George Floyd is in the top of your message of unity.

Mrs. Harrison: Yes.

Dr. Jette: But the resource - what I'm telling you is the resource has changed and evolved; however, to echo what Tina is saying, I bristled at it and then I thought, well maybe I'm supposed to bristle at it. Isn't this about invoking a dialogue? And so, I said, to me, I don't care who you label the resources for, it's resources that should be accessible to anybody.

Megan Reed: Right, so, resources for Litchfield community. It might just want a better choice of words.

Dr. Jette: All members of our community, yeah. So, that is accurate and that is how I felt at that time in providing it.

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Megan Reed: Yeah, I just feel like at this point there's a lot of backtracking; a lot different stories; a lot of here ... and it's really frustrating as a parent that I looked in my phone, I don't have any emails from June of last year, so I must not be on a list or something to get emails. But it's frustrating to, you know, I watched the board meeting on the 14th and there was apologies that you weren't sure of what was on the website, but I feel like that's unacceptable.

Mrs. Harrison: I feel like the - and maybe it was changed - I don't know - when I looked at the original resources, the Google docs, you saw that it said anti-racism for white people - I saw that it said anti-racism resources and then one of the links in that doc went to the anti-racism resources for white people. So, as I said before, and I stand by it, I'm being completely honest with you, I went to the Google doc and I looked at the links and I didn't go any further.

Dr. Jette: I also did not click on every single link in there. I saw, oh here's an interesting movie, I might decide to watch it.

Megan Reed: And when did that happen, though, was that last year?

Dr. Jette: Yeah, 2020. I agree with Tina, I did not vet every single link that was in there.

Mrs. Harrison: I own that.

Dr. Jette: And what do I regret today? I regret that we didn't make a copy of that and vet it out and eliminate links that, you know, we, you know, I regret that we didn't do that - that we didn't take that extra time.

Megan Reed: I just feel that it's really odd that you don't have saved copies of what you would have wanted to send out to the community, and staff members, and students, which it's on there, and parents. You don't have any copy of that. You don't have any record of what you wanted to put out as your message of unity.

Dr. Jette: We have the message of unity clear, but the resources.....

Megan Reed: I'm talking about everything else though.....

Dr. Jette: Can I just say one thing? I'm working at home. I don't have a printer at home. I don't print anything any longer.

Mrs. Harrison: But I hear your concerns and I hear what you're saying - that was a mistake on our part. I own it and I'll take responsibility for that. The fact that we didn't vet those resources; we didn't read every link, listen to every podcast and vet them as something we stand by as a district - I'll own it. I wasn't Chair at the time, but I'll own it.

Dr. Jette: And if I may, I'm pretty good about keeping records, but working at home is a whole different beast. Not having it, you know, I regret I didn't hit save as a pdf because then I would have had it on my computer. I didn't - I just didn't do that. We created the document, we emailed it out, we used the listservs we had last year relative to Infinite Campus. It went to every parent, every staff member ...

Megan Reed: I've been here for four years and I get every other email you send out.

Dr. Jette: I wish I could answer it because it was sent. It was absolutely sent.

Megan Reed: Yeah, I mean, I don't want to beat a dead horse or anything like that. I'm so frustrated that only an apology can be made, but we have no idea what's going to happen moving forward. There's all these different stories and explanations that aren't really answering any questions like about what's moving forward. You can't really comment on it because.....

Mrs. Harrison: What's moving forward is we've removed the resources. I mean, we've established that those resources, most of them, now don't align with our mission as a school district. They don't align with our message of unity and they don't align with what the town of Litchfield wants for our students or what we want for our students - what I want for my kids. I mean, I can apologize for what we've done in the past and moving forward we, as a board, need to discuss what we do and take all this input here, but personally, I won't advocate for keeping those resources and next time we provide resources on any topic they will be in-house, they will be created by our people, and they will be suitably vetted.

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Megan Reed: I just feel like the apologies are now because more people are realizing what was actually put out there when it was a year ago. If nobody had said anything it would still be on the district website. And I don't want to beat a dead horse or argue or anything like that. I'm just so frustrated.

Mrs. Harrison: We don't mean to argue this.

Dr. Jette: Honestly, when it got raised it was on the district website, but I had forgotten about it. We had moved on. We had gone on to other things.

Megan Reed: Well, that's the problem.

Dr. Jette: But I think what we're trying to do is explain tonight that we have these processes in place; I appreciate that it got forward and raised; and you have assurances tonight about procedures and processes that we have in place. And I can't do anything other than that. We can't step in the wayback machine and change June of 2020, but we can certainly pay attention going forward and it's been a great lesson. So, thank you.

Megan Reed: Thanks, Mike.

Elizabeth MacDonald, 46 Naticook Avenue: I would just like to recap as a parent, as a school board member and a taxpayer. We need to discuss CRT, what you would like to see the school board discuss CRT, whether we want it approved, not approved, don't go there. We sent out a letter of unity, which it sounds like most of you agreed with, we sent out resources that people are having problems with, most specifically because of what some of you are calling reverse racism because it was directed towards white parents - am I getting this right? Okay - racism in general. What else do we have to go over? Curriculum - we see everything. Mary's on the case, I promise you. Covid screwed everything up. I promise you. Everything was going along and then Covid hit. I'm getting ready for the mask situation in a couple of months. I'd like to put this to rest because I know there's going to be a whole other forum whether we're wearing masks or not. So, I just want to make sure where everyone feels like they got their voice heard. I've listened. We've all listened. We've all learned from our experiences. We've apologized. We've pled our cases. We want accountability for teachers. Is that what I'm hearing, that they're not going to be walking a fine line? I think Mr. Lonergan, his first week here, I said I'm going to tell you about 2 men in your school that I've been in their classrooms and I don't know whether they're Democrats or Republicans. As a paraprofessional, there are 2 teachers in this school - I haven't been in the other classes - that I can tell you I don't know whether they were Democrat or Republican. And it is a compliment and I told Dr. Jette that when he first started. I have faith that I've raised my children to be critical thinkers - think like we do, have faith in God - I'm going there - and to be nice to other people. I'm just so over this. Look at my face - I have high blood pressure now, people - major high blood pressure. We're on the case. If your son comes home and says they've talked about this subject and was really uncomfortable, you tell the teacher, you tell Mr. Lonergan. No one else needs to know. Things that make me uncomfortable - abortion makes me uncomfortable - I don't want him talking about it in school. I'll talk to the teacher, I'll copy Mr. Lonergan and Dr. Jette, and probably Tina because I copy her on everything because she's the Chair. Please talk to your kids. Lizzy's uncomfortable - no needs to know. No one deserves to be uncomfortable when they're speaking their truth. Sorry, it sounds so woke, Rich.

Inaudible from audience.

Mrs. MacDonald: My kids have been told if they're uncomfortable, you can ask Mr. Perez, if they're uncomfortable they're free to leave the classroom, No one deserves to be uncomfortable in a public school. Nobody. And it breaks my heart hearing about Cecile's son. And I'm sorry to go on and on, but I'm a parent, a taxpayer, and as much as some of you don't like it I am also an educator and I walk a line every single day and I pray that our teachers do, and I pray that my kids will let me know when they are not. And I hope you'll all go home and talk to your kids, what made them comfortable, what didn't make them comfortable, and let us know. We can't fix what we don't know, just like Tina said. Okay - that's it.

Moderator: Okay, thank you. So, at this time questions and answers are done. I want to thank everybody for coming out. I want to personally thank everybody for having input and being brave enough to come down to a microphone and actually speak your thoughts and your minds because if people don't do it, how are they ever going to know. This educates everybody and that's exactly what we needed, no matter which side of the coin we stand on.

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Mrs. Harrison: Well, Steve kind of stole my thunder. I was also going to thank everyone for coming. I think having these kinds of community forums are good for us as a district. I think they're great for us as a community and our kids win out when we all pull together in the same direction. Please expect more of these. I love a good community forum. I hear all of your thoughts and concerns and I appreciate how deeply and passionately everyone here cares about our kids. So, thank you again. Thanks for coming and keep in touch.

Attachments to Public Input: Correspondence regarding Curriculum and the Message of Unity/CRT

Todd and Nicola Beauregard, 21 Corning Road

This letter is sent with the intent to be submitted to the Litchfield, NH School Board regarding the special session being held on July 28, and for it to be submitted to the record.

I am not able to attend the special session, so I am writing to provide my support and appreciation of the Litchfield School Board, the educators/teachers of Litchfield and to all those responsible for the school curriculum. I believe an educated society benefits the community, and we are all responsible for what is being taught in our schools.

Even though all three of my children are now grown, they all spent 12 years in the Litchfield school system. During their time there, I witnessed our teaching staff using their critical thinking, judgement and knowledge to guide and teach in a positive manner. I never found anything objectionable in the content of the classes or the curriculum. All three of my children benefited from their time there, had positive experiences and have grown into amazing adults.

I heard of the recent events in town that led to others questioning the curriculum and the competence of our teachers and school board. This piqued my interest, so I went online to read through the curriculum set out for the Litchfield School district. I found nothing biased or divisive. It saddens me to hear there are those in this town that would take up an artificial cause and attack those who have been looking out for our children and helping prepare them for the future. If there were an egregious diversion from this curriculum by an individual, then I would expect that would be dealt with as a one-off; but in general we are so lucky to have the talented team of school workers and teachers guiding our children with the unbiased curriculum that has been set out.

Please know that there are citizens of this town that continue to support your hard work and the work of our educators and school employees. Thank you for hearing my opinion and please reach out to me for clarification or questions.

Sincerely, Nicola Beauregard

John Croes, Litchfield Resident

My wife and I moved to Litchfield in 2010 from Tyngsborough, MA. We have no children in Litchfield schools, but as lifelong teachers, we are quite attuned to and passionate about education. The divisive issues legislation that was attached to the budget and that is spurring discussion in several states and localities is designed to stop discussion about racism and sexism. It would prevent even considerations of white privilege, discrimination, segregation, and the undeniable violence against minorities historically and today. I fear that this bill and the attendant efforts to limit teachers are an unintended if not veiled attempt to prevent open and honest consideration of controversial "divisive" matters. As the Black Heritage Trail in Portsmouth wrote in opposition, this effort "will make it difficult to have honest conversations about both the good and bad of NH history. It will impede our ability to discuss how racism affects the lives of Granite Staters, and how we can work together to make NH a more just and inclusive state."

Not only the museum but schools would be precluded from considering the possibility that racism and sexism are institutional and systematic. For example, the famous simulation in a small Iowa town in 1969 in the wake of the MLK assassination would be precluded. In that class, a teacher told her students that blue-eyed people are superior to brown-eyed people, and within 15 minutes these formerly friendly classmates were discriminating against each other. The blue-eyed children immediately saw themselves as superior, and the brown/hazel-eyed children were ostracized and felt demeaned, dehumanized, and inferior. The purpose and effect of the lesson was to illustrate that prejudice occurs, can be easily manipulated, and is senseless. Later, the teacher told the children that blue-eyed children were obviously inferior, and the effect on the children was instantaneous. A follow-up video of those children as adults watching the video of those lessons and discussing the effect it had on them illustrates how powerful education can be when unfettered and imaginatively and thoughtfully employed.

<https://www.smithsonianmag.com/.../lesson-of-a-lifetime.../>

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The lesson was a masterpiece in education. A discussion of race history is useful but FAR less effective than what this teacher was able to accomplish. But the kind of restraints being demanded by some out of their sense of patriotism and American exceptionalism would make that teacher's brilliant methodology illegal under the guise of "Race or sex stereotyping." It is one thing to read about stereotyping and discrimination; it is, however, completely another thing to feel the hate, belittlement, and pain that victims suffer.

It may be painful to accept that racism and sexism not only exist but are systemic, that throughout history our leaders have made and continue to make concerted decisions to keep whites on top, and that many whites have bought into it and have perpetuated it by modeling and teaching it to our children. It is necessary to right this wrong through consideration and discussion--through education. Don't suppress it. Hold teachers to the curriculum, let them foster critical thinking, which is the ability to distinguish opinion from facts and to dig into topics in their search for perspective and truth.

Patricia Owens, Litchfield Resident

I am requesting this email be formally submitted to the meeting record for this evening. Unfortunately, I am unable to attend due to work commitments. As a relatively new resident to Litchfield and a small business owner in Nashua I feel it is my obligation to voice my opinion and concerns when necessary. This is a necessary time and a serious issue being discussed tonight. The discussion of and concern regarding Critical Race Theory (CRT) being taught in our schools seems to be an opportunity for some to engage in a political battle. CRT is not being taught in the Litchfield schools and is not under discussion to be added to the curriculum. As we have fairly elected the members of this board it is incumbent upon us to allow them to perform their duties without pressured interference nor distraction from their agenda. It is the responsibility of OUR elected SCHOOL BOARD to determine the curriculum for the school system. If individuals are unhappy with the decisions that are made by them, then it is their right/ responsibility to make their wishes known through the vote at the ballot box. I respect the expertise and judgement of our current School Board and teachers to make decisions that will promote excellent education and learning in Litchfield.

Thank you for the opportunity to share my thoughts,
Respectfully,

Patricia Owens
Litchfield Resident

II. ADJOURN

Mrs. MacDonald made a motion to adjourn the meeting at 8:15 p.m. Mr. Bourque 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

Draft Minutes for August 4, 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 (remote)
T Hershberger, Board Member
Dr. Michael Jette, Superintendent
Mary Widman, Director of CIA
Dan Mitchell, Principal, GMS
Tom Lecklider, Principal, LMS
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 5:03 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 July 14, 2021:

Mr. Bourque made a motion to approve the non-public minutes of June 14, 2021 and June 30, 2021. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Nicole St. Jean as English teacher at CHS at a salary of \$59,723 for the 2021-2022 school year. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the resignation of Lisa Durant, LMS Math teacher, subject to finding a suitable replacement. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Community 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.

Rich Lascelles, 236 Charles Bancroft Highway, indicated that he and Representative McLean sent correspondence to the Board and there are some itemized points as a follow up to the community forum.

G. Correspondence

Mr. Bourque reported that correspondence was received from:

- Rich Lascelles, regarding ground rules for the community forum and questions;
- Mary Widman, regarding the response to the Right to Know request;

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- Brian Dodge, regarding reallocating funds his son raised for the Washington DC trip to use for a sophomore project;
- Nicole Beauregard, regarding community input in support of curriculum taught in the district and that it contains nothing divisive;
- J Croes, concerned with how HB2 will impact teaching and expressing his support for the curriculum taught in the district;
- Kathy Grondine, expressing support for the curriculum, teachers and disagreement with the pressure from the community;
- Patricia Owens, regarding support for the Board and teachers;
- M Breton, concerned that his daughter's teacher had political views in classroom, asked Board to denounce CRT, no scientific proof face masks work against the pandemic;
- Kate Stevens, thanking the Board for the special meeting and in support of the Message of Unity.

H. Comments:

- **Superintendent**
 - **Message of Unity**

Dr. Jette reminded the Board that the Message of Unity was removed from the website and during the community forum, we asked people to weigh in on the direction of that message. He indicated in the minutes of that forum, 21 people weighed in and two-thirds recommended keeping the Message of Unity excluding the resources. He noted they felt the Message of Unity was necessary, but without the links. He commented that he is working on a new message, but is struggling with it because one of the bullet statements with regard to the social studies curriculum is challenging to word; however, the part about hiring practices is a commitment to the law. He noted those are the only two bullet points for which we have not received input.

Mrs. Hershberger suggested reiterating that we will follow the law regarding curriculum. Mrs. Harrison indicated we can look at the drafted language at the next meeting and vote on it.

Mr. Bourque asked if we want a message of unity and if not, why proceed with it. Mrs. Harrison indicated the best way to acknowledge what the community has told us is to readdress it and pledge to do what we continue to do.

Mrs. MacDonald commented that she would like it to be unbiased. Mr. Bourque indicated that there should be no attachments to it.

Mrs. Ames indicated she is supportive of a message being published, but would like to see the language first and the message should not have attachments.

Dr. Jette indicated he is hearing that the Board would like the Administrative Team to develop a message that is more contemporary and more forward looking based on who we are and how we want to proceed, with no attachments, and to adjust the language to be more "middle of the road".

○ LMS Portables & Project

Dr. Jette reported the middle school portables have been removed and there are 15 parking spaces that will be reclaimed. He indicated in the contract with Schiavi, there was a clause for the district to pay \$7,800 for removal of the portables and that invoice has been received. He noted when the portables arrived at their destination in Maine, there was a claim for graffiti and damage to the roof, for which they sent us a bill. He commented that we are in an ongoing discussion with Schiavi.

Dr. Jette reported that the new windows for LMS arrived a week early and North Branch Construction did an excellent job of freeing up the old windows to prepare for the installation of the new windows. He indicated the insulation around the windows was not good and better insulation will be installed. The slabs on the exterior of two classrooms have been insulated to see if it will cure the loss of heat in those parts of the building. He noted additionally, the wall does not go all the way up the ceiling and is not insulated. Insulation will be installed there. The main office conference room is framed out and progressing well and HVAC 1 is on track.

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o GMS Enrollment

Mr. Mitchell reported that the enrollment numbers are as follows: K=83; 1=82; 2=80; 3=88; 4=98. He indicated that an additional teacher will be needed for grade four as we have surpassed the trigger number for class sizes.

Dr. Jette reminded the Board the additional kindergarten teacher was a move made internally. He noted that the district has a Class Size Reduction Trust Fund we can utilize for the additional staff member.

Mr. Mitchell commented that he recognizes this year could be an anomaly and pointed out total school enrollment went from 421 on May 5 to 433, which includes current withdrawals.

Mrs. Hershberger was concerned about the kind of teacher we will get four weeks before school. She asked if it is better to have four large classes than to take a chance on getting a teacher that is not what we really want. She indicated the Board had a discussion about the trigger number this fall and we agreed to talk about it after that, but when do we make these decisions?

Mrs. Harrison reminded the Board that a few years ago we had to hire a first grade teacher just before school started and that worked out great, but we cannot put everything on hold until we discuss it.

Mr. Bourque indicated that we can find a certified teacher in time.

Mrs. MacDonald commented we want to build a new school and we have to tighten our belts. She noted we have to show the taxpayers that we are not hiring an extra teacher to lower class sizes.

Mr. Bourque reminded her that, according to the class size policy, we are over the trigger number in fourth grade.

Mrs. Ames commented that she understands where everyone is coming from, but particularly with that fourth grade and the trigger number, we now have that higher class number and classes of 25 are too much for her daughter.

Mr. Bourque asked what will happen if we hire a fourth grade teacher and numbers go down.

Dr. Jette indicated we will not hire a fourth grade teacher if the numbers go down. He noted this is a process and we have to have that lead time and permission to proceed would be helpful.

Mr. Bourque made a motion to authorize the Superintendent to proceed with the recruitment of a fourth grade teacher. Mrs. Ames seconded. The motion carried 5-0-0.

o Impact Fees

Dr. Jette reported that the Town has consulted with their planner relative to impact fees and how they are utilized and determined those fees can be used for the HVAC capital improvement projects at both LMS and CHS.

Mrs. Harrison asked if the Select Board has discussed how the impact fees are collected.

Dr. Jette commented in speaking with the Town Administrator, the impact fees are school recoup fees. He indicated that we need to go back to the Town and figure out how to proceed because there are still other questions.

Mrs. Hershberger asked if there is a balance in the elementary school account.

Mrs. Flynn indicated that there is a remaining balance in there for elementary school, but the question of collection is a planning board discussion.

• School Board

Mr. Bourque commented that it was brought up at the community forum by a couple of residents that the School Board denounce CRT. He indicated that he, for one, will not denounce anything.

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Mrs. Ames thanked all those who came out for the forum last week. She indicated it is important to hear what our town thinks and to have those discussions. She urged everyone to keep the dialogue going and to continue to have civil discourse.

Mr. Bourque commented that he is not convinced anyone can give us a clear definition of what CRT is because there are so many different interpretations and he cannot denounce what is not defined.

II. GENERAL BUSINESS

A. Public Minutes:

- July 14, 2021

Mrs. Harrison made a motion to approve the public minutes of July 14, 2021. Mr. Bourque seconded. The motion carried 5-0-0.

- July 28, 2021 - Community Forum Input Verbatim

Mrs. Harrison indicated that the community input from the July 28, 2021 Community Forum was transcribed verbatim and will appear in the July 28, 2021 public minutes.

III. REPORTS

A. Assessments

Ms. Widman provided an overview of assessments.

State testing 2021

Students in grades 4-8 and our students in grade 12, made up their spring 2020 state testing in October 2020.

Done through taking SAS interim tests and the fall SAT.

The SAS science test for 2020 was cancelled completely.

Students in grades 3-8 and in grade 11 went back to the regular spring SAT and SAS summative testing schedule in 2021.

Causes a gap in data as it isn't comparable.

Ms. Widman explained that we look at this data in order to help eliminate general gaps caused by the inconsistent 20-21 school year. It helps us to identify students on the bubble between approaching proficient and proficient. The data continues to give insight into curriculum progression and allows us to make modifications that are appropriate. Current assessment models include similar language and a level of rigor as state assessment programs. The more we are able to look at the data and questions across the board will help us to be deeper informed.

Why look at this data

Help us to eliminate gaps caused by the inconsistent 20-21 school year.

Identify students who are on the bubble.

Continue to give us insight into our curriculum progression and allow us to make modifications as appropriate.

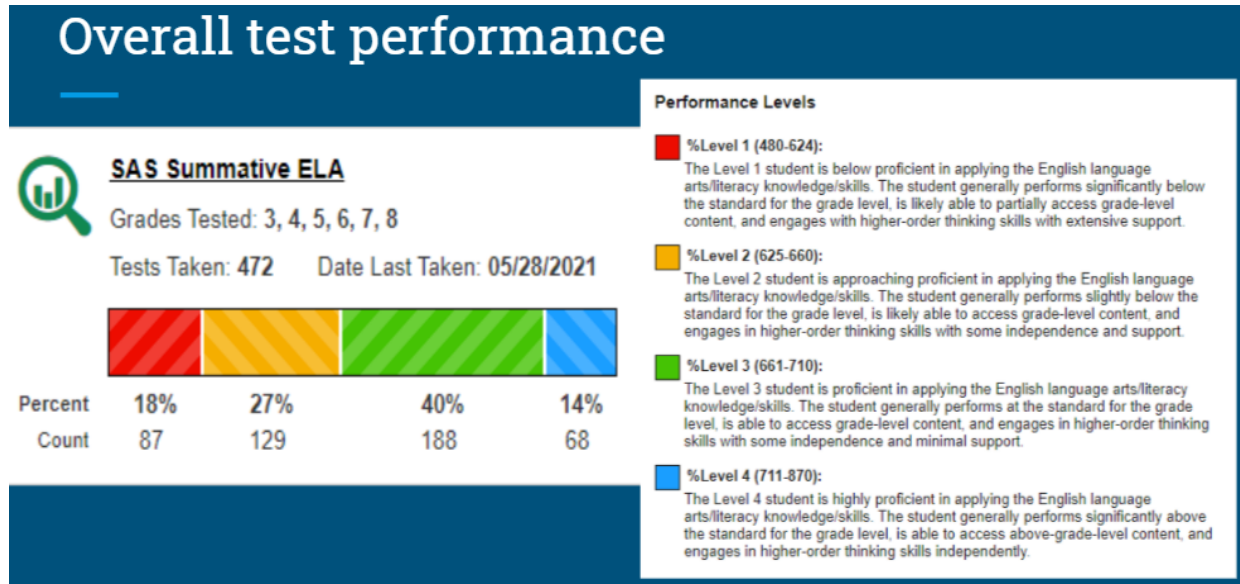
Ensure that our current classroom assessment models include similar language and level of rigor as the state assessment programs.

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Overall Test Performance

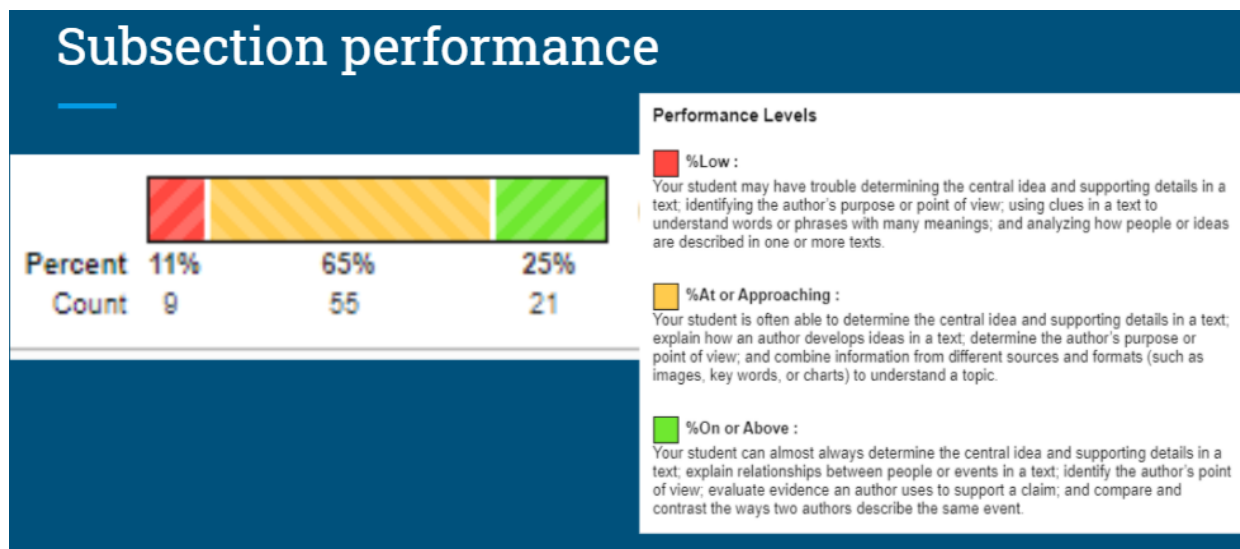
Ms. Widman indicated that overall test performance graphs are summative ELA SAS results. There are four levels of performance: red = below proficient; yellow = approaching proficient; green = proficient; blue = highly proficient. 472 tests were taken on 5/28/21 and grades 3-8 were tested. The results show that 18% are below proficiency; 27% are approaching proficiency; 40% are proficient; and 14% are above proficiency.

Dr. Jette pointed out that, if you look at the level descriptions, those approaching proficiency are capable of being proficient. He noted those below proficiency are slightly below and interventions will apply.



Subsection Performance

Ms. Widman explained that the Subsection Performance shows three levels: red = low performance; yellow = at or approaching; green = at or above. She indicated the this subsection is based on multiple questions.



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GMS

Mr. Mitchell presented assessment results data for GMS.

Background Information

- In October of 2020, the fourth grade class participated in the NHSAS interim assessments at a third grade level
- In May, the third and fourth grades participated in the NHSAS Summative Assessments in the Areas of ELA, Math, and Writing.
- These assessments had to be taken in person so we did have six students opt out which is higher than normal, mostly from our remote population. Though some remote students did come in to participate.

How Will This Data Be Used

Mr. Mitchell indicated that we will identify what the data tells us and look more systematically at what we are doing such as: Are we focused enough with our time and approach to get students to where we want them to go? What areas/subareas do we do well in and what should be targeted? What are specific student needs? Are there any changes to method/delivery that should be considered?

How will this Data be Used

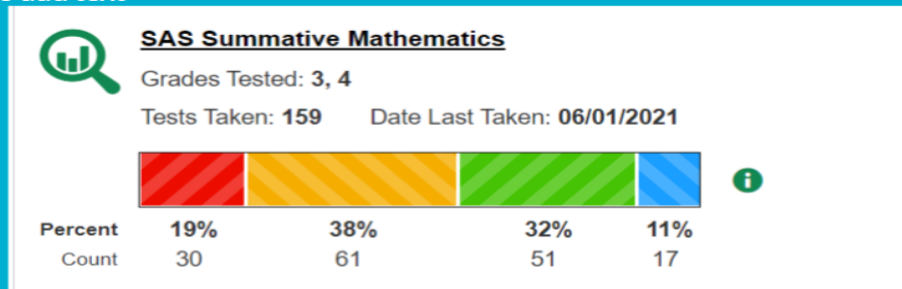
- Identify what the data tells us
 - Context of the assessments
 - Compare results with other performance measures
 - Identify factors that relate to results
- What areas and/or subareas do we do well in and what should be targeted?
- What are specific student needs?
- Are there any changes to method or delivery that should be considered?

Math Overall Performance

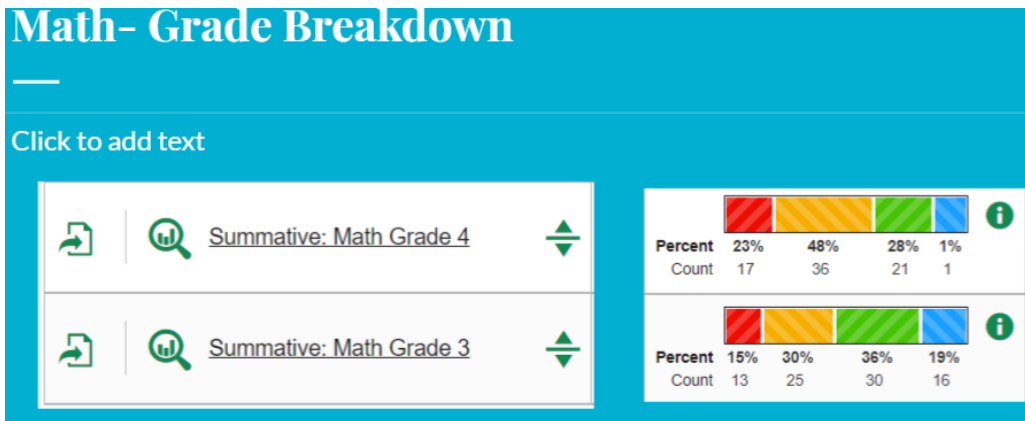
Mr. Mitchell presented the assessment data and noted in fourth grade, there were 9 students that missed the proficient cutoff score by 5 or less points.

Math Overall Performance

Click to add text



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Key Takeaways

Mr. Mitchell noted that key takeaways consisted of:

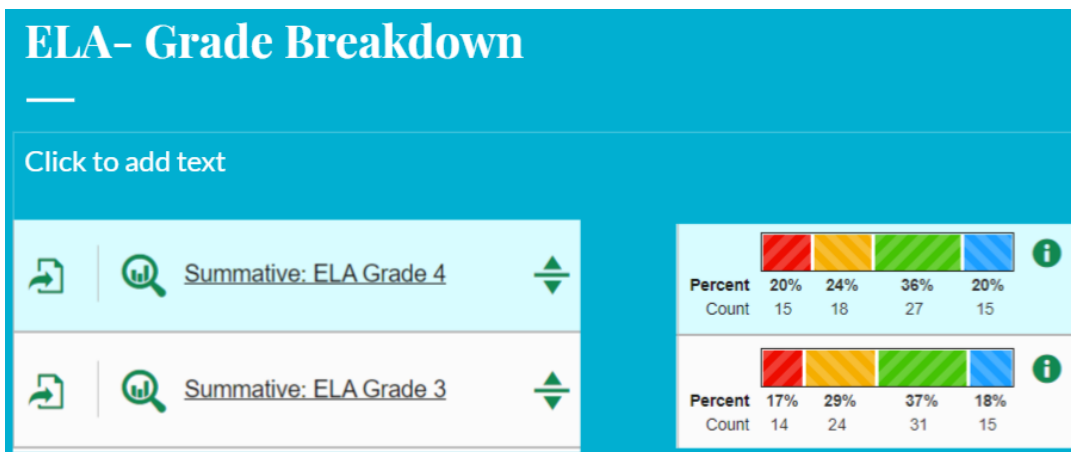
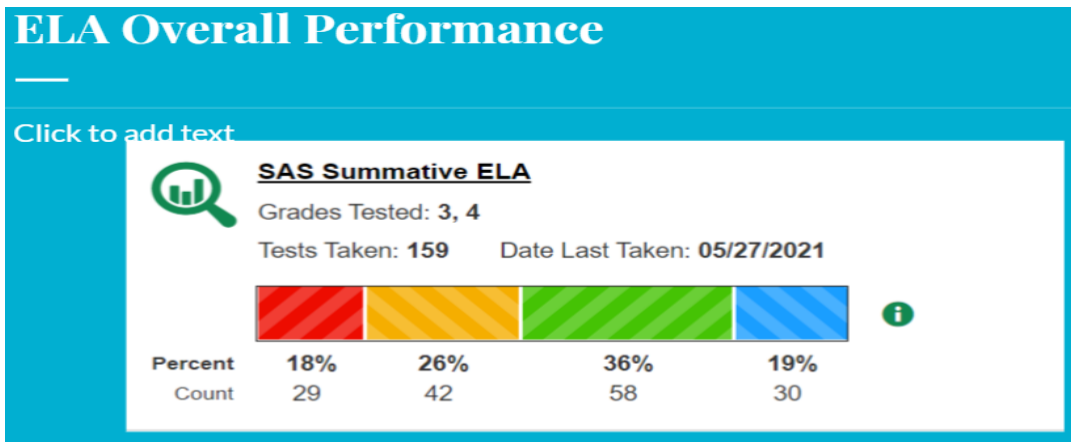
Key Takeaways	
Relative Strengths	Relative Weaknesses
Numbers and Operations	Word Problems
Multiplication and Division	Measurement, Data, and Geometry
Using Mathematical Reasoning	Algebraic Thinking (Gr.3)
Algebraic Thinking (Gr.4)	

Next Steps

Next Steps
Focus on discrepant results (Algebraic thinking weak in third but strong in fourth)
During team meetings, determine scope and sequence of program to determine areas where additional resources and focus may be needed.
Identify students near/barely proficient to focus targeted support towards relative weak performing areas.
Review Assessments to determine ways to adjust focus towards addressing relative weaknesses and analyze style and approach of questions towards demonstrating proficiency.

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ELA Overall Performance



Key Takeaways

Key Takeaways

Click to add text

	Relative Strengths	Relative Weaknesses
ELA		
	Making Connections	Understanding Point of View
	Determining Meaning	
	Comparing and Contrasting (Gr.3)	Comparing and Contrasting (Gr.4)
Writing		
	Using Conventions	Use of Evidence
		Organization and Purpose

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Next Steps

Next Steps

Focus on discrepant results (Ability to Compare and Contrast)

Review Program materials

Identify students near/barely proficient to focus targeted support towards relative weak performing areas.

Review Writing Prompts, Checks for Understanding, and Literature passages

Effectively integrate NHSAS modules

LMS

Mr. Lecklider presented data and key takeaways from the assessment results for 2020-2021 noting that all students take the ELA and Math assessments and grade 8 students take the Science assessments in addition to ELA and Math.

Summary of Assessments

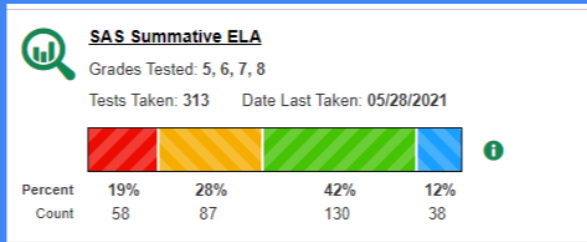
- October 2020 - Students, grades 5-8, took the SAS interim assessment as the State Assessment. This was offered both remote and in-person.
- April-June 2021 - Students, grades 5-8, took the SAS Summative Assessment. This was offered only as in-person. We had a high percentage of families opt out (10%).

Key Questions

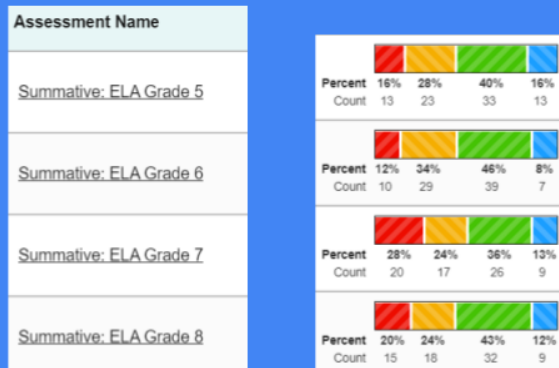
- What is the data?
- What does it tell us?
- How will we respond to the data?

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ELA - Whole School



ELA - By Grade



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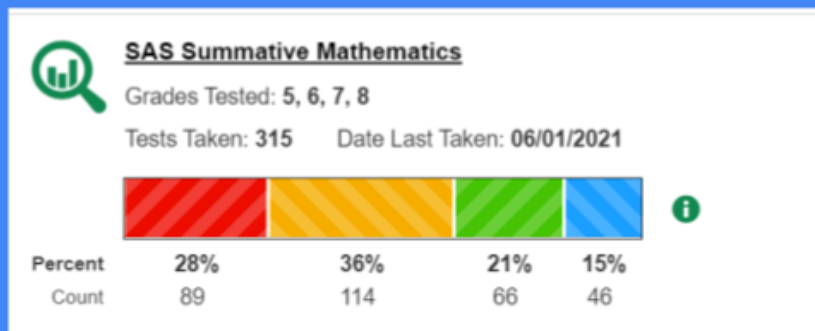
ELA - What does the data tell us?

<u>Relative Strength</u>	<u>Relative Weakness</u>
Writing	Reading Literary Text
Reading Standards for Literature	Speaking and Listening
Reading Informational Text	

ELA - How will we respond?

- While our writing scores were relatively strong, we will continue to build students' skills in conventions and mechanics and focus on evidence and elaboration.
- We will focus on the identification of theme in literary texts and providing textual evidence in responses.
- We have emphasized a variety of informational texts as the basis of evidence in supporting ideas.
- As we develop rubrics to assess student language, we will calibrate our expectations for student writing amongst teaching staff.
- We will provide ongoing opportunities for students to present their learning in a variety of settings with a variety of media.

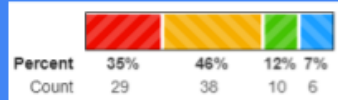
Math - Whole School



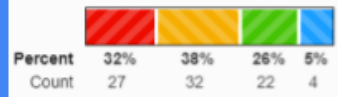
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Math - The Data

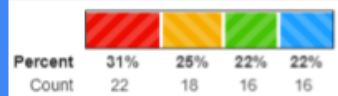
Summative: Math Grade 5



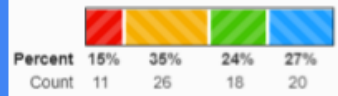
Summative: Math Grade 6



Summative: Math Grade 7



Summative: Math Grade 8



Math - What does the data tell us?

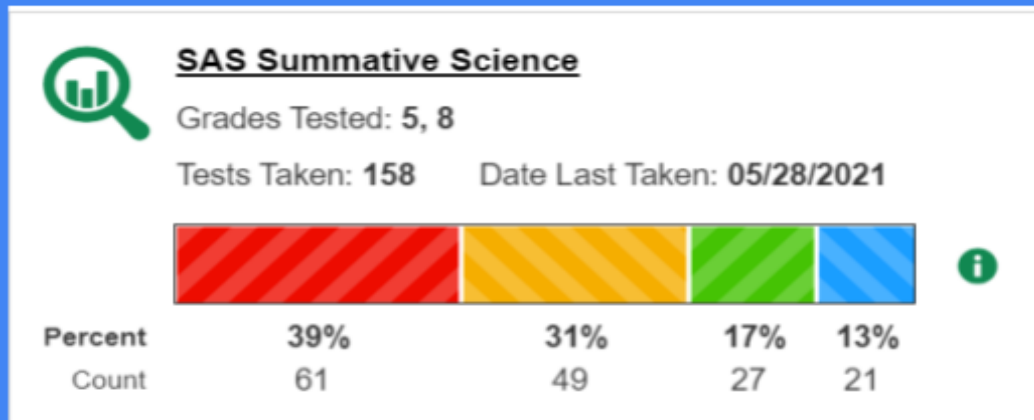
<u>Relative Strength</u>	<u>Relative Weakness</u>
Modeling and Problem Solving	Geometry, Measurement, and Data
Operations and Algebraic Thinking - Grade 5	Geometry, Statistics, and Probability
	Numbers and Operations in Base Ten and Fractions - Grade 5
	Measurement - Grade 5
Ratios and Proportional Relationships and Number System - Grade 6	Expressions and Equations - Grade 6
Expressions and Equations - Grade 7	Radicals - Grade 8

Math - How will we respond?

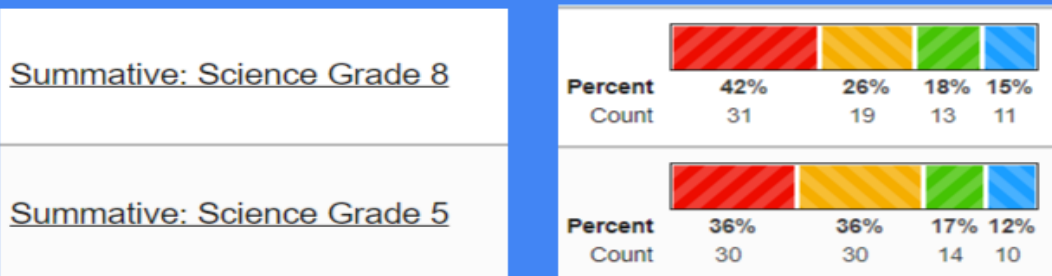
- We will assess our students on iReady in math then develop tiered plans for those students who are below proficient. This will be determined by their deficiencies.
- BEST block will be an opportunity for our math specialist and math teachers to provide support to students in math concepts.
- We will use the modular assessment tools regularly as instructional tools in our classroom beginning first quarter of the school year.
- Our math specialist will work collaboratively with math teachers to implement strategies with tier 2 students both in and out of the classroom setting and capitalizing on BEST time.
- As we develop rubrics to assess students, we will calibrate our expectations for student problem solving amongst teaching staff.

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Science - Whole School



Science - The Data



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Science - What does the data tell us?

<u>Relative Strength</u>	<u>Relative Weakness</u>
Earth and Space Sciences - Grade 5 -Earth's Place in the Universe	Earth and Space Sciences - Grade 5 -Earth and Human Activity
Life Science - Grade 5 -Ecosystem, Interactions, Energy, Dynamics	Life Science - Grade 5 -Inheritance and Variation of Traits -Biological Evolution - Unity, Diversity
Earth and Space Sciences - Grade 8 -Earth and Human Activity	Physical Science - Grade 5 -Motion and Stability: Forces and Interaction
Life Science - Grade 8 -From Molecules to Organisms - Structures and Processes	Life Science - Grade 8 -Ecosystem, Interactions, Energy, Dynamics -Biological Evolution - Unity, Diversity

Science - How will we respond?

- BEST block will be an opportunity for our science teachers to provide support to students in science concepts.
- We will use the modular assessment tools regularly as instructional tools in our classroom beginning first quarter of the school year.
- During PLC time, science teachers will examine the trends in the content feedback and the nature of the questions
- As we develop rubrics to assess students, we will calibrate our expectations for student problem solving amongst teaching staff.

Mr. Lecklider indicated that after studying the data, we will continue to build conventions and mechanics and focus on evidence and elaboration; use modular assessment tools as instructional tools; work collaboratively to implement strategies in math for students; use BEST block opportunities math specialists and teachers to provide support for students; focus on identification of the theme in literary texts; develop rubrics to assess student language, calibrate expectations for writing; and provide ongoing opportunities and support.

Mrs. Harrison commented that the assessment numbers in middle school science are concerning.

Ms. Widman indicated that numbers across the state have been low.

Dr. Jette noted this was only the second or third science assessment and the revamping of the assessment made it much more challenging.

Mr. Lecklider indicated this is another example of where using modular assessments will be helpful. He noted the way science scope and sequence is set up may create gaps between grade level concepts.

Mrs. Hershberger asked if we are pushing back on the state to change the testing.

Mr. Lecklider commented that there were many remote opt outs given the COVID year and a lot of student anxiety. He indicated he was confident this is an anomaly year.

Ms. Widman pointed out that science assessments are not administered with the same frequency as are math and ELA assessments.

Dr. Jette indicated that with the new middle school schedule, they will gain approximately 90 instructional hours, which we hope we can use to impact what we are speaking of tonight.

CHS

Mr. Lonergan, Principal of CHS, presented the high school assessment data and noted that high school testing is different in that high school testing includes SATs and AP testing.

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Campbell High School Assessments 20-21

The Mission of Campbell High School is to join together with parents, students, staff, and community to become a collaboration of learners exhibiting character, courage, respect, and responsibility in all aspects of life.

The Portrait of a Learner- These are the cognitive, personal, and interpersonal competencies Litchfield students should have when they graduate.

- Perseverance & Adaptability
- Integrity
- Communication
- Critical Thinking

SAS-Science

Our current rising seniors took the SAS-Science on April 15, 2021 of their junior year, and 89 students participated out of 103 eligible students (One set of data had 91 students and that included two outplaced Litchfield students taking the test).

Due to the COVID-19 challenges from 2019-2021, Our seniors, who just graduated from CHS, did not take the SAS-Science Assessment during high school. It was initially postponed from the Spring of 2019 due to the pandemic. Subsequently, because they were taking the SAT Statewide assessment in the fall of senior year, the state decided to not overwhelm students filling in additional high stakes testing.

SAS Science

Overall Science Score

		Campbell # Students	Campbell % Students	NH % Students
Level 4	Above Proficient	1	1.1%	5.5%
Level 3	Proficient	27	30.3%	37.4%
Level 2	Approaching	20	22.5%	19.8%
Level 1	Below Proficient	41	46.1%	37.2%

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		Above Standard		At/Near Standard		Below Standard	
Life Science	CHS Students	18	19.8%	41	45.1%	32	35.2%
	Overall State/Region		19.8%		54.2%		26.0%
Physical Science	CHS Students	10	11.0%	62	68.1%	19	20.9%
	Overall State/Region		15.1%		65.7%		19.2%
Earth Space Science	CHS Students	10	11.0%	47	51.6%	34	37.4%
	Overall State/Region		17.5%		59.2%		23.4%

Mr. Lonergan indicated the key takeaways in science results are the difference in relative strengths and challenges in the science subtests.

SAS- Science Key Takeaways

Relative Strengths

Larger groups of student with scores of proficient with distinction on the following subtests

- Earth/Space Science:
 - Earth's Place in the Universe
 - Earth's Systems
- Life Science:
 - Biological Evolution: Unity & Diversity
 - Ecosystems: Interactions, Energy & Dynamics
 - Heredity
- Physical Science:
 - Matter & Its Interactions

Relative Challenges

Larger groups of student with performance below proficient on these subtests

- Earth/Space Science:
 - Earth & Human Activity
 - Earth's Place in the Universe
 - Earth's Systems
- Life Science:
 - Ecosystems: Interactions, Energy & Dynamics
- Physical Science:
 - Energy
 - Motion & Stability: Forces and Interactions***

Mr. Lonergan indicated that the next steps will be to begin programmatic use of modular interim assessments. He noted what we were missing last year was that our Curriculum Facilitator was remote.

Dr. Jette observed that relative challenges in Earth Science at CHS included human activity, which is a weakness at the middle school level. He believes it is a more encompassing issue that needs to be addressed. He commented when we see that one data point and it is evident in each school across the district, we cannot discount it, but need to focus on it.

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SAS- Science

Next Steps

Breakdown Data on subject matter and student specific challenges

Assessment and Data work prior to school beginning

Provide Data to Science Department

Target student specific weaknesses

Target subject matter weaknesses

Begin programmatic use of Modular Interim Assessments

Mr. Lonergan indicated that juniors that took the SATs tested slightly below the state averages, but in a deeper look, CHS met the benchmarks and in some cases surpassed the state slightly. He noted when looking at those that did not meet the benchmarks, 33% did not and we have identified them. He observed that seniors that took the SATs performed better than or at state average and CHS surpassed the state benchmarks, with 22% meeting none which is below the state average.

SAT Scores: CHS 2021 SAT Mean Scores-Juniors-Spring 2021 - 91 students took the test out of 103 eligible students.

Class of 2021	CHS	NH	US
Evidence Based Reading & Writing	512	518	508
Math	508	510	498
Total	1020	1028	1004

CHS 2021 SAT Junior Class Benchmark:

	Campbell HS	New Hampshire	Whole Group
Mean Score	1020	1027	1004
Met Both Benchmarks	43%	40%	34%
Met ERW (480)	66%	64%	58%
Met Math (530)	44%	44%	36%
Met None	33%	34%	40%

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CHS 2021 SAT Mean Scores 92 Seniors - Fall 2021

Class of 2021 Scores	CHS	NH	US
Evidence-Based Reading & Writing	543	528	523
Math	512	512	508
Total	1054	1040	1031

CHS 2021 SAT Senior Class Benchmarks

Mean Score	CHS 1054	NH 1040	Whole Group 1031
Met Both Benchmarks	52%	42%	41%
Met ERW (480)	75%	69%	65%
Met Math (530)	55%	44%	43%
Met None	22%	30%	33%

PSAT 8/9, PSAT-NMSQT-10th grade, PSAT NMSQT-11th Grade, & the SAT Statewide Test - 11th grade. In 2018-2019, we began administering all four tests beginning in 9th grade and continuing through the spring of junior year.

<u>Class of 2021- Graduated Seniors</u>				
	<u>2018 PSAT 8/9</u>	<u>2019-PSAT</u>	<u>2020-PSAT</u>	<u>2021 School day SAT</u>
Evid Read/Write:	485	482	499	543
Math:	488	481	488	512
Total:	931	943	985	1054
<u>Class of 2022-Rising Seniors</u>				
	<u>2018</u>	<u>2019 PSAT 8/9</u>	<u>2020-PSAT</u>	<u>2021 School Day SAT</u>
Evid Read/Write:	N/A	489	499	512
Math:	N/A	455	488	508
Total:	N/A	924	985	1020
<u>Class of 2023-Rising Juniors</u>				
	<u>2018</u>	<u>2019</u>	<u>2020 PSAT 8/9</u>	<u>2021 PSAT</u>
Evid Read/Write:	N/A	N/A	488	483
Math:	N/A	N/A	453	453
Total:	N/A	N/A	921	936
<u>Class of 2024- Rising Sophomores</u>				
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021 PSAT 8/9</u>
Evid Read/Write:	N/A	N/A	N/A	450
Math:	N/A	N/A	N/A	423
Total:	N/A	N/A	N/A	873

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Mr. Lonergan indicated the key takeaway is being below the state average, which is concerning.

SAT Key Takeaways

Relative Strengths

- Demonstrated Growth Over Time as students have taken PSAT 8/9, PSAT, and SAT
- Junior class scored better than the state and national averages on meeting both benchmarks
- Senior class scored above the state and national averages
- Senior class scored substantially better than the state and national averages on meeting both benchmarks

Relative Challenges

- Current Junior scores are below the NH averages on the ERW and Math
- 33% of our juniors met neither the ERW nor the Math benchmarks (better than the NH and national averages though.)
- Current rising sophomore PSAT 8/9 scores were substantially below prior freshmen scores.

Mr. Lonergan indicated the next steps in addressing the challenges facing high school students is to target struggling students with particular attention to the rising sophomore class.

SAT Next Steps

Breakdown Data on subject matter and student specific challenges

Assessment and Data work prior to school beginning

Ongoing Assessment & Data Committee work throughout the school year

Analyze subset data on question types/subject matter questions

Provide Data to all departments school wide at beginning of 21-22

Emphasize and reinforce this is a school-wide effort not just English/Math

Target struggling students for assistance

Pay particular attention to the rising sophomore

While maintaining our regular programming, continue to provide students with opportunities to experience SAT type experiences

Utilize PLC's to create and utilize common SAT-type assessment experiences

Targeting weaknesses

Mr. Lonergan prefaced the data he provided for AP Testing by noting that last year the high school saw a drop off of the number of students taking AP exams. Subject specific matter includes:

- AP Biology mean scores 2.89 (teacher was remote)
- AP Chemistry mean score 2.33 / 12 students
- AP Statistics mean score 2.83 / 6 students (improved scores)
- AP Calculus A/B mean score 4.18 / 11 students
- AP Calculus B/C mean score 3.50 / 4 students
- US Gov/Politics mean score 3.67 / 9 students (first time running course)
- US History mean score 2.17 / 6 students

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CHS 2021 Advanced Placement Testing

% of Total AP Students with Scores of 3+

2017----- 75%
 2018----- 50%
 2019----- 72%
 2020----- 88%
 2021----- 71%

Five Year Score Summary - 2021

	2017	2018	2019	2020	2021
Total AP Students	44	74	75	50	41
Number of Exams	76	116	132	102	66
AP Students with Scores 3+	33	37	54	44	29

Biology	Mean Scores	2017	2018	2019	2020	2021	Students Enrolled
	1	0	0	0	-	0	
	2	1	1	1	-	3	
	3	1	1	8	-	4	
	4	3	6	6	-	2	
	5	1	0	1	-	0	
	Total Exams	6	8	16	-	9	
	Mean Score	3.67	3.63	3.44	-	2.89	14

Chemistry	Mean Scores	2017	2018	2019	2020	2021	Students Enrolled
First time teaching & running course	1	-	-	-	0	1	
	2	-	-	-	0	7	
	3	-	-	-	1	3	
	4	-	-	-	0	1	
	5	-	-	-	0	0	
	Total Exams	-	-	-	0	12	13
	Mean Score	-	-	-	3.00	2.33	

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Statistic	Mean Scores	2017	2018	2019	2020	2021	Students Enrolled
	1	5	14	6	3	0	
	2	2	15	6	2	3	
	3	5	14	12	0	1	
	4	1	2	2	1	2	
	5	0	0	0	0	0	
	Total Exams	13	45	28	6	6	22
	Mean Score	2.15	2.09	2.38	1.83	2.83	

Calc A/B	Mean Scores	2017	2018	2019	2020	2021	Students Enrolled
	1	0	0	0	0	0	
	2	0	1	0	0	0	
	3	1	1	2	3	3	
	4	7	1	4	6	3	
	5	6	5	13	13	5	
	Total Exams	14	8	19	22	11	13
	Mean Score	4.36	4.25	4.58	4.45	4.18	

Calculus B/C	Mean Scores	2017	2018	2019	2020	2021	Students Enrolled
	1	0	0	0	0	0	
	2	0	0	0	0	0	
	3	1	0	1	1	3	
	4	0	1	0	3	0	
	5	0	0	3	4	1	
	Total Exams	1	1	4	8	4	4
	Mean Score	3.00	4.00	4.50	4.38	3.50	

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Computer Science A	Mean Scores	2017	2018	2019	2020	2021
VLACS Student	1	-	1	0	0	0
	2	-	0	1	2	0
	3	-	1	1	4	1
	4	-	0	1	0	0
	5	-	0	0	1	0
	Total Exams	-	2	3	7	1
	Mean Score	-	2.00	3.00	3.00	3.00

English Lit & Composition	Mean Scores	2017	2018	2019	2020	2021	Students Enrolled
	1	0	1	1	1	3	
	2	9	13	18	5	2	
	3	9	8	4	10	2	
	4	0	2	5	4	0	
	5	0	0	0	1	0	
	Total Exams	18	24	28	21	7	10
	Mean Score	2.50	2.46	2.46	2.95	1.86	

U.S. Gov. & Politics	Mean Scores	2017	2018	2019	2020	2021	Students Enrolled
First time running course	1	-	-	-	-	0	
	2	-	-	-	-	3	
	3	-	-	-	-	1	
	4	-	-	-	-	1	
	5	-	-	-	-	4	
	Total Exams	-	-	-	-	9	11
	Mean Score	-	-	-	-	3.67	

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U.S. History	Mean Scores	2017	2018	2019	2020	2021	Students Enrolled
First time teaching course	1	1	0	3	1	3	
	2	2	5	4	1	0	
	3	7	4	4	4	2	
	4	3	2	2	8	1	
	5	0	5	0	2	0	
	Total Exams	13	16	13	16	6	9
	Mean Score	2.92	3.44	2.38	3.56	2.17	

Art History - One student scored a 3 taking the course through VLACS. We had no others take it in the past five years.

Environmental Science-did not run this school year.

Programming 2: Computer Science Programming - Did not run this school year. Qualifies students to take the AP Exam

Spanish Language & Culture - Did not run this school year.

AP Key Takeaways

Relative Strengths Score Areas

- Biology
- Statistics
- Government & Politics
- Calc A/B and BC

Number of students taking exams in most courses

Relative Challenges Score Areas

- English
- US History

Number of students taking exams

- Statistics

Mr. Lonergan indicated the next steps to address the issues is to meet with individual teachers to discuss student performance; assists teachers in determining students' strengths/weaknesses; provide opportunities for AP teachers to discuss challenges; and to foster other teachers' use of AP type questions/prompts through PLC conversations.

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AP

Next Steps

- Meet with individual teachers to discuss performance
- Assist individual teachers in analyzing and determining strengths and challenges
- Provide opportunities for the AP teachers to discuss challenges and opportunities
- Foster other teachers' use of AP type questions and prompts through PLC conversations

Mrs. MacDonald commented that she does not feel students buy into the tests.

Dr. Jette commented the question is, are Campbell students less invested than across the state? He indicated he believes we are a far better school than what these results tell us. He noted that in response to negative comments regarding the 4 x 4 schedule, he has seen that type of schedule work very well in AP classes. He cautioned the Board to be careful not to blame the schedule without looking at other factors.

B. School Board Goals: Action Steps

- **School & District Action Steps 2021-2022**

Dr. Jette commented that the Principals spent much time determining how school goal action steps align with the board goals. He indicated that the school goals are being presented to the board, but is still a draft and will be revisited at the next meeting.

Mr. Mitchell, Principal of GMS, indicated that his intention is to recommit the structure of our PLCs and to provide to the faculty something to work on, such as assessment scores, social/emotional learning, interpersonal skills, work study practices, which are a ladder of a progression of skills that are taught per grade level.

Mr. Lecklider, Principal of LMS, indicated his intention is to Integrate social/emotional learning strategies through counseling programming; examine learning blocks; plan/instruct with curriculum connections; personalize support for students using BEST; and increase the awareness of strengths and needs.

Mr. Lonergan, Principal of CHS, indicated his intention is to utilize PLCs regularly to address curriculum to increase assessment scores; redevelop the advisory program by grade level and address the other needs of students and social/emotional learning; and increase parent and community activity.

Dr. Jette indicated that the district is focused on facilities improvements (LMS building upgrades, GMS architect selection for a preliminary scope and design of a new elementary school) because the buildings are going to drive a lot of the work in the school goals. He explained that this work traces back to our Board retreat and the Jamboard slides. He noted that the action steps will be revised annually. He commented presenting the draft action steps and school goal now will provide the Board the chance to redirect administrators between now and August 18. He noted that this will drive a lot of the opening days work with staff.

C. School Handbooks

- **Progressive Discipline Chart Example**

Dr. Jette commented that a draft example of a progressive discipline chart has been provided to the board to illustrate the levels of student discipline in the student handbooks. He indicated principals have submitted draft handbooks for board consideration and seek board approval on the handbooks at the August 18th meeting of the School Board. He noted that the handbooks are in draft stage, which means that policy links and other changes are subject to change. Each school handbook will contain a Progressive Discipline Chart that is being crafted and will align with the changes in the laws relative to student discipline and due process. Dr. Jette noted that the draft handbooks are hinging on policy approval for handbook rollout. He explained that the progressive discipline chart was modeled from a peer district and is one example of the type of thing we are trying to incorporate into the handbooks.

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Mrs. Harrison expressed support for the idea because it fosters consistency.

D. Business Administrator's Report July 2021

Dr. Jette indicated the Business Administrator's report has been submitted for the Board to review.

IV. OLD BUSINESS

A. Policies: Approval

- JIC, Student Code of Conduct
- JICD, Student Conduct, Discipline & Due Process
- JICDD, Student Discipline: Out of School Actions
- JICK, Pupil Safety & Violence Prevention (Bullying)

Dr. Jette commented that the laws have changed regarding student conduct and discipline. He indicated these policies have been revised to be in compliance with recent legislation signed into law. The legislative changes were effective July 2021. These revised policies have been vetted by school administrators.

Mrs. Harrison made a motion to approve Policies JIC, JICD, JICDD and JICK for a 1st Reading. Mr. Bourque seconded. The motion carried 5-0-0.

B. Coronavirus Review and Update

● **Current Situation Update**

Dr. Jette commented that he is increasingly concerned about the news regarding the Delta Variant spread. He noted that at this point in time New England is relatively safe. He indicated we are not doing that badly, but we know the spread can occur rapidly and things can change quickly, and we continue watching it. He noted that the Administrative Team is discussing the situation and watching it closely. He indicated the one question that keeps coming up is masking. Dr. Jette indicated we are trying to use data to guide it and one method is by community transmission and school impact - looking at transmission in the schools and staff capacity. He commented based on that he believes they will have a decision matrix relative to masking at school that will range from personal choice to strongly recommended to required levels based on the impact in the schools.

Mrs. Hershberger asked if there are better metrics, such as the number of hospitalizations and deaths.

Dr. Jette indicated that school impact is the best metric to use.

Mrs. Ames commented that she likes the policy. She believes it is clear and parents will appreciate it. She asked if a data point related to only Litchfield can be considered.

Dr. Jette indicated that the team will look at the Litchfield numbers and the county numbers because the majority of shopping and activities occur outside of Litchfield. He noted that the Fire Department believes there has been a high level of under-reporting of cases, so we have to watch both numbers to make sure we have a handle on it.

Mr. Bourque asked about the absentee numbers from two years ago. Dr. Jette commented that there are going to be key days in the year where there is a higher absentee rate.

Mrs. Harrison commented that there are still a few weeks until the start of school and we have to be careful and watch the situation.

Mr. Bourque believes that masking is a personal comfort level decision and personal choice.

Dr. Jette indicated that is the personal responsibility piece.

Mrs. Harrison commented that she feels that we have populations that are unable to be vaccinated or do not have access to a vaccine and they should be masking.

Mrs. Ames commented that the Board is being asked to weigh in on what to put in place for guidance and the Administrative Team has presented information with strong data points.

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Dr. Jette explained when we say ‘strongly recommended’ we are putting something behind masking because we want to keep schools open and students and staff in class.

Mrs. MacDonald believes the district should use Litchfield numbers only. Dr. Jette cautioned that we need to be careful and use a metric by which we can get to the number.

Mr. Bourque believes that the chart, as presented, is fine.

Dr. Jette indicated the plan is not final yet. He mentioned that there is a group of superintendents that are presenting charts on opposite sides of the state, but he prefers the one presented tonight. He commented that he is hopeful the Board can see we are trying to come up with something that can be acceptable and responsible. He noted we cannot completely eliminate masking. He indicated the reopening plan will be revisited on August 18.

Mrs. Harrison asked about the requirement regarding masking on transportation.

Dr. Jette reported that there is a federal mandate that anyone riding on public transportation is required to wear a mask.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Input

Brandon Lefebvre, 43 Brickyard Drive, submitted a statement for the record. His statement will be attached to the minutes.

Mr. Bourque asked about removing the virtual access for public input. He commented that the Town is not providing that type of access.

Mrs. Hershberger believes that it provides that additional opportunity to the community.

Mrs. Harrison expressed support for the continuation of providing virtual access to the public.

Mrs. Ames commented she does not have a strong recommendation either way, but knows that there are people in the community that are not able to attend the meeting and it is easier for them to have that virtual access. She indicated she is supportive of more ways for people to have access to meetings. Mrs. MacDonald agreed.

Dr. Jette shared that the Leadership team had a discussion about IEPs and the use of virtual meetings for that purpose and it has been very convenient; and improved participation and accommodation for access to those meetings. He noted that the only negative side was chasing down paperwork, but it is still of value.

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 8:45 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. 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.

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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: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

X. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:40 p.m. Mrs. MacDonald 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 August 18, 2021

Location: Town Hall

C. Harrison, Chair

B. Bourque, Vice Chair

n

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
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

Mrs. Ames made a motion to move the COVID discussion up in the agenda after Community Input. Mrs. Hershberger seconded. The motion carried 5-0-0.

D. Summary of Non-Public Actions from August 4, 2021:

Mrs. MacDonald made a motion to approve the non-public minutes of July 14, 2021. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Robert Moore as CHS Science teacher for a salary of \$73,750 for the 2021-2022 school year. Mrs. Hershberger seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to accept the nomination of Anika Vittands as LMS Science teacher for a salary of \$50,753 for the 2021-2022 school year. Mrs. Hershberger seconded. The motion carried 4-0-0.

Mrs. Hershberger made a motion to release Jodi Callinan from her contract as CHS Guidance Director. Mr. Bourque seconded. The motion carried 4-0-0.

Mrs. Hershberger made a motion to accept the resignation of Jodi Callinan as CHS Guidance Director, subject to hiring a suitable replacement. Mr. Bourque seconded. The motion carried 4-0-0.

Mr. Bourque made a motion to release Tom Lecklider from his contract as LMS Principal, subject to coordination with the Superintendent for the transition of a suitable replacement. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

Presentations to the Board was moved to the Reports section to accommodate presenters.

F. Community 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.

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Brandon Lefebvre commented regarding a submitted list of requests and feedback from the Board.

Dr. Jette commented that there is a lot in the request and we are trying to determine how to respond to all the pieces, which will take some time.

Mr. Lefebvre asked if there is a policy in place to prevent conversations of specific topics cited in his requests from taking place in the elementary education setting.

Dr. Jette indicated that staff will be trained at the start of the upcoming school year with the Department of Justice guidance that was shared with the school districts. He noted that the topics cited in Mr. Lefebvre's requests are not part of the curriculum and are topics and information that we will not be adding to the curriculum. He commented the district will be training staff on how to have appropriate conversations that comply with HB2.

Leann Romano, 7 Country Lane, regarding a decision on masks in the schools and if the people get to vote on it. She asked about the criteria for masking and if it differs from what the Governor has said. She expressed her opposition to mandating masking in the schools citing that there is no real evidence that masks work to protect against COVID. She also expressed her viewpoints regarding vaccines and emergency treatments for COVID, citing that being vaccinated and masking should be personal choice.

Dr. Jette indicated that the framework for COVID protocols will be discussed and voted on by the Board tonight. He noted there will not be daily votes on it. He commented that the CDC published a school tool kit developed by the Department of Pediatric Health and Department of Health/Human Services released on August 11 that the district will be using. He noted that the only difference between the framework and what the Governor has said is that he did not issue any emergency orders and left the decisions to the local level.

Helen Grondine, 8 Roberts Road, expressed her opposition to children in school wearing masks. She believes that masks will not be helpful to struggling students and does not believe they work. She wanted to know about masking on school buses.

Dr. Jette clarified that the masking on buses issue has been settled. He indicated that it is a federal law that was extended to January 2022 that any passenger on public transportation has to be masked.

Pete Stone, 15 Carlisle Drive, expressed his opposition to masks worn in schools. He indicated that masking is creating psychological problems for our children not seeing people speak. He believes that Litchfield is past the requirement for masking in schools.

Kevin Noviello asked about the percentage of COVID infections last year.

Dr. Jette indicated that staff were infected at twice the rate of children.

Mrs. Ames indicated that the percentages last year were 5.5% positive cases for students; 19.5% positive cases for staff.

Mr. Noviello commented that children that are 3-5 years of age are trying to learn verbalization and communication and their skills get diminished with masking. He noted that it is hard for a child to interpret emotional cues when they seek emotional support from teachers if the teachers are masked. He asked for options for masking and to consider all sides of the argument.

Keri Douglas, 9 Pheasant Street, expressed her support for parental choice when masking. She cited social/emotional reasons and that it is the Board's obligation to make decisions to support the choices of parents for their children. She stated if parents are not comfortable with students not being masked there are options for them. She commented on the county numbers with regard to COVID cases and believes that Manchester and Nashua numbers inflates the data. She asked the Board to keep the decision local and appropriate for Litchfield.

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Dr. Jette clarified that Manchester and Nashua numbers were pulled out of the county statistics.

Mrs. Romano cited examples of surrounding towns that voted for mask choice. She wanted to know how Litchfield differs from them.

Dr. Jette commented that the relationship in the district is that the Board hired him as Superintendent and there are decisions he makes in the best interest of children, such as for inclement weather; but pointed out that the district tends to be open more than it is closed. He indicated that he takes all sides into consideration and if what is presented tonight is not accepted, it will be revised and revisited by the Board. He noted we have to be sensitive to people who have compromised immune systems as they have rights as well. He indicated he supported parent rights, but it is not an 'either/or' issue. Dr. Jette noted that last year we started with masking in the halls and removing masks at desks, but then the pandemic intensified and we had to keep masks on. He indicated we need our staff in front of our children and right now we are having difficulty finding staff and teachers. He commented that we need to make the right decisions to get everything balanced and asked for patience as we have overall been very steadfast.

Mrs. Romano commented that these children need normalcy and her daughter will not be getting a fake vaccine.

Mrs. Grondine asked if it is possible to put those immuno-compromised children in another room.

Dr. Jette indicated that would not be fair or appropriate.

Mrs. Grondine commented that 900 children drowned last year and only 20 died from COVID.

Jillian Ozmore, 3 Pakesso Circle, commented that she feels that people's opinions are one thing and people that are experts in the field are another. She indicated the CDC, US DOE, AAP, DHHS have all said all children in school should be masked and the problem is this year there is no remote option. She noted that students with special needs who cannot be vaccinated are being required to attend school and she expects those children to be protected. Mrs. Ozmore asked, if her daughter becomes exposed and has to quarantine for two weeks, who will be her paraprofessional or teacher without synchronous learning? She noted there are 13 active cases in Litchfield currently. Last year the numbers were lower, the pandemic spread and we wore masks. She commented that she has read peer review articles and is concerned that if the guidelines are not followed, what is happening in the southern part of the country will happen here. She indicated many parents say their children are socializing and playing sports, but not all are doing that and it is not fair for those who want their children to wear masks to find alternate placements.

Jessica St. Pierre, Moose Hollow Road, commented that based on all the studies the CDC has done in regard to how effective medical masks are, they do not prove to be effective and a lot of children have gone through psychological issues due to masking.

Shawn Alessi, 17 Nesenkeag Drive, commented that some people (including a member of his wife's family) have a terrible time with COVID and some do not because not everyone is alike. He indicated that he understands that some people do not want masks, but the alternative is worse. He noted that the highest transmission is from people sitting in a closed space for a long period of time. He mentioned that he has a 3 and 5 year old that cannot be vaccinated and his 5 year old is starting school and is afraid of bringing something home. Mr. Alessi commented that the Delta variant has a higher rate of asymptomatic transmission and many people are vaccinated, but they can carry it. He indicated that, while he may not be a doctor, he speaks with them and many doctors say we should be masked. He noted the data is there and we should be masking.

Samantha McClellan, 31 Chasebrook Circle, wrote a letter to enter into community input. She indicated that she is a nurse and that in September 2020 we had a total of 7 hospitalizations, but yesterday there were 68 hospitalizations with 15 in ICU. Last night there was a total of 13 active cases in Litchfield and while our numbers are not substantial, the percentage is higher than that of Nashua and Manchester. Information regarding mask effectiveness is that wearing masks protects transmission to another person. She was very concerned about the Delta variant and that children are getting very sick.

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There is a higher case load than ever in New Hampshire and school has not yet started. She noted young adults and children are getting sick. She suggested that students in high school and possibly middle school can have the ability to choose to mask, but the most important thing is that many children do not have the opportunity to be vaccinated whether we want them to or not. It is important to realize that when it comes to children, she would rather this be a tough two years than to say we lost 15 children by next year. Mrs. McClellan mentioned when she looks at what is happening in Florida she is very much worried about what is going to happen in the long run. She commented that when we pulled our children out last year for remote learning, the teachers and paraprofessionals were amazing and it was hard, but if we want to keep the schools open it is important to wear masks. She shared that she was offered yesterday by a hospital in Florida that has 72 children in the ICU to come down and help out there. She indicated some were vaccinated and some were not and this is also hitting Boston. She urged that to keep the schools going masking is best.

Pat Keefe, President of the LEA commented that the reopening plan eluded to some students who may need remote instruction and if we do not mandate masks some will stay home. He indicated that teachers do not want to go back to the blended model again. He commented it was a modality of instruction that did not work last year. He advocated to take covid relief funds to hire remote teachers if we go back to the blended model. He noted that teachers want to be in the schools, but it is difficult to do both learning models at the same time.

Dr. Jette commented the effectiveness of the mask is not as much for the wearer as it is for the speaker and that is a challenge. He noted it is the filter on the person.

Mrs. Harrison closed community input so that the business of the Board could move forward.

C. Coronavirus Review and Update

● Current Situation Update

Dr. Jette reported that we successfully finished our summer school, but we are in a substantial COVID spread in NH. He noted that the Delta variant has taken hold and is more rapidly spreading.

● Reopening Guidance

Dr. Jette presented the CoVAX 3.0 reopening plan to the Board. He noted version 1 was originally shared with the Board and the public in June and we were clear with the Board that we would wait until August to see how the situation progressed. He expressed his belief in making local data driven decisions.

The Plan: Version 3.0

- Commitment to in-person learning and continuing to offer highly engaging instruction.
- Remote instruction option to be used when properly designed and resourced, and when school based teams determine if it is best under medical conditions.
- We will not be going back to cameras in the classrooms.
- We will not be hiring remote teachers as we are facing a hiring challenge.
- Commitment to google Classroom;
 - staff have become experts in usage;
 - isolating ill children can access Google Classroom.
- Commitment to emotional and physical well being of staff and students with adequate support for mental health.
- Support for collaborative planning time and time for staff to work together on instructional goals.

Mitigation Strategies:

- Provide link for up to date information from the CDC and to the August 11 guidance from the NH Department of Health (NH DPH);
- Examine local and state data points and not rely on one single data point;
- Personal responsibility has been hallmark and asking families continue to do daily health screening;
 - asking school nurses to periodically take the temperature of staff and students.
- Physical distancing recommendation of 3 feet nose to nose;
- Masks have proven to be effective in preventing the spread of airborne pathogens and we will use masking when advised by the NH DPH;

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- Promote vaccinations;
- Use face masks wisely (to prevent and protect);
- Schools can recommend or require masks and decide what is the best course based on community input;
- Ability to implement other prevention strategies;
- Masks not recommended in most outdoor locations, so not masks for athletics (the only time excepted is if playing a sport that is mandating it);
- Not limiting attendance outdoors;
- Recommending masks for anyone who wants maximum protection for themselves or their families;
- Masks required on school buses and other public transportation, which has been extended through January 2022 by federal law.

Decision Matrix within a facility:

- Look at each school separately;
- For sporadic cases and no evidence of facility transmission, masks will be:
 - optional for minimum transmission,
 - optional for moderate transmission,
 - universal for substantial transmission.
- Single Cluster [of cases], masks will be:
 - optional for targeted for minimum transmission,
 - targeted for moderate transmission,
 - universal for substantial transmission.
- Multiple Clusters, masks will be:
 - universal for all transmission levels.

Dr. Jette indicated the goal is to be in the minimal level and only recommending universal masking when transmission is substantial. He noted that the guidance issued uses the phrase ‘targeted’ and we have phrased that as strongly recommended. He commented what is seen from other districts is that the guidance is being followed and some are starting with masks because their rates are substantial. He explained that he views this document as a guide that is flexible and encourages all to read through the guidance document. Dr. Jette indicated that children will not be tested for COVID; quarantining is limited to household exposure only. He pointed out that the guidance recommends increased ventilation, which is why we are investing in our ventilation systems. Guidance recommends to continue cleaning/disinfecting/hand washing/ contact tracing and we are ready to stay on top of it.

Mrs. Ames asked what the goal is going forward. She noted that we have the input and need a chance to debate it.

Dr. Jette indicated Version 3.0 is the reopening plan and he is looking for Board support. He noted the plan has considered all possibilities and the metrics for the Administrators to make decisions are the right ones.

Board members deliberated over the reopening plan and the parameters contained therein.

Mrs. MacDonald expressed her support for parental choice for masking.

Mrs. Ames suggested the ‘targeted’ level be used for K-6 and substantial transmission be targeted and not universal.

Mrs. Harrison expressed concern that with data coming out regarding the Delta variant, there is a big difference between those vaccinated and those who are not.

Dr. Jette noted the State has cautioned us to use county information because there is a large number of unreported cases.

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Mr. Bourque asked if students would be wearing masks if the high school opened tomorrow. Dr. Jette indicated that masking will be based on school impact.

Mrs. Ames commented that parents want something very clear with data points.

Mr. Bourque pointed out that students in grades K-6 cannot get vaccinated and believes that masks should be mandated for K-6.

Mrs. Hershberger asked if we should give schools a chance to go without mask until we start seeing cases in the schools.

Mrs. Ames indicated that she has read all the correspondence, resources, articles, etc. and believes that the Board vote should not be a unanimous vote because the town is not unanimous on the issue. She noted there is a large population that cannot be vaccinated and agrees with Mr. Bourque; however, feels that flexibility is important. She commented that she has done a lot of research on what is going on in the southern states and there is an all time high hospitalization of children. She pointed out that one week ago Litchfield had 1-4 active cases and now there are 13 active cases. She believes we need to mask up in grades K-6 when there is substantial transmission.

Mrs. Harrison agreed with Mrs. Ames and Mr. Bourque.

Mrs. MacDonald wanted to know the number of children that are sick, in the hospital and have died.

Mrs. Ames made a motion to revise the CoVAX 3.0 version of the Plan to reflect that masks are required for children in grades K-6 and targeted for grades 7-12 during low levels of community impact and substantial levels of community transmission. Mrs. Harrison seconded. The motion carried 3-2-0.

Mrs. Hershberger made a motion to use the revised table in the CoVAX plan. Mrs. Harrison seconded. The motion carried 4-1-0.

Mrs. Ames made a motion to approve the revised CoVAX 3.0 plan per Board recommendations. Mr. Bourque seconded. The motion carried 4-1-0.

G. Correspondence

Mr. Bourque reported that there were several articles (36) of correspondence:

Rich Lascelles: thanked the Board for the July 28 special meeting, taking responsibility for what is on the website, and answering the Right to Know request submitted by Laura Gandia.

Debbie Rice: support for parental choice for masking.

Jim Norton: regarding the chart of vaccinations; support for unvaccinated wearing masks, follow the science.

Sue Jozitis: concerned that conversation on Delta variant is on personal opinion; included data for Delta variant.

Pam Boutsellis: support for masks.

Brian Dodge: regarding his child's funds from the Washington DC fundraiser.

Stephanie Silver: parental choice for masks.

Jenn White: parental choice for masks.

Terri DiCarli: support for masks.

Christine Tremblay: asked for data for the masking decision.

Tyler Matthews: parental choice for masks.

Donna LaRose: no mask mandate.

Jeff Avitable: parental choice for masks.

Kurt Shaefer: parental choice for masks.

Samantha McClellan: support for masks - letter read aloud.

Jessica Martin: support for masks for children under 12.

Anisa Swanson: support for masks.

Laura Gandia: no masks.

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Steve Doucette: concerned about LMS schedule and Unified Arts.

Kaitlin McCormack: parental choice for masks.

Kathy Doucette: concerned about LMS Unified Arts.

Erika Donahue: concerned about LMS Unified Arts.

Michelle : mask mandate.

Mary Franck: support for masks.

Michelle Gill: no masks.

Scott MacDonald: parental choice for masks.

LeAnn Romano: parental choice for masks.

EC Enos: parental choice for masks.

Don Pomerleau: no masks.

LeAnn Romano: video of doctor speaking to Illinois school board about pandemic mitigation.

Meg Leon Guerrero: support for masks.

Christine Rogers: no masks.

Tara Coakley: support for the message of unity.

John York: no masks. Also displeased with School Board and Superintendent for not sharing Covid plan; not posting meeting agenda and materials in time for meeting; replace School Board chair.

H. Comments:

- **Superintendent**

- **GMS Enrollment**

Dr. Jette reported as of August 18, GMS enrollment is as follows: K=83; Grade 1=79; Grade 2=81; Grade 3=87; Grade 4=98; Total 428. He noted that a fifth Kindergarten teacher and a fifth Grade 4 teacher will be added.

- **2021-2022 Bus Route Update**

Dr. Jette indicated the bus routes have been finalized and sent to First Student for verification. Bus routes will be posted on Friday and reminded parents that masks are required on buses. He pointed out that times have changed on routes and the middle and high school routes have been combined.

Mrs. MacDonald asked why the hours were changed for LMS.

Dr. Jette explained the interim principal is sending out a response for why the school times were changed. He noted LMS did not have any flexibility in snow day make up days and we came up with a plan to add that extra time into the school day. He indicated some things will have to be worked out, but we are confident we will get all activities in. He pointed out that the CBA was very specific with planning time, which drove the semesterization of Unified Arts.

- **2021-2022 Tuition Rates**

Dr. Jette presented the proposed 2021-2022 tuition rates, which are calculated in the DOE 25. He noted that a daily rate column was added to conceptualize the cost and for people to better understand it.

Mrs. Hershberger made a motion to approve the 2021-2022 Tuition Rates. Mrs. Harrison seconded. The motion carried 5-0-0.

- **School Board**

Mrs. Harrison commented regarding reception of an accusation regarding a school board member actively campaigning about masks on social media. She made the following statements:

Mrs. Harrison posted an analogy on her personal Facebook page regarding masking. A friend that nearly died from Covid saw the post and responded and a conversation ensued. In her tenure as a member of the School Board she has always advocated for transparency. She stood by her response to a friend's comment about submitting input on masking. She represents the Board on social media and fully supports community input. Her personal perspectives on the policies of the district are that the Board and district work together to serve the

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community, to keep students at the forefront of every decision, and that no individual Board member has power without the totality of the Board. The response was to send input to the School Board and not meant as an email campaign to sway anyone's opinion.

Mrs. Harrison responded to Mr. York's statements regarding the reopening plan, noting that the plan was published on the district website since its inception in June and it was believed that the link was a live link that would update automatically when the plan was revised.

Mrs. Harrison responded to Mr. York's statements regarding the School Board agenda and meeting materials agreeing that the posting of these items has not been timely in the past and was discussed at length with a request for better compliance to our policy. She noted materials for this meeting were posted on Monday, as is common practice, but when a revision was made, the link was bumped in order and returned to its original order when notified about it. She asked Mr. York to contact her if he is unable to locate information posted on the website.

Mrs. Harrison responded to Mr. York's statements regarding her Chair leadership, noting that the role of the Chair is collaborator and facilitator, which she takes seriously, and serves at the will of the Board. She indicated she would entertain a motion from the Board to be removed as Chair.

Dr. Jette indicated he would reach out to Mr. York to determine how he is trying to access the information and clarify where he is looking on the website.

Mrs. Hershberger expressed her appreciation for Mrs. Harrison's respect for everyone's opinion and that she does not demean anyone.

Mrs. MacDonald commented that on social media people assume that everything that is posted by the Chair, whether it is on a personal page or not, is posted as the Chair.

Mrs. Hershberger indicated that concerns and emails to Board members should not go to a Board member's personal email, but should be submitted to the School Board email account. She commented the Board has come a long way over the years and she believes that Mrs. Harrison has been more responsive than any Board has been.

Mrs. MacDonald commented that Mrs. Harrison's position as a resident or as a School Board member has to be separated.

Mrs. Harrison indicated she will be more careful about posting on social media in the future.

II. GENERAL BUSINESS

A. Public Minutes:

- **July 28, 2021**

Mrs. Harrison made a motion to approve the public minutes of July 28, 2021. Mr. Bourque seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report July 2021

- **Update August 2021**

Mr. Izbicki reviewed the business report he submitted to the Board for July and provided an update for August. He reported:

- the district audit was successful;
- the DOE 25 and MS 25 are available for Board signatures;
- the new windows at LMS have been installed;
- the new rooftop unit to service the administration and guidance area was delivered and will be moved into the mechanical room;

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- the new flooring in those areas is expected to be installed this week;
- insulation for the test rooms is commencing;
- North Branch Construction is bringing in a cleaning crew and will be handing LMS over to the district to outfit before school begins;
- the roof will be installed in the fall;
- planning is continuing to install the replacement cooler in the relocated area.

- **Architect Fee Proposal**

Mr. Izbicki provided and reviewed the architect fee proposal for the new elementary school pre-bond design services, which included a breakdown of services. The total cost is \$117,000. Mr. Izbicki indicated that Dave Ely, Windy Hill Associates, was an invaluable resource.

Dr. Jette explained that we started with RFQs and received bids from a number of firms, which was narrowed to four and then to two finalists. He reported that Kyle Barker was awarded the bid. He is experienced with building schools in New Hampshire and is backed by a large firm that built 30 net zero schools in Syracuse, New York.

Mrs. Harrison made a motion to approve the architect fee proposal from Kyle Barker with a cost of \$117,000. Mrs. Hershberger seconded. The motion carried 5-0-0.

B. School Board Goals: Action Steps

- **School Board Goals 2021-2024**
- **School & District Action Steps 2021-2022**

Dr. Jette indicated the action steps for the Board goals were presented to and reviewed by the Board at the last meeting. He asked the Board for feedback regarding the goals and action steps.

Mr. Bourque asked that acronyms mentioned in the action steps be spelled out and defined.

Mrs. Harrison made a motion to approve the 2021-2022 School and District Action Steps. Mr. Bourque seconded. The motion carried 5-0-0.

C. Presentations and Recognitions *(Moved from earlier in the agenda)*

- **Senior Project: Personalized Parking Spots**

Mr. Perez and senior students presented a proposal for students to personalize their parking spaces this year. Students indicated that they spoke to Mr. Perez and Dave Ross, Facility Director, regarding the project. They explained this will be an 'opt in' project by students who will pay for their parking spots to pay a fee to design their own spot. The design must be approved by the administration. Students are currently charged \$100 to park in a spot at CHS and those funds can be used to reseal the parking lot at the end of the year. The money from the design fees can go toward class funds. Students indicated they will speak to Dave Ross about the cost to reseal the parking lot before the project begins.

Board members were in agreement to allow the project to move forward subject to the students' discussion with Mr. Ross regarding the resealing cost for the parking lot.

IV. OLD BUSINESS

A. Policies: Approval

- **JIC, Student Code of Conduct**
- **JICD, Student Conduct, Discipline & Due Process**
- **JICDD, Student Discipline: Out of School Actions**
- **JICK, Pupil Safety & Violence Prevention (Bullying)**

The policies have been revised to be in compliance with recent legislation signed into law. The legislative changes were effective July 2021. The revised policies have been vetted by school administrators.

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Mr. Bourque made a motion to approve policies JIC, JICD, JICDD and JICK. Mrs. Harrison seconded. The motion carried 5-0-0.

- **Policies to be Rescinded:**
 - JICD-R, Administrative Procedure to Accompany Student Conduct, Discipline, Due Process & Pupil Safety/Violence Prevention Policies
 - JKD, Suspension & Expulsion

Upon approval of the updated student discipline, due process and bullying policies, it is requested the Board rescind policies JICD-R and JKD, as they are included in the updated discipline policies.

Mrs. Harrison made a motion to rescind policies JICD-R and JKD. Mr. Bourque seconded. The motion carried 5-0-0.

B. School Handbooks

- **Student Handbooks 2021-2022**
- **Progressive Discipline Charts**

GMS

LMS

CHS

Dr. Jette indicated that the student handbooks have been prepared for board approval. Note: Links to policies in handbooks will be updated prior to publishing. Each school handbook will contain a Progressive Discipline Chart that is being crafted and aligned with the changes in the laws relative to student discipline and due process. He asked for Board feedback and approval.

Mrs. Harrison commented that the progressive discipline charts are a consistent model that provides clarity.

Mrs. Harrison made a motion to approve the use of the revised progressive discipline charts in the student handbooks. Mr. Bourque seconded. The motion carried 5-0-0.

Board members suggested minor revisions to the handbooks.

Mrs. Harrison made a motion to approve the 2021-2022 student handbooks with revisions. Mr. Bourque seconded. The motion carried 5-0-0.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Input

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 8:45 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. 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.

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IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 10:50 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

X. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 10:50 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

Approved Minutes for September 1, 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

Dan Mitchell, GMS Principal

Michele E. Flynn, Administrative Assistant

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

I. NON-PUBLIC SESSION: RSA 91-A:3II (b)

5:00 p.m.

[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 5:00 p.m. under RSA 91-A:3II (b) The hiring of any person as a public employee. 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.

II. PUBLIC SESSION

5:30 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 6:03 pm.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from August 18, 2021:

Mrs. Harrison made a motion to approve the non-public minutes of August 4, 2021. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Cory Sulzen as LMS Math teacher for a salary of \$48,807 for the 2021-2022 school year. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the nomination of Lisa Moore as CHS Science teacher for a salary of \$59,741 for the 2021-2022 school year. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Valerie Nelson as CHS Guidance Director at a salary of \$85,000 for the 2021-2022 school year. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Dennis Bernabei as CHS Special Education teacher at a salary of \$45,388 for the 2021-2022 school year. Mrs. Hershberger seconded. The motion carried 4-0-0.

Mrs. Harrison made a motion to release Elizabeth Lennon from her contract and accept her resignation as CHS Science teacher. Mr. Bourque seconded. The motion carried 5-0-0.

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Mrs. Harrison made a motion to release Emily Post from her contract and accept her resignation as CHS Science teacher, subject to finding a suitable replacement. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to release Lynn Gnaegy from her contract as CHS FACS teacher and accept her resignation. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to release Nate Cooper from his contract and accept his resignation as CHS Social Studies teacher. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to seal the Staff Issues section of the August 18, 2021 non-public minutes until June 30, 2022. Mr. Bourque seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Community Input: 3 minutes per person

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 the Board received correspondence from:

- Non-support masks for children in schools:
 - Chris Albert
 - Jessica St. Pierre
 - Michelle Gill
 - Meaghan Reed
 - Debbie Rice
 - Jenn White
 - Debbie Breton
 - Tyler Matthews
 - Mike Breton
- Support for masks for children in schools:
 - Marissa Brunelle
 - Tara Coakley
 - Michelle Zayas
 - Erica Ruggles
- More information on reopening plan and masking:
 - Kristeen Rogers
 - Katie Somers
 - Marissa Brunelle
 - Kristen Scardova
- Information on Unified Arts at LMS:
 - Erika Donahue
- Evidence of masking effectiveness:
 - Mike Breton
 - Meaghan Reed
 - Leanne Romano - video forwarded to Board
- Jim Norton: question on volunteers and vaccinations
- Amanda Bemis: will not put her children in Litchfield schools.

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H. Comments:

- **Superintendent**

- **Opening Day for Staff**

Dr. Jette reported that opening day activities were held for all staff with a great start on Wednesday. He indicated that approximately one quarter of those in attendance were wearing masks. He noted the day focused around Portrait of a Learner and Board and school goals. Four students (GMS, LMS and CHS) were invited to share with staff how they learned and had grown under the concepts of Portrait of a Learner, to which the staff responded well. The afternoon exercise was to look at how we want to have these concepts come alive in classrooms.

Dr. Jette reported middle school staff were able to get into LMS to prepare for the August 30 opening. He mentioned that Mrs. Harrison participated in the bus tour for new hires on Tuesday.

- **Opening Day for Students**

Dr. Jette reported that schools opened on Monday, August 30, with a few bumps the first couple of days. He indicated that the schedule at CHS is back to a regular schedule (not a 4 x 4 schedule). He commented it was nice to see students back in the buildings. He noted that there was a big learning curve at LMS with the new schedule and busing changes. He is planning to send a parent survey out.

Dr. Jette reported that the First View Bus Tracker app for parents has been launched and asked Mrs. Flynn to elaborate.

Mrs. Flynn explained that the district has access to First View, a bus tracker app provided by First Student, which can track the routes and stops of buses. She indicated that a parent app was published on the district website, with instructions and the codes for the schools, so that parents who opt in can see where the bus is on the route and will have an idea of when the bus will arrive to pick up or drop off their children. She further explained that there is an administrative dashboard that administrators can use to monitor routes, stops, delays, and issues.

- **First Day Enrollment**

Dr. Jette provided the first day actual headcount enrollment in all schools with a comparison of the number of registrations for each grade. The number of total registrations from PowerSchool is 1,241 and the number of actual students counted on day one is 1,152. He noted that on day two, 25 CHS students called out absent. He reminded the Board that there is still a first Friday count and October 1 reconciliation count, which is the official state count.

- **ESSER Funds Plan**

Dr. Jette informed the Board that the district was required to submit a plan to the state on how we will use ESSER funds. He provided a copy of the plan questionnaire and responses to the Board and noted that the plan has been uploaded to the state. He pointed out that with ESSER III funds there is a requirement to set aside 20% to address academic gaps.

- **Public Access to Agendas**

Dr. Jette reported in response to Mr. York's comments at the last meeting, he met with Mrs. Flynn to discuss options to provide better access to Board agendas and materials to the public. He indicated that the Board will receive the agenda on Fridays and a copy of that agenda, with live links, will be posted for the public on Mondays, excluding non-public materials. He noted it should be easier for the public to follow along with the meeting business.

Dr. Jette commented in response to Mr. York's comments regarding the timely posting of draft minutes, he noted draft minutes are always posted under School Board minutes on the district website and are available on the Tuesday following the meeting.

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- **School Board**

Mrs. Ames commented on the use of LMS lockers. She indicated that the issue of students visiting their lockers during the day needs to be addressed. She noted they carry around their backpacks and athletic equipment all day and should be able to use the lockers. She expressed appreciation for Mrs. Thayer who is doing her best to address issues at LMS.

Dr. Jette commented that the Administrative Team discussed lockers, for which there were concerns regarding COVID, but also that lockers have become outmoded. He mentioned that housing athletic equipment in lockers was not considered.

Mr. Bourque suggested that if lockers are not going to be used, student athletes can leave their athletic equipment in the gyms at LMS and CHS.

Mr. Bourque requested that community and/or staff recognition begin again at the beginning of Board meetings.

Mrs. Hershberger mentioned that she heard about the Londonderry school board members that resigned and thanked the Litchfield community for coming to the Board respectfully. She indicated the Board is here to listen.

II. GENERAL BUSINESS

A. Public Minutes:

- **August 4, 2021**

Mrs. Harrison made a motion to approve the public minutes of August 4, 2021. Mr. Bourque seconded. The motion carried 5-0-0.

- **August 18, 2021**

The minutes of August 18, 2021 were tabled until the September 15, 2021 meeting.

III. REPORTS

A. GMS Principal's Report

- **Summer Work**

Mr. Mitchell reported that the jersey barriers at GMS have been painted with colorful murals. He indicated that the activity was community run and supplies were provided. He noted that designs for the murals were reviewed prior to painting and they look amazing.

- **Opening Days of School**

Mr. Mitchell provided a school goals update to the Board. He reported at the first staff meeting on Friday we did an activity where staff were divided into groups and told to write down 'life skills' you hope students have when they come to elementary school and by the time they leave for middle school. He noted that 164 different skills were documented and range from being able to open your own milk carton to tying your own shoes to critical thinking. He indicated the skills will be broken down by grade level and distributed to teachers to have a general scope and sequence of what skills we hope students have when they come to elementary school and what we hope they have when they leave. Additionally, he noted we will provide expectations for parents on certain skills students should have when they are enrolled in elementary school.

Mr. Mitchell reported that staff worked on addressing the SEL goal for which information was presented to hold daily community meetings in each class, increase visibility in common areas, and recommit to the PAWS program. The recommitment will involve the use of PAWS stickers to recognize students for their work and behavior as well as weekly and monthly recognitions and was presented to students during an all school Google Meet. Mr. Mitchell also reported that professional conversations will begin and focus this year on learning losses and learning gaps as part of the staff PLC work. He indicated that we need to also look at data collection because the last 18 months of data that we have collected has less validity than expected.

Mr. Mitchell mentioned that the sign in front of GMS reads 'Welcome Back - Now What?' and we decided that the 'Now What' will be a focus on discovery and follows the flow from curiosity.

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- **GMS Enrollment**

Mr. Mitchell reported that enrollment at GMS is as follows; PK: 35; Kindergarten: 83; Grade 1: 77; Grade 2: 79; Grade 3: 86; Grade 4: 97, which is a total of 456 as of today, September 3, 2021.

Mr. Mitchell commented that Open Houses this year will be in person, but we have not yet decided if the method will be parent information nights or student-led nights. He mentioned that the public should know that Unified Arts will be divided over two nights for Open Houses. He indicated the format and schedule is being discussed.

IV. OLD BUSINESS

A. Policies - Reapproval:

- **GCF, Professional Staff Hiring**
- **GCG, Substitute Teacher Employment**
- **GCR, Non-School Employment**
- **HP, Employee Job Actions**
- **HPA, Employee Job Actions (Unauthorized Employee Absences)**

Dr. Jette indicated the policies listed have been reviewed for any legislative changes and were found to have none. Board reapproval is required to bring policies up to date.

Mrs. Harrison made a motion to approve policies GCF, GCG, GCR, HP and HPA. Mrs. MacDonald seconded. The motion carried 5-0-0.

B. Policies - 1st Reading:

- **GCCBC, FMLA Leave**
- **GCI, Professional Staff Development Opportunities**

Dr. Jette indicated the policies listed have been reviewed and revised according to legislative changes. Board review and approval as a 1st Reading is requested.

Mrs. Hershberger asked, with regard to Policy GCI, what kinds of gifts staff members get at a workshop or conference.

Dr. Jette commented that the organizations that offer workshops and conferences know that teachers have a certain amount of funds for this learning and/or training and may offer a free tablet or iPad for the training. He indicated we wanted to address this in the policy.

Mrs. Harrison made a motion to approve policies GCCBC and GCI as 1st Readings. Mrs. MacDonald seconded. The motion carried 5-0-0.

C. Coronavirus Review and Update

- **Current Situation Update**

Dr. Jette reported that there are families that have members who are quarantining currently in our schools. He indicated we are following the DHHS guidelines and working through the confusion on it, as there are a whole new set of rules.

- **Reopening Guidance**

Dr. Jette commented that the Board approved the CoVax Reopening Plan, Version 3.0 at the last meeting. He indicated that FAQs were added for which the district received assistance from the Board, but the Board did not officially vote on Version 3.5, which has been published. He noted that nothing in the plan that was approved by the Board has changed; only the FAQs were added.

Mrs. Harrison made a motion to approve Version 3.5 of the CoVax Reopening Plan. Mr. Bourque seconded. The motion carried 4-1-0, with Mrs. MacDonald opposed.

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Mrs. Ames asked if the district will keep a running spreadsheet of cases this year. Dr. Jette indicated the Team will discuss that at tomorrow's meeting.

Mrs. Ames commented that it would be helpful for parents to see and to decide if they want to keep their child(ren) home. Dr. Jette indicated parents will be updated on Fridays.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Input

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 7:28 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: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 9:25 p.m. 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.

X. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:25 p.m. Mrs. MacDonald 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 September 15, 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
Martha Thayer, LMS Interim Principal
Michele E. Flynn, Administrative Assistant

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

I. NON-PUBLIC SESSION: 91-A:3, II (I) 5:00 p.m.

The Board entered into non-public session at 5:00 p.m. under RSA 91-A:3II (I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

The Board ended non-public session at 5:40 p.m.

II. PUBLIC SESSION 5:30 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 5:40 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 1, 2021:

Mrs. Harrison made a motion to accept the nomination of Jennifer Grantham as LMS Principal at a salary of \$110,000, prorated from the start date, for the 2021-2022 school year. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to provide a prorated stipend of \$3,000 to Martha Thayer, as LMS Interim Principal. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Kurtis Virkaitis as CHS Chemistry teacher for a salary of \$54,346, prorated, for the 2021-2022 school year. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Cheryl Minervini as GMS Grade 4 teacher at a salary of \$61,515 for the 2021-2022 school year. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Susan Rafferty as CHS FACS teacher for a salary of \$42,559 for the 2021-2022 school year. Mrs. Hershberger seconded. The motion carried 4-1-0, with Mrs. MacDonald opposed.

Mrs. Harrison made a motion to approve the non-public minutes of August 18, 2021. Mrs. Ames seconded. The motion carried 5-0-0.

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Mrs. Hershberger made a motion to accept the LSSA Tentative Agreement. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

• School Programming: Learning Commons & Circulation Data

A presentation on the Learning Commons and library circulation data was provided to the Board by Librarians Julie Green, CHS; Amy Provencal, LMS; and Melina Prevel Turmel, GMS.

Mrs. Green reviewed the AASL Library Standards and indicated that they align with the four traits emphasized in the Portrait of a Learner the district has adopted. She reported that the Librarians have been redesigning the library web pages for all schools as well.

AASL Library Standards

Inquire

Online Resources
Books



Curate

Age appropriate materials
Enhances the curriculum



Include

Inviting Spaces



Explore

MakerSpaces
Online Resources



Collaborate

Work with teachers
Student Projects

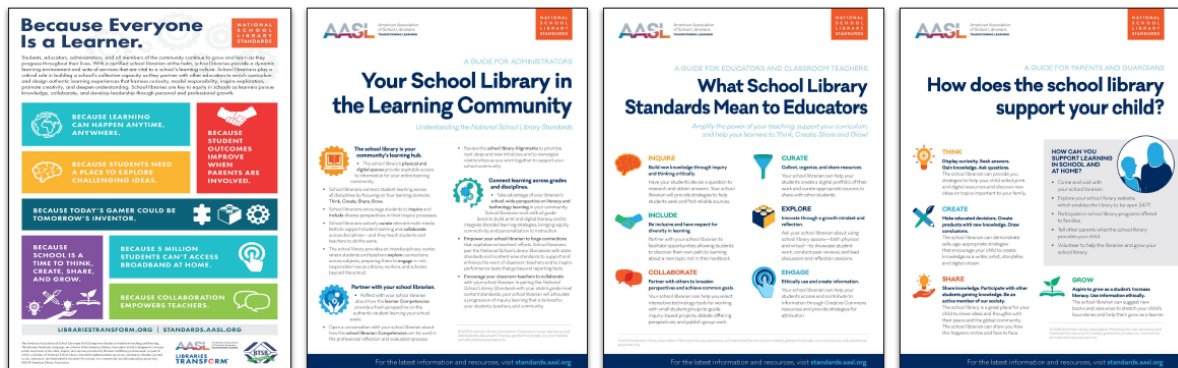


Engage

Communities



[AASL Standards Framework for Learners pamphlet](#)



Mrs. Prevel Turmel talked about the goals for the GMS Learning Commons:

- Encourage Reading & Literature
- Explore Authors, Illustrators & Genres
- Promote NH and US Book Awards
- Teach Resource Retrieval
- Promote Lifelong Readers & Learners
- STEAM & Makerspace Activities for Exploration.

Mrs. Prevel Turmel indicated that skills are introduced in younger grades (K-2) and developed further in grades 3-4 and there are STEAM and Makerspace activities that are also opportunities for them to work on their social skills.

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GMS Learning Commons

Skills are introduced in younger grades (K-2) & developed further in older grades (3-4).

Kindergarten

- Basic computer skills
- Handling books & finding books
- SEL skills

First Grade

- Finding books using library catalog, Sora & BookFlix
- Library Citizenship
- Fiction vs nonfiction books
- Alphabetical order

Second Grade

- Worldbook Online Encyclopedia
- Research skills
- Google Slide presentations
- Fairy Tales
- Biographies
- Caldecott Medal
- Dictionaries
- BreakOut EDU
- Digital citizenship

Third Grade

- WeVideo for presentation
- Poetry
- Numerical order in nonfiction section
- Magazines

Fourth Grade

- Web searches
- Website evaluation
- Almanacs
- Atlases
- Gale Elementary *New

Mrs. Provencal commented that libraries are about quiet work and learning commons are about hands on learning and activities. She indicated that Learning Commons promote large and small group work with mobile furniture, inviting spaces, and a variety of ways for students to interact.

LMS Learning Commons

Curriculum

Internet Safety
Digital citizenship
Online research
Digital presentation
Passion project (8th)

Going Beyond

Work with teachers/staff
Enhances the curriculum

- Grab and go kits
- Digital supports

Online Resources

- WeVideo
- PowToon

Student projects

MakerSpaces

- 3D printer
- Cutting machine
- Craft supplies
- DIY

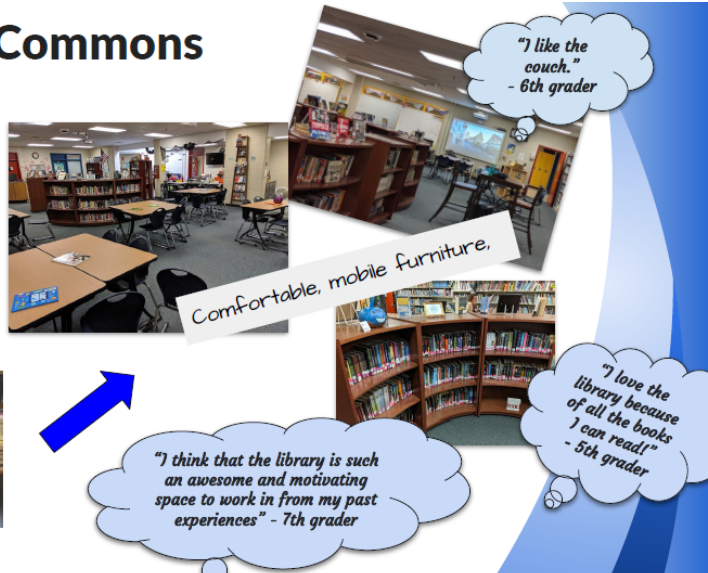
LMS Learning Commons

Library Transformation

Inviting Spaces
Seating

- Mobile furniture
- Variety of configurations

Variety of ways to interact



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. Provencal noted that the vision for the future of the LMS Learning Commons is:

- to continue to promote using the library
- offer students more Makerspace time
- enhance the curriculum
- focus on technology in grade 5
- focus on a passion project for grade 8.

Mrs. Green commented that for her it is rewarding to make connections with the students. The Learning Commons at CHS is a place for the students to decompress; participate in activities such as art projects, puzzles, games, rubik cube challenge.

CHS Learning Commons

Social Emotional Learning

Inviting Spaces

Make & Take

Place to decompress

- Art projects
- Puzzles
- Games (UNO, Chess, etc)
- Rubik Cube challenge



Outside of the library she collaborates with teachers to help focus on teaching students how to research. Resources available are: Choice Boards for Student Learning, Class Research Pages, Isinglass & Flume Promotion of Reading, and new book posters outlining books that have become series on Netflix.

Student Learning Choice

Choice Boards



Collaboration with Teachers

Book Speed Dating



Class research pages



Promote Reading

Isinglass & Flume Promotion



New Book posters



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Mrs. Green indicated that online resources are age appropriate, reliable, allow students to dive deeper, leveled, not overwhelming and class research. The Learning Commons Makerspaces provide ways to bring kids together, infuse creativity into learning and “make and take” monthly activities.

Library Circulation Data

Mrs. Green presented book checkout data for the last five years:

Griffin Memorial School

Library Statistics since 9/9/2017	
	Total Circulations
2022	491
2021	2,152
2020	13,512
2019	18,689

Litchfield Middle School

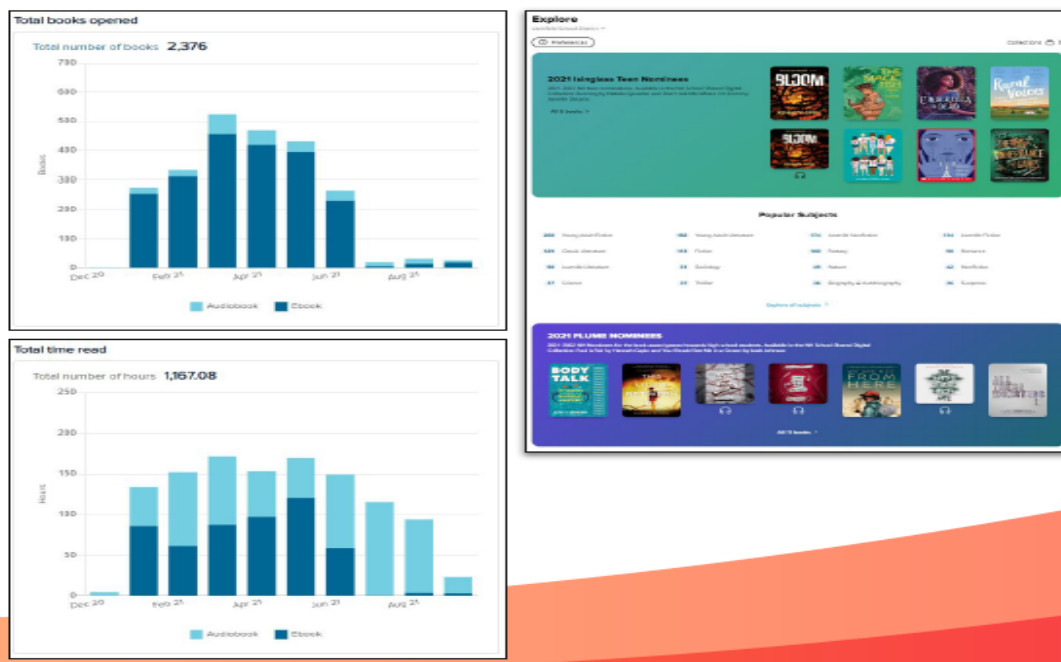
Library Statistics since 9/10/2017	
	Total Circulations
2022	20
2021	338
2020	827
2019	1,022

Campbell High School

Library Statistics since 9/9/2017	
	Total Circulations
2022	47
2021	339
2020	544
2019	1,133

** 2019 included Chromebook check out for a portion of the year

She indicated that the data reflects a large dip between 2020 and 2021 due to COVID. She noted that Sora, access to online books, was added in December 2020 and is available to every student. She commented Sora has been utilized significantly since December 2020.



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Mr. Bourque asked about the number of books purchased per year at LMS and CHS. He commented that the data reflects a decrease of books withdrawn from the library. He believes that, based on the circulation data presented, approximately 60% of the books can be purged for additional space.

Mrs. Green indicated that the library book collections are audited annually. She commented that librarians are trying to determine how to use additional space by purging books now that we have Sora.

Mr. Bourque commented that the periodicals in the library are not current and inquired why they are purchased.

Librarians agreed that periodicals do have a place for students that may be more overwhelmed by books.

F. Community Input: 3 minutes per person

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.

Leanne Thompson, 44 Century Lane, commented she is disappointed in the overall miscommunication on Unified Arts at LMS. She indicated the information has not been correct. She noted there is extensive research that physical activity builds test performance in schools, as well as self-confidence in students.

Erika Donahue expressed concern regarding Unified Arts at LMS. She believes that Unified Arts drive students and touch many facets of a student's life. She asked the School Board to consider it from a child's viewpoint. She suggested returning to the old schedule for Unified Arts and integrating some of the planning periods in with those classes.

Mrs. Thompson commented that the DOE designates that 15 minutes of physical activity stimulates student learning, but only having a 10 minute movement break is not enough when the time focusing on everything else is increasing. She indicated there is no opportunity for students who love music or art to have that during the school day. She noted there are 38 minutes built into the school day for BEST. She urged the Board to recommend that a physical activity be included in the school day.

Ms. Donahue commented that when the Unified Arts are not offered or the students have not had them for an extended period of time, they may not go back to the thing that they love. She indicated that parents are willing to help with the Unified Arts schedule.

Mrs. Thompson commented the NH Code of Administrative Rules states children should have 30 minutes of recess, which qualifies as instructional time. She asked why students cannot be provided 30 minutes of recess to be outside or to move around. She asked the Board to respond to the community on this issue.

Ms. Donahue commented that Unified Arts are important for social emotional health and physical health, plus so many other facets of life.

G. Correspondence

Mr. Bourque reported that correspondence was received from:

- Erika Donahue, asking for the next meeting date;
- Brandon Lefebvre, thanked Dr. Jette for answering his questions and requested his correspondence be put into public record; also concerned about LGBT being taught in schools;
- Marissa Brunelle, inquired about a mask mandate
- Mike Breton, wrote that there is no evidence that masking is working; stated his son will not wear a mask to school;
- Brandon Lefebvre, concerned that his communications are being ignored; stated he cannot find district policies on gender;
- Susan Haley, concerned about grading;

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- Ms. Widman, reply to Mrs. Haley that her concerns will be addressed by the Administrative Team at each school;
- Mike Breton, asking for proof that masks work;
- Erick Donahue, asking to locate the Board meeting agenda, for which Mrs. Harrison responded.

H. Comments:

- **Superintendent**
 - **First Friday Enrollments**

Dr. Jette provided enrollment information from September 10, 2021 to the Board. He indicated overall district enrollment is 1,237 students. He also provided opening day enrollments for comparison. He noted the next enrollment count is October 1 from which we will create projections. He commented that he is asking schools to clean up their registers and track down students who may not be attending.

- **2021-2024 School Board Goals: Revisit**

Dr. Jette commented that Goal 2 states, Great Teachers, but he believes that it should also state “Great Staff”. He indicated that the intent is reflected in the indicators, but not in the goal title. He recommended changing Goal 2 to “Great Teachers & Great Staff”.

Mrs. Hershberger made a motion to approve the 2021-2024 School District Goals as amended. Mrs. Harrison seconded. The motion carried 5-0-0.

- **LSSA Tentative Agreement**

Dr. Jette announced he received email that LSSA Tentative Agreement has been ratified by the LSSA. He indicated that all parties worked very hard to bring forward a good agreement. He commented that we will get out a press release to the public.

- **Bus Routes Update**

Dr. Jette provided an update on bus routes for the Board. He reported the bus routes working pretty well, pulling into and out of CHS on time. He noted that the middle school students are on the bus a bit longer, but are arriving home within time frames on the bus schedules. He indicated that the SAU has been communicating with First Student and like many areas there is a shortage of drivers and some states are calling in the National Guard to transport students to and from school.

Dr. Jette pointed out that when a new driver or substitute driver is assigned to a bus, those drivers have to learn the routes and follow the route sheets as created. Sometimes the routes take a little longer to run. He noted that the district also transports Litchfield students that attend St. Francis, but he made clear that the buses do not pick up Litchfield students from St. Francis and transport them home. He explained that one bus picks up those students in the afternoon and transports them to GMS where they then get on a bus to return home. He noted when a driver calls out from work and the bus company has to scramble to find a driver, it makes the situation worse.

Mrs. Ames commented that she did ask the SAU Office about concerns regarding students sitting 3 to a seat on the buses. She indicated that she did get a response, but asked for the district to respond on the record.

Mrs. Flynn indicated she has a count of students that are assigned to each bus resulting in no more than 52 students to a bus.

Mr. Bourque asked if there is a bus count from the bus company. Mrs. Flynn indicated that we will have one at the beginning of October.

Mrs. Hershberger commented that the GPS is not working in the First View app, but it was working at the beginning of the year. Dr. Jette indicated that the GPS codes have not been uploaded to First View yet by the bus company. He suspects they were using last year’s route GPS.

Mrs. MacDonald commented that GMS bus students have been arriving home late.

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Dr. Jette indicated that the bus that picks up at St. Francis is a long route and we are working with St. Francis to resolve the issue.

Mrs. Flynn commented that we have moved some stops off Bus 3 to other buses to alleviate some of the issue. She indicated the other issue is when there is a substitute driver, they follow the order of the route sheet as it was created and not in the order that was modified by the regular driver, which makes it seem as if some students are arriving home late on some buses.

- **School Board**
 - **NHSBA Delegate and Resolutions**

The School Board was asked to choose a delegate for representation at the NHSBA Delegates Assembly on October 16, 2021. Dr. Jette asked the Board to review the Proposed and Continuing Resolutions in order to vote on the resolutions at the October 6 meeting. The Delegate will carry those votes forward to the Assembly on October 16.

Mrs. Harrison offered to be the School Board representative for the Delegates Assembly. Board members were in agreement.

Mr. Bourque expressed concerns about the dress code. He commented that shorter tops that expose part of the torso are the fashion style for girls. He feels there is nothing wrong with the shirt style worn in school and indicated that the policy needs to be revised. He mentioned that he has been at CHS the last four days and has observed several female students with short shirts, but that is the style. He commented that if we are not going to change the policy, then the policy should be enforced.

Mrs. Ames agreed with Mr. Bourque. She believes that policy either needs to be revisited or enforced. She clarified that there is a difference between shirts that fall at the waist and shirts that are considered a sports bra.

Mrs. Ames mentioned that she passed along information to Dr. Jette regarding the Safer at School screening program that offers COVID screening done by school nurses. She indicated that some districts already participate in the program. She asked if that is something this district is interested in. She noted that there have been concerns from parents whose children had to be tested and waited for hours to be tested.

Dr. Jette commented that he would like the Administrative Team to discuss it. He mentioned some schools are finding that it is working against them by relying too much on the school to take the parents' role. He indicated that he understands both sides and will discuss the program with the team, as well as the dress code issue.

Mr. Bourque asked if some of the COVID funds can be used to purchase test kits so that students can be tested at school. Dr. Jette clarified that the Safer at School program is fully paid for and separate from the use of ESSER funds.

With regard to the dress code, Mrs. MacDonald disagreed with allowing the abdomen to be exposed. She felt that allowing that leeway would open the door for less appropriate fashion choices for both female and male students.

Mrs. Hershberger commented that she does not see a problem with shirts that at least touch the waist, but she does want students to dress respectfully, which is the intent of the policy.

Mrs. Harrison agreed with Mrs. Hershberger and Mrs. MacDonald. She believes the dress code policy is very liberal and covering the torso is one of the issues that was maintained in that policy.

III. GENERAL BUSINESS

A. Public Minutes:

- **August 18, 2021**

Mr. Bourque made a motion to approve the public minutes of August 18, 2021 as amended. Mrs. Harrison seconded. The motion carried 5-0-0.

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- September 1, 2021

Mr. Bourque made a motion to approve the public minutes of September 1, 2021. Mrs. Harrison seconded. The motion carried 5-0-0.

IV. REPORTS

A. LMS Principal's Report

Principal Thayer reported that the year started at LMS with many renovations to the school building: new, secure front entrance; conference room off the lobby; all rooms renumbered; new school start times; all students are in the cafeteria for lunch; and breakfasts served have doubled over last year. All buses have been arriving on time, and the student drop off line has increased but the amount of time for drop offs was reduced by allowing students to enter through the side entrance; buses are leaving LMS between 2:10 and 2:15. Principal Thayer thanked staff members for unpacking boxes in the school promptly prior to the opening of school. She thanked the custodial staff for the hard work getting the school ready to open. She reported that 58% of parents attended Open House.

BEST Program

Principal Thayer presented highlights of the BEST Program at LMS.

BEST = Bringing Every Support Together

BEST Is:

Movement Break

Instructional

Building Relationships

Remediation/Additional Help for Understanding

Enrichment - Teacher Led/Student Choice

She indicated that teachers received training this week on the adaptive scheduler. She added Mr. Dufourney has a Sports/Fitness class that every student will rotate into if they choose to. Grading will be based on work study practices.

Criteria	Indicators:	Examples
B elieve in Yourself	SELF DIRECTION <ul style="list-style-type: none"> • Demonstrates initiative • Maintains consistent effort for ability • Works and thinks independently 	<ul style="list-style-type: none"> • Listens to and follows directions • Solves problems independently • Attempts assignments before asking for assistance
E xtend a Helping Hand	COLLABORATION <ul style="list-style-type: none"> • Cooperates with others • Compromises willingly • Listens and shares ideas and resources 	<ul style="list-style-type: none"> • Participates in group work • Encourages classmates who are having trouble
S how Respect	COMMUNICATION <ul style="list-style-type: none"> • Displays consideration for self, others, and property • Accepts different points of view • Listens and responds politely 	<ul style="list-style-type: none"> • Uses respectful dialogue with peers and adults • Uses proper manners • Participates in class discussion
T ake Responsibility	CITIZENSHIP <ul style="list-style-type: none"> • Follows school and classroom expectations • Applies study skills and resources effectively • Demonstrates appropriate behavior and decision making 	<ul style="list-style-type: none"> • Arrives to class on time with appropriate materials • Charges Chromebook daily at home • Completes high quality assignments on time

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Principal Thayer also included examples of enrichment for the students.

Gardening and Landscaping at LMS
Sports Statistics - How do they work?
Math Logic - Logic Puzzles and Riddles and how to solve them
Digital News Reporting - LMS Newspaper
Poetry and Music - (types/authors and how poetry is weaved into music)
Chess Strategy and Play
Vocabulary, Games and How They are Connected
A Journey Back in Time - American Revolution/Liberty's Kids
Enjoying Reading with Literacy Circles
Sports and Fitness

Dr. Jette commented that redefining the program to meet the RSA and requirements for the number of instructional hours at the middle school has been a huge undertaking. He indicated the staff developed the list for BEST. He believes that we are in a much better spot on the way that the time fits into the schedule.

B. Business Administrator's Report

Mr. Izbicki provided a business report to the Board. He reported that North Branch has completed Phase I at LMS; North Branch representatives will be leaving the site until materials for the roof are received; roof work will begin in October and will take 6-8 weeks to complete; planning and design for LMS Phase II will begin Monday.

Mr. Izbicki indicated the FY23 budget timeline is included in the report: the FY23 Requested Budget will be submitted to the Board on October 29; the Budget Committee will receive the FY23 Requested Budget on November 2.

Mr. Izbicki reported that Kyle Barker was chosen as the architect for the new elementary school project and meetings will be ramping up.

C. Committee Reports

- **Emergency Management Meeting**

Mr. Bourque reported that the Emergency Management Team met and discussed surveillance cameras at CHS for the parking lot; ALICE drills; evacuation and reverse evacuation drills. He indicated that there was great communication between emergency responders and the team.

- **GMS Review Team**

Mr. Bourque reported there has been much communication with the architect and discussion regarding if we should build new or renovate the building. He indicated there are many factors and components involved and many questions still have to be answered. He shared that the architect believes that moisture is not coming in through the building floor, but through the air. He noted that his team will be looking at a lot of things before moving forward.

Dr. Jette mentioned that the architect even suggested a partial tear down at GMS and building a two story section to tie in with a complete renovation. He commented that we are keeping our minds open to every option. He noted that a decision to keep the 1930s building or renovate to use it needs to be made.

V. OLD BUSINESS

A. Policies - 2nd Reading:

- GCCBC, FMLA Leave
- GCI, Professional Staff Development Opportunities

Mrs. Harrison made a motion to approve policies GCCBC and GCI. Mr. Bourque seconded. The motion carried 5-0-0.

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B. Policy Discussion: IHB, Class Sizes

Dr. Jette discussed the class sizes policy with the Board. He commented that the number to strive for in each grade level is included in the policy, which was developed by the Budget Committee. He indicated that the concern that has been raised is operationalizing the number to strive for with the classroom matrix. He asked if the Board is interested in discussing if the ‘trigger’ number is accurate.

Mr. Bourque suggested the discussion be revisited at the next meeting, in the interest of time.

Mrs. Ames requested the Administrative Team weigh in on the policy.

C. Coronavirus Review and Update

• Current Situation Update

Dr. Jette reported that the Hillsborough County COVID rate is 332.9 per 100,000 and the Litchfield rate is 356 per 100,000 cases according to the dashboard for this year. The community spread in the county and town is substantial; elementary and high school impact is low and middle school impact is medium.

Dr. Jette explained that the medium level of school impact is one cluster in the school with a student absence rate of 7% - 15% with a strained staff capacity. He recommended that the chart in the plan with regard to Substantial Community Transmission/Medium School Impact should be red or Required instead of yellow/Targeted. He noted it is not our intention to have masks, but with the outbreak we felt that we should recommend that everyone wear a mask to control the spread.

Dr. Jette reported that as of today, LMS is back to low impact because the rate is below 7%.

• Reopening Guidance

○ Masking Chart

School Board members discussed the Superintendent’s recommendation for masking and different ways to modify the school impact chart.

Mr. Bourque commented that he believes requiring masks was the right thing to do to be safe. Dr. Jette indicated we feel we did something that made sense, but was not reflected on our chart.

After some discussion, the Board recommended the Reopening Plan Masking Chart be changed to reflect the following:

		Level of Community Transmission		
		Minimal	Moderate	Substantial
Level of School Impact	Low	Personal Choice & Responsibility	Personal Choice & Responsibility	Targeted
	Medium	Targeted	Targeted	Targeted
	High	Required	Required	Required

“Targeted” means masks are required in grades PK - 6 and in public areas of LMS such as hallways, etc. Masks are suggested in all other settings as a proactive measure to protect self and others.

“Required” means masks are required by all students and staff in specific grades/classes/schools to mitigate school transmission.

:

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School Board members recommended that some wording be modified in the Level of School Impact Chart. The description for the “Transmission within the school facility” criteria be modified from ‘two or more unrelated clusters in a school’ to ‘two or more unrelated clusters, or an outbreak, in a school’.

Criteria	Level of School Impact		
	Low	Medium	High
Transmission within the school facility	Zero or sporadic cases with no evidence of transmission within the school setting	One cluster* in the school	Two or more unrelated clusters*, or an outbreak*, in a school.
Student absenteeism due to illness	<7%	7-15%	>15%
Staff capacity to conduct classes and school operations [†]	Normal	Strained	Critical

Mr. Bourque asked how the school will address student refusal to wear a mask if it is required.

Dr. Jette indicated the administration will deal with it as any other refusal to follow school rules if it is a literal refusal and not a medical issue.

Mrs. MacDonald was confused regarding the quarantine criteria.

Dr. Jette explained that quarantine is determined by household exposure. If the person exposed is fully vaccinated, there is no action required (only advised to have a Covid test or wear a mask). He indicated that we have encountered a significant number of students that are not vaccinated in that case and they have to quarantine for 10 to 20 days and be tested. He noted that 10 days is for the incubation period and the other 10 day period is for the other people’s incubation in the same household. He commented there are families that say they have had this exposure, but have isolated the positive member of the family and in this case, DHHS is ruling that because of that isolation the 10 day period is all that applies. Dr. Jette indicated that school nurses are uncomfortable with that and that there is no guarantee that there is no additional contact in the house especially with the Delta variant being so contagious.

Mr. Bourque asked if the district requires the test results to come back.

Dr. Jette proposed that on Day 10 we ask for parents to guarantee isolation occurred in writing and a negative test.

Board members weighed in with some different opinions. Dr. Jette commented that he is hearing from the Board that we follow DHHS guidelines and if DHHS says it is clear for the student or staff to return we can ask for a negative test.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Input

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.]

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Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 9:08 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. 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.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 10:30 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

X. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 10:30 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

Approved Minutes for October 6, 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
William Lonergan, CHS Principal
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

There were no revisions to the agenda.

D. Summary of Non-Public Actions from September 15, 2021:

Mrs. MacDonald made a motion to approve the non-public minutes of September 1, 2021. Mrs. Harrison seconded. The motion carried 5-0-0.

Action from September 18, 2021 (School Board Electronic Decision):

The Superintendent nominated Sam Maloney as a CHS Social Studies teacher at a salary of \$45,388, prorated, for the 2021-2022 school year. The School Board accepted the nomination by a vote of 5-0-0.

E. Presentations and Recognitions

- **School Fundraiser Proposal:**
 - **Empty Bowls**

Wendy Langelier presented a fundraising proposal for the National Art Honor Society working jointly with the CHS Key Club. She explained that Empty Bowls is a ticketed soup dinner fundraiser for which students will make ceramic bowls; staff can make bowls; she will donate bowls she has made; the soup will be made at CHS. She indicated that the event will be held in the CHS cafeteria, where people can buy a bowl, fill it with soup and pick from buffet items provided. There will be music and other entertainment and folks can learn about the community. All donations will be accepted and the proceeds can be divided where needed, such as to the local Food Bank, for example.

Mr. Bourque asked about the time frame of the event. Ms. Langelier indicated that they looked at Fridays in March, but there are many events going on. She noted that the Empty Bowls event could take place sometime in April or as soon as February, subject to the timing of donations.

Mrs. Hershberger commented that it would be nice to have a “kids price option” because \$25 is costly.

Ms. Langelier indicated that she would take suggestions under consideration. She mentioned if the pandemic situation worsens, we can plan a drive up event.

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Mrs. Harrison made a motion to approve the Empty Bowls fundraiser. Mrs. Hershberger seconded. The motion carried 5-0-0.

- **Kyle Barker & Associates**

Dr. Jette indicated that the district has retained the services of an architect to design the proposed new elementary school. He introduced Kyle Barker, Architect chosen for the design proposal for a new elementary school, and his team.

Mr. Barker introduced Susanne Angarano from Vaysen Studios and Calvin Ahn, who are both design experts on the team. He commented there are key meetings coming up and much work through to the bond vote. He indicated that since he was hired the team has been focused on data gathering, learning more about the existing building and existing site so that we understand the concerns/problems in order to describe the needs. He noted this past Monday at the building committee meeting it was decided to hire a civil and geotechnical engineer. He commented there is a mountain of data about this site and he feels that the engineers can condense that into one report so we can appropriately assess the needs and what can be used or not used. Mr. Barker indicated that they are looking at everything and would like to come up with multiple options, using pros and cons for each option and costs for each option in order for the Board to make the best decision.

Mrs. Hershberger commented there have been many concerns about the high water table at GMS. She asked about the water table at the LMS site. Mr. Barker indicated some of the test pits at the LMS site show higher groundwater levels than at GMS.

Dr. Jette explained that it seems as if the upper area contains a trapped pond, which creates water under the surface; however, at the lower site, the water flows underground like a river. He indicated that the good news is that the existing middle school is dry and is built on top of a trapped pond.

Mr. Barker commented that there has been a long standing notion of where the new building should be located, but we are bringing to light different information.

Susanne Angarano shared a work plan with the Board. She indicated that they are looking at the existing school and the opportunities there, as well as the educational aspects of the district. She noted that they are working on public outreach and community engagement, planning and pre-design, have gone through some assessments, are currently collecting data from educational professionals, and looking at energy and other aspects of sustainability. She indicated that there will be a meeting with principals and directors for educational planning and we would like to conduct a community dialogue session on November 2 to listen to the community about needs for the facility, students and community, and we will provide a project overview.

Ms. Angarano reported that Charlie Niebling will be handling the marketing and public relations aspect of the project; we will be meeting with regard to the educational program, developing energy and sustainability, planning on some engagements with educators and students (possibly on November 3), start developing program and site concepts, design options, as well as what is and is not possible. Community session #2 is planned for early December where we will gather community reactions to the project and by the middle of December, we should have good direction. We will present to the community in the second week of January the final design option, site, program and cost. She noted we are looking at an article for the March 2022 ballot.

Dr. Jette indicated that Mr. Niebling sent a questionnaire that includes questions regarding community representation.

Dr. Jette clarified that this is not a bond warrant article.

Mr. Barker explained we would like to go to Town Meeting for more design fees to develop the project. He indicated that a number of permits will be needed, which is an extremely lengthy process and that are required prior to a bond vote. He noted if the voters commit to this process, it helps to even out the tax increases and help the project itself. He commented that inflation has been bad because of the pandemic and if we wait until 2023 to start, you will have lost 7% of the project cost.

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F. Community Input: 3 minutes per person

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- **Close Community Input**

Hearing no public input, Mrs. Harrison closed public input.

G. Correspondence

Mr. Bourque reported that correspondence was received from:

Susan Haley regarding questions on grading and committee meetings.

Mary Widman's response to Susan Haley.

Mary Widman's response about web site postings for curriculum.

Katherine Seaver regarding masking guidelines.

Kathy Dyer regarding longevity pay for substitutes.

Nancy Rothe regarding a message to Dr. Jette about a spanish candidate that was not certified.

Christina Harrison's response letters to Mr. Breton and Mr. Lefebvre.

Mike Breton regarding his concerns that his masking questions were not answered and asking for the district stance on consequences for students who do not wear masks. Mr. Bourque indicated that the consequences are modeled after dress code violations.

Margaret Cuvilier regarding concerns about moving the LMS Spanish teacher to CHS. Dr. Jette met with her and answered her concerns.

H. Comments:

- **Superintendent**

- **CHS & LMS Spanish**

Dr. Jette reported that the Spanish teacher from LMS was relocated to CHS. He noted the move did cause some stress as is typical any time you close out a program and transfer a teacher. He explained that the district was in a situation where we have been searching for a Spanish teacher at the high school and were not successful. He indicated the move was out of necessity since Spanish is the only world language the high school offers. He apologized to middle school families of the Spanish program and ensured that deeper dialogue about the world language program at LMS is planned.

Mrs. Harrison asked what happens to the students enrolled in Spanish at LMS?

Dr. Jette commented it has been disruptive at the middle school, but the largest concern among 8th grade parents is physical education and health, which will be the offering. He indicated a candidate is being presented tonight for the Physical Education program at LMS. He announced that families who would like to pursue Spanish through VLACS or other venue may do so.

- **October 1, 2021 Enrollment Report**

Dr. Jette reported that the October 1 report reflects there are 1,238 students in the district. He indicated that enrollment projections will be presented at the next meeting and we will compare with the model from the enrollment report by the NHSAA.

- **School Board**

Mrs. Hershberger commented that she received several emails from new teachers, for which she is appreciative.

- **NHSBA Resolutions**

Board members were asked to vote on the Proposed and Continuing resolutions in order for the Delegate to bring those votes to the NHSBA Delegates Assembly.

Mrs. Harrison made a motion to authorize the School Board Delegate to vote in accordance with the NHSBA recommendations for the Proposed Resolutions. Mrs. MacDonald seconded. The motion carried 5-0-0.

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Mrs. Hershberger made a motion to authorize the School Board Delegate to vote in accordance with the NHSBA recommendations for the Continuing Resolutions. Mrs. Ames seconded. The motion carried 5-0-0.

II. GENERAL BUSINESS

A. Public Minutes:

- **September 15, 2021**

Mr. Bourque made a motion to approve the public minutes of September 15, 2021. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. REPORTS

A. CHS Principal's Report

Mr. Lonergan provided his report for the Board. He introduced the newly voted student representatives, Emma Ducharme and Emily West. He reported that all students are back in school; a Homecoming dance was held; student elections were held; PSATs are coming up next week for students in grades 9-11 and seniors will have independent work opportunities for that week.

- **CHS Guidance Mission and Services**

Mr. Lonergan introduced Val Nelson, Guidance Director, and Jamie Faulhaber, Mental Health Clinician, to the Board. They presented the mission of the new Counseling Director and services provided by the mental health clinician.

Mrs. Nelson expressed her excitement to begin in Litchfield. She indicated she has been a counselor for 15 years in Londonderry. She noted her goals are to focus on building connections and creating a welcoming environment in the counseling office suite; meeting the needs of our students and ensuring every student who leaves the high school leaves with some sort of a plan. She reported that a financial aid night was held, weekly CHAT meetings have been held, the counseling department is gearing up for PSATs, college career readiness day, and the college representatives' visits.

Ms. Faulhaber reported this is her third year at CHS and her role has been to work with identified students, non-identified students, 504 and non-504 students, as well as staff. She indicated that she has been busy with scheduled meetings, lunch groups and the WAATS (We Are All The Same) Club, which is a social club that meets twice a month. She noted that the department is trying to streamline the referral process because there are a lot of mental health concerns and many are self-referrals.

Mrs. Nelson commented it is important to make connections not only in the counseling office, but in all aspects of the school and community.

Ms. Faulhaber commented that Ms. Pelland has been working with the counseling department at the high school. She reported that they are seeing students with anxiety and depression, as well as some who have experienced significant trauma. She indicated that we need to come together as a community and bring awareness to mental health.

Mrs. Nelson added that they have discussed providing trauma sensitivity training for some staff members.

B. Business Administrator's Report

- **Discussion of Unanticipated Revenue**

Mr. Izbicki discussed unanticipated revenue with the Board. He reported that education adequacy funds have increased by \$285,000. He noted to appropriate those funds we would have to hold a special meeting or we can default those funds to return to the taxpayers. He recommended the Board commit to return \$285,000 at the end of the fiscal year.

The School Board was in agreement with the recommendation.

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C. Committee Reports

- **Budget Committee**

Mrs. Harrison reported that the Budget Committee met on September 23 and will be meeting weekly to review town budgets. She noted they discussed the idea of an MOU instead of handshake agreement and most of the committee was not in favor of having an MOU, but agreed to create one if necessary. She added some felt that the handshake agreements are not in the best interest.

- **Facilities Improvement Committee**

Mr. Bourque reported that the Facilities Improvement Committee met on September 22. Kyle Barker and his Team discussed their work going forward for the proposed new school project, including design options and site data. He noted that a small team meets with Mr. Barker and his team for about an hour each Monday to review information regarding new school ideas. Energy charrettes (adjustment meetings) will be added regarding what we are looking for and what we need to address.

- **Grading & Reporting Committee**

Mrs. Hershberger reported that the Grading & Reporting Committee had its first meeting on Sep 21 and had good representation. She noted the minutes of the meetings are posted on the district website. She indicated the committee developed some goals for the year that include increasing communication about grading, as well as ongoing goals regarding competencies and reassessment procedures.

- **PERC**

Mrs. MacDonald reported that the committee talked about two books and Ms. Widman will be reporting on them to the Board at the next meeting.

- **Town Capital Improvement**

Mr. Bourque reported that a Town Capital Improvement meeting was held on Monday evening and the committee discussed moving, changing or deleting items on the plan for the Town because funds were not spent. He indicated the committee discussed work items for GMS and LMS. Mr. Bourque reported the Town will be receiving \$904,000 in ARPA funds, which will offset their loss in revenues. He noted the Town asked the Capital Improvement Committee to advise the Select Board to use the funds, which must be spent by 2026. He added that there was a discussion regarding updating impact fees as well.

IV. OLD BUSINESS

A. Policy Discussion: IHB, Class Sizes

The Board discussed class sizes with regard to the number that triggers an additional class. The Board would like Dr. Jette to bring the policy to the Administrative Team to discuss class sizes and staffing guidelines. The Board would like to review enrollment projections, discuss class size numbers for 3 classes, and trigger number parameters.

B. Coronavirus Review and Update

- **Current Situation Update**

Dr. Jette reviewed the early October COVID numbers and noted that Hillsborough County and the Town of Litchfield conditions remained substantial during August and September; however, school impact was low. He noted that masking has been targeted all year. GMS numbers remained relatively low except for a period of medium impact; LMS had a period of high impact, which has decreased to low; and CHS had one medium day, but is now at low status. Dr. Jette explained that the COVID numbers chart will retain the prior month data for historical purposes.

Mrs. Ames asked about the Safer at School program and if Dr. Jette has spoken with other districts about its effectiveness.

Dr. Jette reported that he spoke with Superintendent McGee in Pelham about their experience with the program.

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He indicated that Mr. McGee stated that they tested 100 students and staff at random, put the swabs in a pool sample and tested the pool. He noted that their experience has allowed them to trust their masking rules. Dr. Jette commented that the benefit of the program is to catch the asymptomatic results in order to isolate, but the test does not identify the exact person.

Mrs. Ames asked if the Administrative Team has a proposed solution for students missing school while they are quarantined with the shortage of rapid tests. She asked if the district can purchase tests so that students can be tested so they can be cleared to return to school from quarantine.

Dr. Jette reported the State has revised the parameters for quarantine. He explained based on exposure in the household and input from the households, the State is saying they will release children from quarantine after 10 days to go into the community. However, Dr. Jette indicated the schools are saying it is not okay to go to school because schools are keeping the 20 day quarantine. He reported the State called the district and we told the State we will follow their guidelines. He added if the State releases children from quarantine after 10 days, schools will require students to have a negative test prior to returning to school.

- **Nurses Developing Website**

Dr. Jette reported that the school nurses volunteered to publish a website on COVID facts for Litchfield to make it less confusing for residents.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Input

There was no public input.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 7:45 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. 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.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Harrison, the Board returned to public session at 9:00 p.m. 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.

IX. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 9:00 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 October 20, 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
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 5:05 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 October 6, 2021:

Mr. Bourque made a motion to approve the non-public minutes of September 15, 2021. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Derek Parrella as LMS Physical Education teacher at a salary of \$40,997, prorated for the 2021-2022 school year. Mrs. Ames seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Community Input: 3 minutes per person

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.

- **Close Community Input**

G. Correspondence

Mr. Bourque reported that correspondence was received from:

Jeff Stumpo, thanking the Board for enforcing a sensible mask policy at the elementary school.

NHSBA formal response to the NSBA with regard to the NSBA's request to President Biden for federal assistance to stop threats and acts of violence against public education leaders. The NHSBA was not asked by NSBA to provide input in this matter, therefore, rendering an inaccurate statement by NSBA that the letter was being sent "on behalf of our state associations". NHSBA is not in support of the letter because of one of its bedrock principles of local control over local educational matters.

H. Comments:

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- **Superintendent**

- **Bus Route Update**

Dr. Jette commented that the bus routes have evened out and buses are running close to times provided. He reported that Mrs. Flynn is performing a bus audit to determine ridership and accuracy of student rosters. He indicated that there is an older bus being used for the Bus 3 route by a substitute driver. He noted that the older bus is being used because that is the bus that is driven by the substitute driver and going back to the bus company barn to pick up the newer bus will take extra time. Dr. Jette commented that there are concerns regarding GMS dismissal times, which he reviewed and discussed with Mr. Mitchell. He indicated that Mr. Mitchell will provide insight into the dismissal procedure and the situation is being monitored.

- **Enrollment Projections**

Dr. Jette reviewed the most recent enrollment projections with the Board. He reported that the enrollment projections are based on October 1 numbers. He indicated that the actual numbers for this year are: GMS 417; LMS 355; CHS 429, which were on target with the projections made the previous year. Dr. Jette commented that the projections for next year are as follows: GMS 405; LMS 364; CHS 424. He explained the projection for LMS increased due to the large fourth grade class from GMS that will be moving up to middle school.

Dr. Jette indicated that staffing projections are based on the enrollment projections and are subject to change the closer we get to the new school year. Staffing projections seem to indicate that there may be a decrease in Kindergarten staff, an increase in Grade 1 staff, a decrease in Grades 3 and 4 staff, and an increase in Grade 5 class sizes; however, this is all based on the current policy guidelines.

- **Policies for Discussion:** *(Moved up from later in the agenda schedule)*

- **IHB, Class Sizes**

Dr. Jette provided feedback from administrators regarding the class size policy parameters. He reported the Administrative Team weighed in on the class size numbers, indicating that the building administrators believe that the class size for Kindergarten, 18, is the right number; the class sizes for Grades 1-4 should be no higher than 20. Dr. Jette noted that Mr. Mitchell feels that there is no difference between grade 3 and grade 4 and that programmatically, a class size of 20 makes sense. He indicated that he discussed the “trigger number” that would result in an additional class with administrators and equity in class sizes between high school and middle school. He noted administrators agreed that an additional class (middle or elementary) would result when three classes exceed the class size by one.

Mrs. MacDonald does not believe that higher Grade 4 class sizes means that students do not get a good education.

Mrs. Ames expressed concern with the “trigger number” for elementary class sizes.

Mrs. Harrison suggested the trigger number for Grade 1 should be 22 because it provides a progression to transition into the higher grades and class sizes.

Mrs. Ames agreed with the trigger number recommended by the Administrative Team.

Mrs. MacDonald commented that we cannot keep adding classes if we want to save for a new elementary school.

Mrs. Harrison commented that we are trying to save money to build a new school, but she feels strongly that elementary school is not the place to make those reductions because education is more important at that level.

Mrs. Hershberger commented that she is struggling with changing the trigger numbers because she feels that one additional student in some classes will make a big impact. She indicated it comes down to dollars. She noted that the schools provide good experiences here and our class sizes are lower than the state recommendations.

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Board members discussed different class size numbers and agreed that class sizes will not exceed the following: Kindergarten 19; Grades 1-3 21; Grades 4-5 23. Board members agreed that the policy language should reflect that the class sizes do not exceed the parameters they are recommending.

Mr. Bourque made a motion to revise Policy IHB to reflect the recommended class sizes and that the policy language reflect the class sizes will not exceed 19 in Kindergarten, 21 in Grades 1-3, and 23 in Grades 4-5. Mrs. Hershberger seconded. The motion carried 5-0-0.

Board members raised concerns regarding class sizes at CHS. Dr. Jette indicated he will request a class enrollment report from CHS and review those numbers with Mr. Lonergan.

o Ratified Agreement with LSSA

Dr. Jette commented that at a previous meeting, the Board accepted the LSSA Tentative Agreement, but did not vote to ratify it. He summarized the agreement for the Board and the public:

- Custodians: salary schedule will be increased by a 0.5% cola each year (for three years) and custodians will receive one step equal to 3% per year;
- Food Service: salary schedule will be increased by a 0.5% cola each year (for three years) and staff will receive one step increase per year;
- Paraprofessionals: the non-certified grid will be changed from 3 tiers to 1 tier,
 - Year 1: 1.5% cola added to schedule; one step equal to 3%
 - Year 2 & 3: 1.0% cola added to schedule; one step equal to 3%;
- Monitors: create a step schedule based on years of service with a four step total
 - Years 1-3: 2% cola added to schedule
 - Years 1-3: one step equal to 3%;
- Administrative Assistants: remove distinction between Admin 1 and Admin 2; change to two tier grid (Receptionists/Athletics Administrative Assistant & all other Administrative Assistants);
- Other Changes:
 - Longevity for monitors,
 - 2 additional sick days for school year staff (5 to 7) and increase carryover from 15 to 20,
 - Sick bank changed from mandatory to voluntary, district match for donated days,
 - Dollar cap on end of year funds for course reimbursement,
 - Added language allowing other staff to help custodians and food service if short staffed,
 - Added language allowing professional development for food service and monitors if we have remote instruction day,
 - Added language for staff to be paid their regular rate if asked to be a bus monitor.
- Cost: Year 1: \$99,433; Year 2: \$98,202; Year 3: \$91,822; Total cost: \$289,457.

Dr. Jette indicated the Board is required to vote to ratify the contract.

Mrs. Harrison made a motion to ratify the LSSA collective bargaining agreement. Mr. Bourque seconded. The motion carried 5-0-0.

o Municipal Lease Agreement - Diane Gorrow

Dr. Jette shared with the Board that he attended the Bradley Kidder Law Conference on Monday and the presentation on lease purchase agreements. He indicated that the district anticipates placing a lease purchase agreement article on the ballot for Phase II of the LMS Upgrades and he invited Attorney Gorrow to the November 3 School Board meeting for a Q & A with the Board since she has experience helping districts with municipal lease purchase agreements. Dr. Jette commented that it would benefit the district to enter a lease to purchase equipment such as HVAC and solar panels. He noted a municipal lease can open up possibilities for the new school project.

o Community Forum 11/2/21

Dr. Jette mentioned that notices have been sent out regarding the Community Forum at GMS on November 2. He updated the district Twitter page and sent a tweet out regarding the forum. He indicated that there needs to be as much communication regarding the community forum as possible.

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- **School Board**

Mr. Bourque congratulated both the Girls and Boys Soccer teams for their successes this year. He noted that the Football and Volleyball teams are doing well.

Mrs. Hershberger expressed thoughtful wishes to Cathy Snyder.

Mrs. MacDonald expressed thoughtful wishes to the family of a former Litchfield student that passed away recently.

II. GENERAL BUSINESS

A. Public Minutes:

- **October 6, 2021**

Mrs. Harrison made a motion to approve the public minutes of October 6, 2021. Mrs. Ames seconded. The motion carried 5-0-0.

III. REPORTS

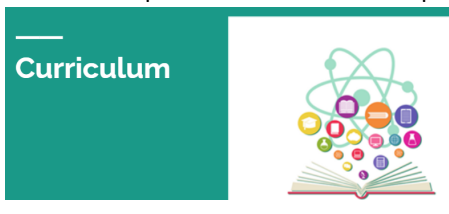
A. Curriculum Report Oct 2021

Ms. Widman reported:

- The Live2Learn 2021 event was a success
 - 22 teachers and staff members participated in June and 23 in August
- Meeting notes for the Grading & Reporting Committee are available online
- Two books were reviewed by PERC
 - *Night*, which was already approved
 - *The Hunger Games*, which will go back to PERC
- iReady benchmarking has been completed
- PSATs were administered October 13.

- **Looking Ahead**

Ms. Widman provided a “Look Ahead” presentation for 2021-2022.



ELA and Social Studies

Competencies are approved.

Starting in November, finishing up the units and completing the K-12 progression will be a priority.

After school work time will be offered.

Goal of all drafted documents completed for review by February break.



Live2Learn 2022

Prioritize curriculum revision for -

Science

PE/Health

Computer Science/ICT

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Professional Development and Instruction

Each school was surveyed regarding Professional Development. Each school had common threads such as differentiated learning, social emotional learning, project based learning, rubrics, individual choice proposals.

Collaborative culture

PLCs - In progress

Peer lead PD - Started this focus last year. Will build on it in 21-22

Goal to build capacity and desire to participate in:

- Peer observations

- Lesson Study

- Instructional rounds

Assessment

Competency Based Assessments

Focus for many during Live2Learn 2021

Focus of our 10/8 PD day

- Building plans for creation, review and use.

- Plans built into PLC/Team time

District model - Building lead - Teacher created

Goal is to have a combo of unit and long term summative competency assessments as part of our curriculum.

Using Rubrics

Creation started in conjunction with Competency Based Assessments (Summer and 10/8).

Shift from content rubrics to competency rubrics.

What is the 1-4 equivalent on 100 pt. Scale? What does that look like in PowerSchool?

How can we use these rubrics to back up our professional judgement?

iReady

GMS/LMS diagnostic complete.

Instructional tools being used for support and whole class practice.

So far, positive feedback.

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Grading

Communication

Goals, action steps and progress notes up on district website.

Working on a pamphlet/1 pager for parents.

Discussing quarterly updates in Principal Newsletters, School Board Facebook, District Twitter, etc.

Consistency

Re-Assessment Plans and Procedures - Making significant progress.

Portrait of a Learner Progression - To replace current Work Study Practices.

Building based practices - the need to have more consistency within the buildings has been identified and is in process.

B. Business Administrator's Report

Mr. Izbicki provided a business and finance report for the School Board. He reported:

- Estimates for Unemployment and Workers Compensation insurance rates are pending
- Health Insurance rate estimate provided by School Care at 10%, but anticipate 5% or 6%
- FY23 General Fund increase is now at \$141,000

- **Budget Process Overview**

Mr. Izbicki reported the Superintendent's Requested Budget will be provided to the School Board on Friday, October 29 and to the Budget Committee on November 2. School Board budget review meetings will be held on November 4 and November 8, and the Budget Committee has been invited to attend. The Budget Committee will review/vote on the School Board budget on November 18, December 2 and 9; warrant articles are scheduled to be reviewed December 16.

- **Medicaid Billing**

Mr. Izbicki reported that Medicaid Billing, which is one of the district's sources of revenue, has been decreasing for the last few years due to changes in how and what is required for Medicaid Billing in order to submit for reimbursement. Medicaid Billing has now decreased a total of \$127,388 since FY18. The law prescribes that a certified physician or nurse must sign off on claims before they are submitted to the State, which would be cost prohibitive for the district and is not worth the time or effort for such a small amount of revenue.

Dr. Jette added that MSB, a third party billing administrator, gets 10% in administrative fees as well. He recommended for the district to discontinue medical billing.

Mr. Bourque made a motion to suspend Medicaid Billing for 2021-2022. Mrs. Ames seconded. The motion carried 5-0-0.

Mr. Izbicki reported that a schematic design and pricing schedule is expected to work toward planning for Phase II at LMS. He indicated the LMS roofing project is scheduled to begin today as well.

C. Committee Reports

- **Budget Committee**

Mrs. Harrison reported that the Budget Committee reviewed town budgets.

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- **Facilities Improvement Committee**

Mrs. Harrison reported that the Facilities Improvement Committee met on October 13 and discussed upgrades at LMS. She indicated that the committee was presented with and reviewed:

- schematic designs of the kitchen renovation;
- plans for the reconfiguration of locker rooms and the use of that space for support classrooms;
- new mechanicals in a penthouse to be constructed on the roof along the gymnasium;
- solar panel configuration.

Mrs. Harrison reported that the committee discussed returns from the solar array, which is expected to generate a 12 year payback; rebates for lighting at CHS and look at LMS; the use of air source heat pumps instead of boilers at LMS; and water usage at each school.

- **Emergency Management Committee**

Mr. Bourque reported that the Emergency Management Committee met on October 7 and discussed:

- having a unified emergency response drill report;
- the LMS PA system and areas that cannot hear announcements or notifications;
- consistency in walkie talkies and using the communication towers in town for reception for all three buildings;
- window stickers to delineate window limiters for the new windows at LMS;
- exterior blue light notification system for emergency notifications for people entering the school during an emergency, for which Captain Scotti will look into for the district.

- **Grading & Reporting Committee**

Mrs. Hershberger reported that the Grading Committee met on October 19, for which Ms. Widman reported earlier in the meeting.

- **JLMC (Safety Committee)**

Dr. Jette reported that he engaged the associations to get the school safety committees up and running and to try to rejuvenate the Joint Loss Management Committee.

- **NHSBA**

Mrs. Harrison reported that she attended the Delegates Assembly on Saturday. There was heated discussion about a continuing resolution to use free/reduced meal numbers to calculate aid for the lunch program. She indicated she voted as directed by the Board on proposed and continuing resolutions.

IV. OLD BUSINESS

A. Policies for Discussion:

- **JICA, Dress Code**

The School Board discussed the dress code policy with regard to the changing clothing fashion.

Dr. Jette asked Board members for feedback with regard to the Dress Code policy based on previous concerns raised by some Board members regarding enforcement of the policy.

Mr. Bourque commented that the enforcement of the policy should be left to the building administration, but that there should be flexibility in fashion. He indicated that the fashion for girls is shorter shirts that results in revealing a small area of the midriff. He expressed that he does not see a problem with the fashion.

Mrs. Harrison indicated that the policy is clear and should be enforced.

Mr. Bourque made a motion to reconvene the Dress Code Committee to review the dress code with considerations for current fashion. Mrs. Ames seconded.

Mrs. Hershberger expressed concern regarding the height of the shirts on female students. She believes that the policy is best as it is written.

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Mrs. Ames commented that the 'belly button' issue is similar to the bra strap issue and we need to trust administrators to monitor the situation.

Ms. Widman commented that leaving it in the hands of the administrators is difficult to do. She indicated that there is no clear answer for challenges to the difference in the height of shirt coverings and the more it is left open to interpretation, the less it will be enforced.

Mr. Bourque commented that he does not see a problem with it.

Mrs. Harrison indicated that there is a time and place for that type of fashion and it does not belong in the school building.

Dr. Jette commented that he will reconvene the Dress Code Policy Committee and invite the two Student Representatives to participate. He suggested that a survey to collect data on the dress code will be prepared as well.

Mrs. Ames commented that the image depicted in the policy does not match the description. She indicated the language should match the image.

Mrs. Harrison indicated that she would not be able to serve on the committee. Mrs. Ames offered to serve on the Dress Code Policy Committee.

The motion carried 3-2-0, with Mrs. Harrison and Mrs. MacDonald in opposition.

B. Coronavirus Review and Update

● **Current Situation Update**

Dr. Jette reviewed the current pandemic updates with the Board. He reported that numbers of positive cases in Hillsborough County showed some decrease toward the end of September, but spiked up again in October. He noted that the level in the county and the Town of Litchfield is substantial. He reported that the school impact is at a low level currently with targeted masking in place. There are no positive staff or student cases at GMS; 3 positive student cases and 1 positive staff case at LMS; 2 positive student cases and no staff cases at CHS.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Input

There was no public input.

Mr. Bourque asked if the Board would consider discontinuing the remote access for public input.

Mrs. Harrison indicated that she believes remote access is another avenue for people to participate in the meetings.

Mrs. Ames feels there may be people that may want to participate in the meetings when they are unable to attend in person.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 8:02 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.

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(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: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Ames, the Board returned to public session at 9:30 p.m. 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.

IX. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 9:30 p.m. Mr. Bourque seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

Approved Minutes for November 3, 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
Dan Mitchell, GMS Principal
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

Dr. Jette requested that the PAWS presentation be moved to Presentations & Recognitions and suggested that in the future all school presentations be presented under this agenda topic.

D. Summary of Non-Public Actions from October 20, 2021:

Mrs. Harrison made a motion to approve the non-public minutes of October 6, 2021. Mr. Bourque seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

• PAWS Program (Jennifer Hayes, Laura West)

Ms. West explained that the PAWS program was started a few years ago to provide Social Emotional support for students. During the COVID year, the program was suspended due to remote learning. The purpose of the program was to build a whole school community so that students understood every teacher is their teacher. This fall initiatives were rolled out via meetings with staff, sending out emails and monthly assemblies. Monthly assemblies are continued virtually. The program recognizes outstanding students and builds relationships, community member recognition, greeting and sending off students by all staff members and classroom meetings.

Ms. Hayes indicated over 75 staff members participate in the program, lining the halls during the first six weeks of school, reinforcing PAWS initiatives through district approved work study practices, implementing expectations for all focus areas of the program. She noted that to communicate those expectations, we display schoolwide posters and visual displays; have classroom meetings to reinforce those expectations; and monthly assemblies to focus on a different initiative each month.

Ms. West and Ms. Hayes indicated that Stripes, the school mascot, makes an appearance and shows what is expected with the initiatives. Students earn PAWS stickers, which are given by all staff to students who act responsibly. Staff provide positive feedback to students and sticker collection is encouraged. PAWSitive impact certificates are provided monthly to students who are nominated by any staff member and are recognized at the assemblies. Teachers have a Tool Kit that contains additional support materials for implementing the initiatives. The program helps support the Social-Emotional health of the student by rewarding good behavior and providing positive feedback.

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F. Community Input: 3 minutes per person

Karina Carten, 3 Century Lane, thanked the Board for the work they do. She commented about concerns with the wording in the high school handbook regarding grading and competencies. She asked the Board to review the language in the handbook thoroughly regarding if and how the policies are being implemented. She read what the handbook states about summative and formative assessments. She mentioned that she is an experienced educator and understands what formative assessments are and the different types that are used.

Mrs. Carten indicated that when she asked her son's teacher to share his progression with the inclusion of formative assessments, the teacher responded, "I don't give formative assessments. I give formative assignments." She asked the teacher to elaborate and it was revealed that homework is the only formative assignment given prior to a summative assessment. Mrs. Carten commented that homework is not gone over by a teacher for feedback and does not portray a true picture of how a student is progressing in a course.

Mrs. Carten then mentioned that summative assessments as defined in the handbook lead a parent to believe that summatives are given at the end of larger, broader units to look for retention and application of the concepts in class to allow students to show competence in the content area being assessed. She commented that her son's teacher administers shorter summatives on chapters and sections each week and does not understand how this method can actually show competence.

Mrs. Carten indicated she appreciates having a retake policy that allows for retakes on summative assessments, which are identified in the handbook as larger, broader units or content. She noted that she was told the math department does not do retakes because test corrections provide more of a learning opportunity to students than retaking an entire assessment. Students in the math classroom are only allowed to fix their questions for half points back and not allowed retakes. She was concerned that without retakes, her son will never be able to show he has mastered a concept.

Mrs. Carten indicated that she emailed the principal, but has not received a response. She mentioned when she has spoken to the principal, he believes the math department is correct because there is good reason as to why the math department does not have retakes. She commented that she has asked for the policies of the math department, but has not received them. She asked the Board to look into this thoroughly and that teachers get the proper training on competencies so that students will not need to figure out how each individual class is assessed.

- **Close Community Input**

Hearing no further input, Mrs. Harrison closed public input.

G. Correspondence

There was no correspondence.

H. Comments:

- **Superintendent**

- **Warrant Article Review**

- **Municipal Lease Purchase Agreements with Diane Gorrow**

Dr. Jette invited Attorney Gorrow to the meeting because the Board is reviewing a very early draft of a warrant article for a municipal lease purchase. He indicated that municipal lease purchases are unique to school districts and he would like to be sure the Board understands the structure and how to pursue these types of leases. He commented that the Board has been clear that asking the voters for permission to pursue this is important. He noted we are looking to fund the equipment to upgrade the middle school (i.e. solar panels, batteries, power units, lighting, HVAC) and the payback will be realized from the savings (eg. not using oil, not using as much electricity). Dr. Jette commented that the interest rates are very low and wanted to make sure the Board is comfortable with this concept.

Attorney Gorrow explained that the district would be leasing the equipment from a supplier and a financing source. She indicated under the law you have personal property and fixtures. Equipment that becomes part of a building is a building improvement and is recognizable under the law as a lease purchase.

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Attorney Gorrow commented they are a valuable tool and do allow savings. She reviewed the draft warrant article (Article 6) and noted that the language of the article is acceptable by the NH DRA. She indicated the article contains a non-appropriation clause and companies understand this.

Mr. Bourque asked if legal counsel is involved in the financial part or direction of the lease terms.

Attorney Gorrow indicated that legal counsel does not usually get involved with the financial part of the lease.

Dr. Jette reminded the Board that the guiding principle is the cost of the project and the savings, for which we are working with reliable consultants who will provide these calculations.

Mrs. Ames asked if there will be a financial gain realized that can be used elsewhere if necessary once the lease is paid off.

Mr. Izbicki indicated he had discussions with vendors about power savings in the recent past and there is a savings realized. He noted with capital leasing you can choose the right vendor(s) and equipment so to maximize the cost and savings.

Dr. Jette reviewed the warrant articles with the Board. Warrant articles include: the Operating Budget, LEA CBA, article for a special meeting should the CBA fail, LSSA CBA, article for a special meeting should that CBA fail, municipal lease purchase, and architectural and engineering fees for a new school option. With regard to the special meeting articles, he noted that the Board has not used these articles in recent history, but they have been used in the past. He recounted that the district had to call a special meeting via court action in 2019, but now the Legislature has eliminated that option in the law and no remedy exists except for a special meeting article.

Mrs. Hershberger asked if having a contingency article on the warrant is influential either way.

Attorney Gorrow commented she has seen some different scenarios, but if the contingencies are not included on the warrant, there is no legal remedy if the contract fails. She indicated most districts include these types of articles and she advised that the district includes the contingency article on the warrant.

o Community Forum Debrief

Dr. Jette thanked Board members for their attendance at GMS for the Community Forum last night. He commented that the community members that attended were passionate about our schools. He indicated that the presenters provided an overview for the public and engaged in activities for feedback and ideas for options for a new elementary school in Litchfield. He noted that LCTV streamed the forum for people to watch live as well.

Mr. Bourque commented that he was disappointed at the low turnout. He believes that more communication is necessary since this is a huge ticket item and one that is desperately needed.

The Board discussed communication methods on getting better attendance and reaching more people, community engagement and attending community events to provide more communication.

Dr. Jette asked Mr. Mitchell to provide information about the consultants' meeting with students at GMS.

Mr. Mitchell indicated that Ms. Angarano and Ms. Wolfe saw a classroom in each grade. They read the classes a book about creating a school and asked the students to create a school on paper. Ms. Angarano noted that they got value out of the exercise and the meaning behind what the students' ideas were. In the afternoon Ms. Angarano and Ms. Wolfe attended our regular staff meeting and displayed ideas of collaboration space, and collected feedback from teachers.

o Bus Rosters/Counts

Dr. Jette provided bus count numbers for the Board. He explained that the numbers reflect how many students were assigned to the buses and how many are actually riding the buses.

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Mrs. Hershberger commented it seems as if the assigned numbers are lower than the actual ridership on Bus 3.

Mrs. MacDonald was again concerned that the students are waiting too long at the school before the bus leaves to bring them home.

Mr. Mitchell commented that he has to clear as many parents as possible out of the parking lot before the buses can move out. He added that the buses cannot leave until the St. Francis students have boarded their home bound buses.

Dr. Jette commented that no matter the method used to adjust the school day times, it would not alleviate the frustration with either pick up times in the morning or drop off times in the afternoon.

- **School Board**

Mr. Bourque congratulated the LMS Boys Soccer team for making it through the semi-finals, and both the CHS Boys and Girls Soccer teams for their accomplishments.

Mrs. Hershberger gave a shout out to CHS football. She was concerned about the bleachers that are roped and reported people were sitting and standing on them.

Mr. Izbicki indicated the excavator is coming so that concrete pads for the new bleachers can be installed.

II. GENERAL BUSINESS

A. Public Minutes:

- **October 20, 2021**

Mrs. Harrison made a motion to approve the public minutes of October 20, 2021. Mrs. Ames seconded. The motion carried 5-0-0.

III. REPORTS

A. GMS Principals Report Nov 2021

Mr. Mitchell reported:

- Enrollment is at 456 students
- Scarecrow Jamboree was held and 70 scarecrows were entered
 - Mrs. Desjadon added a technical component to the jamboree with digital stories and actual voting stations to vote for the scarecrows
 - There were five winners in the Scarecrow Jamboree
- The Pumpkin Festival returned and was held last week
- The staff is still working on the Essential Skills for students and focusing on identifying the essential skills from a list of 156 skills students should achieve by the time they leave GMS
- PLC work is ongoing
- GMS was named 27th best elementary school in the State of NH by US News & Reports for which Mr. Mitchell provided a comparison of rankings of Litchfield's peer cohort districts.

Dr. Jette provided a list of rankings of middle and high schools as well. He reported that Litchfield schools rank currently: GMS 27th; LMS 56th; CHS 39th in the State rankings.

B. Business Administrator's Update

- **Audit Engagement Letter**

Mr. Izbicki provided the audit engagement letter to the Board Chair to sign and explained the letter has been revised due to federal grants and funding received during the past year or so, which has increased the cost of services by approximately \$3,000 - \$4,000.

- **Final Budget Prep**

Mr. Izbicki provided a revised agenda and the order of budget presentations for the School Board/Budget Committee FY23 Budget Work Session.

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C. Committee Reports *(all committees will be listed on agendas; however, all may not have a report)*

- **Budget Committee**

Mrs. Harrison reported that the Budget Committee met last week and voted on reductions on Town budgets. She mentioned it was a very streamlined meeting.

- **Facilities Improvement Committee**

Mr. Bourque reported the Facilities Improvement Committee met on October 27 and discussed energy savings at LMS and CHS from the work that has been done this year and converting the lighting at CHS to energy efficient lighting for which Eversource will rebate 85% of the cost of the project. He mentioned that Mr. Henry, an energy consultant, is writing a grant for a potential savings of \$180,000 to convert the lighting inside CHS to a more energy efficient lighting. Lighting at LMS was discussed for which the district will be getting a rebate of approximately 46%.

- **PERC**

Mrs. MacDonald reported the PERC Committee met virtually, but she was unable to join the meeting.

- **Wellness**

Mrs. Hershberger reported that she met with Ms. Crowley to plan meeting dates for the committee. She noted the first meeting is December 7.

- **GMS Review**

Mr. Bourque reported that the team discussed the Nobil test pit wells on the GMS/LMS property and performing geotechnical testing, for which the process has begun.

IV. OLD BUSINESS

A. Policies for Discussion:

- **IHB, Class Sizes**

Dr. Jette indicated that the policy was revised to reflect the Board's suggestions. He suggested retaining the "strive for" language in the class sizes chart.

Mr. Bourque indicated that the "not to exceed" number for grades 4 and 5 should be 24 and not 23. He commented when each class reaches the 24th student, that is when an additional class will be triggered.

Board members had different opinions regarding the "strive for" numbers or that the language even be retained in the policy.

Mr. Bourque suggested that the "not to exceed" number for Grades 6-8 reflect 26 and the number for Grades 9-12 reflect 30.

Board members asked for the policy to be revisited at the next meeting.

- **Class Enrollments**

Dr. Jette reported that the class size information for LMS and CHS has been received and formatted. He explained he sorted the class enrollments by size: below 10 students, 11-15 students, over 23 students. He indicated that he met with Ms. Widman, Mrs. Bandurski, Mr. Lonergan and Mrs. Nelson to review the course enrollments at CHS. He noted that this information has been monitored since the beginning of the school year.

B. Coronavirus Review and Update

- **Current Situation Update**

Dr. Jette reported that last week at LMS we had a cluster of 5 positive students/4 positive staff and the school moved to required masking. There are staffing concerns with grade 8 and may have to remote the affected grade. There are no cases at either GMS or CHS.

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○ **Volunteers & Vaccinations**

Dr. Jette commented that the Board recently approved volunteers to return, but to be vaccinated, and despite some push back, the district held firm on that decision. He indicated that questions regarding outdoor events have been raised and it does not seem very clear that volunteers may not need to be vaccinated for involvement in an outdoor event. He asked the Board for input regarding upholding the requirement for vaccinated volunteers.

Mrs. MacDonald commented that after students are able to be vaccinated we may want to consider dropping that requirement.

Mrs. Ames commented that there is confusion on who is actually a school volunteer and who is a volunteer for an outside school organization. She indicated that there seems to be a difference of opinion between the elementary school and the high school as to requirements of volunteers for outdoor events.

Mrs. Flynn explained that there are a few types of volunteers: school volunteers, designated volunteers and student teachers, to name a few. She noted that they are defined in Policy IJOC, Volunteers, which makes it clear. She indicated that many organizations and groups request use of our facilities and that she has communicated to the schools that organizations, whether school sponsored or not, are required to submit a COVID plan to the SAU to be approved before a facility use request can be approved. Mrs. Flynn explained that if the event planned is an indoor event, only individuals who are vaccinated are allowed to volunteer; if the event is an outdoor activity, vaccination is not a requirement, but masking of unvaccinated volunteers is recommended.

Mr. Bourque suggested waiting and to see what happens with vaccinations for children 5-11.

Dr. Jette indicated that he will discuss with the Administrative Team which volunteers can be exempted from the volunteer vaccination form. He mentioned that we have two different administrators with two different situations.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Input

There was no public input.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 8:12 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Hershberger, the Board returned to public session at 9:45 p.m. 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.

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IX. ADJOURN

Mrs. Hershberger made a motion to adjourn the meeting at 9:45 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

C Harrison, Chair

B Bourque, Vice Chair

Approved Minutes for November 4, 2021

Location: CHS Library

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
Dan Mitchell, GMS Principal
Jen Grantham, LMS Principal
William Lonergan, CHS Principal
Hollie Falzone, Director of Human Resources
Lauren Crowley, Director of Food Services
Michele E. Flynn, Administrative Assistant

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

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 6:38 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Presentations

- **2022-2023 Superintendent's Requested Budget Presentations:**
 - **SUPERINTENDENT'S BUDGET OVERVIEW**

Dr. Jette presented the Superintendent's Overview of the FY23 Requested Budget to the Board. Key components include:

- Revenue Plan
- Expenditure Framework
 - the district has been responsible for making the bottom line budget work
- Educational Strategy
 - the Board has set long term goals for the next three years
 - the budget compels departments to plan
 - budgeting motivates our team to improve on performance

Major Goals:

- Facility Planning
 - the district has accomplished a great deal putting into action those needs that are identified
 - addressing items that have been deferred for many years
 - access to revenue we did not have before
- COVID-19 Response
 - continue to respond to the pandemic
 - took necessary step for Grade 8 to move to remote learning
 - must be ready to act on pandemic situations in schools
 - the pandemic taught us about the importance of well-functioning HVAC systems
 - updating ventilation also enables better mitigation for colds and flu

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- Personnel
 - people are at the heart of this budget
 - strive to treat with dignity and respect
 - 80% of the budget is driven by personnel costs

Enrollment:

Dr. Jette explained when the district receives October 1 numbers, an algorithm is applied to determine how classes may look the following year. He indicated at this time last year, we predicted to open schools with 1,235 students: GMS 417; LMS 352; CHS 426. He noted that the actual enrollment this year reflected that we opened with 1,238 students: GMS 417; LMS 355; CHS 429. The same projection methodology was applied to the next three years, with projections for 2022-2023 staying relatively stable. The larger fourth grade class this year will transition to middle school, resulting in a slightly higher projection for middle school; however, the smaller classes from middle school will be transitioning into the high school over the next three years. Dr. Jette indicated staffing projections are based on the projections by class size.

Dr. Jette commented that the budget we are presenting will be implemented in July 2022 (starting in 8 months and ending in 20 months) and we are making predictions that will have a lot of unknowns.

- **BUSINESS ADMINISTRATOR'S BUDGET OVERVIEW**

Mr. Izbicki presented the FY23 Requested Operating Budget Overview to the Board. He reminded the Board to keep in mind that FY20 and FY21 had anomalies due to the pandemic, which resulted in expenditures that were lower in these fiscal years than anticipated. He added the 3 year averages are skewed due to the pandemic shutdown and the uncertainty for FY21.

Budget Development and Strategy

- Budget Statistics:
 - Gross Appropriation (all funds) 0.05% decrease (-\$11,000)
 - General Fund 0.00% increase (\$773)
 - Food Service -4.3% decrease (-\$11,772)
- General Fund increase is driven by salaries and benefits
- Operationally the budget has been reduced by \$35,921.

- **FOOD SERVICES REQUESTED BUDGET**

Ms. Crowley presented the FY23 Requested Food Services Budget Overview to the Board. She mentioned that meals are free for students again this year and there has been a significant increase in the number of meals served, both breakfast and lunch. The money that we receive from the State is a big help. She announced that she held a culinary seminar for staff over the summer. She indicated that food services has been using all of the government products that are being sent to us.

- Overall Reduction: \$11,772
 - Operations reduced \$47,345
 - Includes \$38,000 reduction to the food budget
 - based on 3-5 year actual expenditures and greater utilization of the USDA Program.

- **CHS REQUESTED BUDGET**

Mr. Lonergan presented the FY23 CHS Requested Budget Overview to the Board.

- Budget Drivers:
 - Supplies increase 5.5% or \$7,279
 - general school supplies
 - science supplies
 - FACS supplies
 - Athletics supplies
 - Arts (Art, Music, Theater, Digital Arts) supplies
 - Tech Education supplies

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- Transportation decrease of 1.2% or (\$1,750)
 - athletics
 - co-curricular
 - vocational

Mr. Lonergan commented that the enrollment loss next year will not be significant at the high school. He indicated that Challenge Day has been cancelled in terms of budgeting and he anticipates that it will be funded by grants. Cost of vocational education at Alvirne is \$1,000 per student. Overall the CHS budget has decreased 2.4%.

School Board members asked questions about specific supply requests, PPE for musical instruments and the number of school owned instruments, Project Lead the Way and supplies, and co-curricular supplies.

Mr. Bourque asked why 3 hole punched paper is being budgeted in math supplies.

Mr. Lonergan indicated it is to make it easier for students to put assignments in their math packets.

Mr. Bourque made a motion to reduce Account 1031110011-610, CHS Math Education Supplies, from \$900 to \$0. Mrs. Hershberger seconded. The motion carried 3-2-0.

Mrs. Harrison felt that the supplies account for math education should not be reduced to zero, but that the request be reduced by the cost of the 3 hole punch paper.

Mrs. Harrison made a motion to add \$600 to Account 1031110011-610, CHS Math Education Supplies. Mrs. Ames seconded. The motion carried 4-1-0.

Mrs. Harrison asked about the portable PA system with headsets budgeted in the co-curricular supplies account. Mr. Lonergan indicated that item should be removed as it is included in the FY22 budget

Mrs. Harrison made a motion to reduce Account 1031141000-610, CHS Co-Curricular Activities Supplies, by \$1,000. Mrs. Hershberger seconded. The motion carried 5-0-0.

- **LMS REQUESTED BUDGET**

Mrs. Grantham presented the FY23 LMS Requested Budget Overview to the Board.

- Budget Drivers:
 - Overall Decrease: 1.32% or \$1,885
 - Obsolete software subscriptions removed
 - Project Safeguard removed
 - 3D printing supplies removed
 - Increases:
 - Supplies due to projected enrollment and cost

- **GMS REQUESTED BUDGET**

Mr. Mitchell presented the FY23 GMS Requested Budget Overview to the Board.

- Decreases:
 - Based on enrollment
 - Analysis of programs used
 - Needs based
 - Total decrease 10%
- Increases:
 - 3% rate increase to alleviate shipping/inflation
 - Cost of specific items

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○ **HR REQUESTED BUDGET**

Ms. Falzone presented the FY23 HR Requested Budget Overview to the Board.

- Increase in Professional Services \$300
- Increase in Employees participating in FSA
- Furniture Decrease \$6,445 (filing cabinets budgeted in FY22 were purchased in FY21)

○ **SALARIES/BENEFITS REQUESTED BUDGET**

Ms. Falzone presented the FY23 Personnel Requested Budget Overview to the Board. Preparation of the salaries and benefits budget is based on current staff members and benefit elections.

Budget Drivers

- LEA CBA in negotiations
- LSSA CBA will be on the warrant in March 2022
- Non-union staff salaries: increase based on 3%; total lump sum placed in 2900 account
 - Administrators \$48,000
 - All others \$31,000
- Severance \$464,208
 - 10 staff plus one carryover
- Health Insurance budgeted at 10% increase (\$205,284), but may come down
- Dental Insurance decrease of 1.5% or \$2,336
- FICA/Medicard increase
- NHRS rates have not increased, but there is an increase in those lines based on higher salaries
- Reduction of 6 teaching positions: savings in salaries/benefits \$534,084
 - 2 elementary level
 - 2 middle school level
 - 2 high school level
- Attrition \$120,798
- Additional Positions Requested:
 - LMS Special Education Teacher \$89,167
 - CHS Special Education Teacher \$89,167
 - Co-Curriculars will be sent to the Co-Curricular Committee
 - None of these requests have been added to the budget.

E. Budget Committee Q & A / Community Input

Mrs. Harrison asked Budget Committee members if they had any questions or comments.

Scott Taylor requested a list of CHS 6th period classes and enrollment.

Rob Leary asked if the new positions are going on the warrant.

Dr. Jette indicated we already have special education teachers and as these are additional we do not need them to be placed on the warrant.

Mrs. Douglas asked if there is a guideline that drives the decision for new teachers.

Scott Taylor asked for a list of classes being offered in Science at CHS for FY23. He asked for clarification regarding students that attend Londonderry night school (if they take classes in addition to what they take at CHS or if they just attend Londonderry High School).

Mr. Lonergan indicated that some students take classes here at CHS and credit recovery classes in Londonderry and some just attend night classes at Londonderry to be able to graduate.

Scott Taylor asked for the numbers of students that take supplemental classes in Londonderry and the number of students that just attend. Mr. Lonergan indicated he will provide those numbers.

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Scott Taylor asked why the game officials rate increased for CHS Athletics, but not for LMS Athletics.

Mr. Knight indicated that CHS is governed by the NHIAA and LMS is affiliated with Tri-County.

- II. *Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 8:12 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. 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.*
- III. **RETURN TO PUBLIC SESSION**
Upon a motion made by Mrs. Ames, the Board returned to public session at 9:45 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.
- IV. **ADJOURN**
Mrs. Ames made a motion to adjourn the meeting at 9:45 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

C Harrison, Chair

B Bourque, Vice Chair

Approved Minutes for November 8, 2021

Location: CHS Library

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
Dan Mitchell, GMS Principal
Jen Grantham, LMS Principal
William Loneran, CHS Principal
Mary Widman, Director CIA
Devin Bandurski, Director Special Services
Jason Pelletier, Director IT
Michele E. Flynn, Administrative Assistant

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

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 6:30 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Presentations

- **2022-2023 Requested Budget Presentations:**
 - **SUPERINTENDENT'S BUDGET OVERVIEW**

Dr. Jette reported that principals have brought responses to budget questions from the November 4 meeting.

Mr. Loneran indicated he has responses for the following questions:

- World Languages Budget: Earbuds:
 - 1 Pack of 50 Earbuds budgeted
 - Approximately 40 have been distributed to students this year
- FACS Labs: Number of labs:
 - Foods I has done a few labs this semester
 - Foods V has done 5 labs
- Musical Instruments Owned by the School:
 - The number of instruments owned by the school will be provided at the next meeting
 - Last year, \$1,385 spend on repairs for instruments
- Project Safeguard:
 - CHS sends 20 students each year in collaboration with LMS
 - LMS not participating this year - advisor to determine high school involvement
- Science Course Rotation:
 - This year AP Chemistry and AP Environmental Science
 - Next year AP Physics and AP Biology

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- 6th Period Teachers:
 - 6 Teachers:
 - 1 Half Year Art Teacher 2nd semester
 - 1 Half Year Math Teacher
 - 1 Full Year Art Teacher
 - PE/Health Teacher in each semester
 - 1 Full Year Math Teacher
 - Total: approximately \$41,000
- Londonderry Adult Education Students:
 - 5 students graduated from Londonderry Adult Ed last year
 - 3 took the Hi Set Program
 - 48 took classes over the course of the semesters and summer for course/credit recovery.

Mr. Bourque indicated that he still has questions regarding PPE for the Music program.

Mrs. Grantham reported that Ms. Leite will look at the current recommendations for masking this year. She indicated the Music educators will be meeting with CHS and GMS to see if everyone is using current standards LMS has 26 school owned instruments that are shared with the high school; 5 are being used by student and the remainder are in storage.

Mr. Bourque asked why there is nothing budgeted for PPE in the GMS Music budget.

Mr. Mitchell commented that they have recently researched the cost of PPE for recorders and the GMS budget for FY23 should be able to absorb that cost.

Mr. Izbicki responded to the question regarding the difference in postage machine costs budgeted for CHS and GMS. He indicated the postage machine at CHS is a larger machine that services multiple departments and the machine at GMS is smaller and services only one account.

Dr. Jette provided a brief presentation on tax history. He noted there is a tax rate and a tax valuation in town and that can make things confusing for some. He researched what the school portion tax would be on a home worth \$350,000 for the last 7 years. In 2015, the total school tax portion would have been \$4,568; 2016 \$4,893; 2017 \$5,132; 2018 \$5,303; 2019 \$5,373; 2020 \$4,197; 2021 \$4,190. He indicated that the total for 2020 and 2021 reflects the last two district budgets, which have been flat. He pointed out there has been a significant drop in the school tax portion since 2019 and with additional revenue received from the State this year, we were able to address deferred building/maintenance projects. He indicated that the research reflects the responsible stewardship of the tax dollars.

- **BUSINESS ADMINISTRATOR'S BUDGET OVERVIEW**

Mr. Izbicki reported that updated budget statistics are as follows:

- Gross Appropriation (all funds): 0.05% decrease (-\$12,300)
- General Fund: 0.00% (-\$528)
- Food Service: -4.3% (-\$11,772)

- **FACILITIES REQUESTED BUDGET**

Mr. Izbicki presented the FY23 Facilities Requested Budget and reported:

- The total facilities budget reflects a decrease of 2.5% (-\$33,737)
- Reduction in electrical charges for CHS of \$20,000 due to lighting conversion and the end of the Smart Start program
- Through the use of year end fund balance over the past two years the district has been able to address and complete deferred work and can now focus on maintenance.

- **BUSINESS/TRANSPORTATION REQUESTED BUDGET**

Mr. Izbicki presented the FY23 Business Requested Budget to the Board and reported that there is a 16% increase (\$7,800) due to budgeting for the Time Clock Plus annual licensing.

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Mr. Izbicki presented the FY23 Transportation Requested Budget to the Board and reported that he budgeted a 3% increase, which is consistent with the contract with First Student.

Mr. Bourque asked about fuel savings. Mr. Izbicki indicated that any fuel savings is being applied to smaller bus runs. Dr. Jette pointed out that gas prices are increasing and cutting into those savings.

○ **SAU/SCHOOL BOARD REQUESTED BUDGET**

Dr. Jette presented the FY23 SAU Requested Budget to the Board and reported that support operations of the office have increased slightly (\$3,775). He noted that the travel and conferences budgets were added back in.

Dr. Jette presented the FY23 School Board Requested Budget to the Board and reported that audit services have increased by \$4,400 due to the large amount of federal funds the district has received and federal compliance to audit.

Mrs. Harrison commented that without the contract negotiations next year, the legal budget should be decreased.

Dr. Jette indicated that the recommendation is to leave it as it is budgeted since it fluctuates throughout the year.

○ **CURRICULUM DEVELOPMENT REQUESTED BUDGET**

Ms. Widman presented the FY23 Curriculum & Instruction Requested Budget to the Board.

Budget Drivers:

- Textbooks line increase \$11,000
 - pilot of new math program
 - ELA contract coming to end and needs to be renewed
- Software line increase
 - Project Lead the Way
- Professional Development decrease
 - using in-house training
- Contracted Services decrease
 - grant funding to offset.

○ **TECHNOLOGY REQUESTED BUDGET**

Mr. Pelletier presented the FY23 Information Technology Requested Budget to the Board.

Budget Drivers:

- Grades 1-12 Chromebook 1:1
 - 107 devices for incoming grade 5 = \$300 per device
- Technology Cost Changes are increasing
- GMS Teacher Laptop Replacement
- Interactive Panel Replacements
 - 4 @ \$2,500
- Overall decrease \$177,206.

○ **SPECIAL SERVICES REQUESTED BUDGET**

Mrs. Bandurski presented the FY23 Special Services Requested Budget to the Board.

Budget Highlights:

- Overall budget decrease \$58,481
 - 243 students supported
 - 149 are 504 identified
- Decrease in Out of District Tuition
- Increase in Professional Services based on student need
- Decrease in Transportation

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Mrs. Bandurski is asking the Board direction for additional position requests for a Special Education teacher at LMS and at CHS / \$89,167 per position.

Mrs. Harrison asked if the request for additional teachers is due to the increase in the number of students or programming.

Mrs. Bandurski explained that student needs change over time and there is a shift for long term needs.

Mr. Bourque asked if there will be a cost savings providing these services in district.

Mrs. Bandurski indicated there can be a savings over time. She explained that she would like to build the program in district instead of contracting out for services, which would be a significant cost.

Dr. Jette indicated it is basically “cost avoidance” and smart budgeting to build an in district program that will provide a significant savings, or “cost avoidance” trying to contract those services out of district.

Mrs. Bandurski reminded the Board that the district has to meet the needs of the students regardless of budgeting.

Dr. Jette commented that the Administrative Team worked hard to deliver a budget that is fiscally responsible, which includes delivering CBAs so we can retain high quality staff. He indicated the personnel requests are for 2 additional special education teachers at \$89,167 each. He pointed out that we have presented reduced budgets and have removed 6 positions from the budget. He noted we are asking to add 2 positions into the budget. He indicated that these positions should not be placed on the warrant because they meet student needs and are not new position requests.

Mrs. Harrison made a motion to add a special education teacher to the FY23 LMS Special Services budget at \$89,167 and to add a special education teacher to the FY23 CHS Special Services budget at \$89,167. Mrs. Hershberger seconded.

Mrs. Harrison asked how many students would be affected by these additions.

Mrs. Bandurski indicated there are two different programs under school approvals: resource room and self-contained. She noted that a teacher of a self-contained classroom cannot also serve in the resource room program. She commented when looking at overall out of district costs, creating an in district program results in a cost savings.

The motion carried 5-0-0.

Dr. Jette indicated that the bottom line will be calculated and the final number will be brought to the Board. He commented on the default budget and reminded the Board that it is their statutory responsibility to set that budget. He noted that the default budget will most likely be higher than the operating budget and asked Board members to decide how they would like to prepare the default budget.

E. Budget Committee Q & A / Community Input

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.

Kate Stevens asked about the curriculum budget. She asked if the items EdPuzzle, ScreenCastify, and Gizmos budgeted in the software line are actually being used across the district.

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Ms. Widman indicated they are, but she is not sure to what extent. She explained that ScreenCastify is a way to be able to talk through video and PowerPoint presentations and have teacher-led discussion. She noted most teachers use it. She pointed out that it is much less expensive to pay for the full license than to pay for individual licenses. Ms. Widman indicated that the use of ScreenCastify is significant at LMS and CHS and is moving into GMS.

Kate Stevens asked about the Special Education teacher positions and if the students needed those services right now, what the cost would be.

Mrs. Bandurski indicated that tuition rates differ and range from \$60,000 - \$120,000 per year, per student. She noted that a placement out of district ranges from \$300,000 to \$350,000 per year. She pointed out it is more responsible to have the program in district. She explained at CHS we cost out services to vocational and transition programs, but if we bring those in district, it will result in substantial savings.

Kate Stevens asked if there would be transportation savings and what that could amount to.

Mr. Izbicki commented that it is difficult to cost out what it would look like without knowing what will occur in that year. He explained that First Student does not provide a lot of what we need for special education transportation and we have to use another service at an additional cost.

John David Son commented that he believes the Board made the right decision to add the additional teachers into the budget. He indicated you are not adding another program and new teachers, but fulfilling needs.

Mr. Son commented on Technology, asking if most classes are still using smart board/projector combinations or the interactive flat screen technology.

Mr. Pelletier indicated most classes have old smart boards or interactive projectors. He noted the Epsom interactive projectors cost \$2,200 and with a white board as high as \$2,500+. He explained these interactive panels are more cost effective, more popular and provide freedom for the teacher to move around the room when using them.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 8:10 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. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

III. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Ames, the Board returned to public session at 8:45 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

IV. ADJOURN

Mrs. Ames made a motion to adjourn the meeting at 9:45 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

Approved Minutes for November 17, 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
Jen Grantham, LMS Principal
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

There were no revisions to the agenda.

D. Summary of Non-Public Actions from November 3, 2021:

Mrs. Harrison made a motion to approve the non-public minutes of October 20, 2021. Mr. Bourque seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

• CHS Culture, Climate & Engagement Program

Mr. Perez, CHS Assistant Principal, and Gabrielle Kim-Levesque, CHS student, presented a proposal to the Board.

Ms. Kim-Levesque shared with the Board that she grew up in a large, diverse area of California prior to moving to Litchfield and attending the schools since she was in the fifth grade. She commented that moving to a small town was a big change and a challenging transition. She indicated that after the COVID year and issues, there was controversy over divisiveness and diversity and a culture of hate seemed to grow in the country. She noted that she is proposing to start a program to bring people together to spread the message of positivity.

Mr. Perez commented that the purpose of the program is to revive positive school culture, discuss poor social media use, and understand all the different walks of life and backgrounds of others. He noted that representatives from faculty, student co-curriculars and athletics are invited to be members. He indicated that once students graduate, they go out into the world taking different paths and experiencing different cultures and the program will serve to help them on their journey.

Mrs. Hershberger asked if there are any activities or events that will be planned.

Mr. Perez commented that there is a student group in Nashua who are multicultural and college bound that do a lot with elementary schools and would love to help extend this program.

Mrs. Harrison commented her high school aged student also feels a climate shift after COVID. She expressed support for the program proposal.

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Mrs. MacDonald made a motion to approve the CHS Culture, Climate & Engagement Program. Mrs. Harrison seconded. The motion carried 5-0-0.

- **LMS BEST Program: K Sidilau, M Columbo, R Corbeil**

Mrs. Grantham indicated that she asked Mrs. Sidilau, Mrs. Corbeil and Mr. Colombo to present their experiences with the reimagined BEST Program at LMS. She commented that the newly redesigned program has been an amazing success.

Mrs. Sidilau, 6th Grade BEST, reported that at the start of the BEST Program years ago she was unsure about what the purpose of the program was, but now the program has been redesigned to focus on social-emotional growth and making more connections with the students. She indicated that she started a cribbage class that resulted in not only connections in the school, but in the students' homes as well. She expressed her support that the Board approved outdoor breaks for the students during the day.

Mrs. Corbeil, 7th grade BEST, reported that the program has made good progress and opened up opportunities where the students are engaged. She indicated that the experience is less stressful without grading and the most beneficial aspect is the social development occurring with students outside. She noted students are getting back skills, such as collaboration, that were lost during the covid year. She commented the activities are all student organization driven and the program has reinstated camaraderie between students.

Mr. Colombo, 8th grade BEST, reported that we use BEST to focus on how to use STEAM and STEM activities. He indicated that we start with what is fun and engaging and think about what would be conducive as a vessel to learning. He noted students are engaged and collaborating.

F. Community Input: 3 minutes per person

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.

- **Student Representatives Report**

Emily West and Emma Ducharme provided a brief report to the Board.

Ms. West reported that the CHS Student Council collaborated with the LMS Student Council to discuss how the CHS Council runs its meetings and elections. She indicated the new LMS class advisor is going to help the Council format new rules and traditions with the LMS Council to include students with different interests and comfort levels. She noted the main goal is to have a high number of freshmen run for future CHS Student Council positions.

Ms. Ducharme reported that the Make a Difference campaign includes all three schools who are collecting canned goods. She indicated that on November 23 Student Council members will pick up the donations from the other two schools and deliver them to the Food Pantry.

- **Close Community Input**

Hearing no further public input, Mrs. Harrison closed community input.

G. Correspondence

Mr. Bourque reported correspondence was received from:

- Kevin Noviello who asked if the school district was allowed to move to remote learning and stated that the Reopening Plan states there would be no remote learning in the district.
- Dr. Jette's response to Mr. Noviello indicated that the decision is consistent with the local reopening plan, which was approved by our elected School Board.

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In his response, he clarified that blended synchronous learning is not available this year, and that remote learning (both teachers and students learning remotely) would be allowed when conditions require it.

- Kevin Noviello asked about flu reporting by the district.
- Dr. Jette's response indicated that the district is required to report influenza-like illnesses to the State.
- Leanne Romano commented about parental rights, asking the district not to have vaccination clinics at the schools and not to mandate vaccinations.
- Jim Norton asked about the threshold to require masks in schools and believes all schools need to be masking.
- Mrs. Harrison responded that the district keeps all this information on the district dashboard. She provided the link to the dashboard to Mr. Norton.

H. Comments:

- **Superintendent**
 - **Student Discipline Review**
 - **RSA 193:13**

Dr. Jette reported that the Administrative Team received training on the student discipline law that was revamped by the Legislature. He indicated all handbooks have a progressive discipline model this year consistent with the law.

- **Suspension Authority Letter**

Dr. Jette shared a memo he would like to provide to the school building administration to allow Principals to suspend students for up to 10 days, consistent with the law.

Dr. Jette provided a second memo to the Board, in which the School Board authorizes the Superintendent to suspend students an additional 10 days, which is consistent with the law. He believes that the Legislature made changes due to some districts that had high suspension rates. He noted this is an annual authorization.

Mr. Bourque made a motion to authorize the Superintendent to suspend students an additional 10 days according to the student discipline law. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **Parent/Teacher Conferences**

Dr. Jette shared a teacher Parent/Teacher Conference participation report with the Board. He indicated there is a list of faculty members that were not available and a list of teacher appointments with parents.

Board members expressed concerns with the schedules at the high school.

- **School Board**

There were no board comments

II. GENERAL BUSINESS

A. Public Minutes:

- **November 3, 2021**
- **November 4, 2021**
- **November 8, 2021**

Mrs. Harrison made a motion to approve the public minutes from November 3, 4 and 8, 2021. Mrs. Ames seconded. The motion carried 5-0-0.

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III. REPORTS

A. LMS Principals Report Nov 2021

Mrs. Grantham presented her report to the Board. She reported that fall athletic teams have achieved championships in Girls Volleyball and Girls Soccer. Teachers are using the Active Scheduler in PowerSchool to schedule students. Covid numbers are rising in all grade levels and LMS is currently in outbreak status with required masking through Thanksgiving break. 8th grade students returned from remote learning. She reported on fundraising efforts for the Washington DC trip.

- **LMS Student Handbook (Housekeeping)**

Mrs. Grantham reported that minor edits were made to the student handbook. She pointed out the edits and asked for the Board to re-approve the handbook.

Mrs. Harrison made a motion to approve the revised 2021-2022 LMS Student Handbook. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Ames thanked Mrs. Grantham for the LMS Newsletter and the easy to read format, as well as the breakdown of covid numbers by grade level.

(Mr. Bourque left the meeting at 6:29 p.m.)

B. Business Administrator's Report Revised

- **Business Administrator's Report**

Mr. Izbicki provided the financial report to the Board. He reported that the FY23 Budget total appropriation increase is under 1%. Health insurance rates were received and the increase is 8.6% or approximately \$173,000. State adequacy funds estimate was received and reflects an increase of approximately 5%. The assessed valuation of the town was requested from the Town Administrator. As of 11/15/2021, the general fund balance is consistent with past years and most encumbrances have been made. Food Service comparative statements were provided reflecting an increase in utilization of the program and the Food Service is reporting a positive balance reflecting \$23,000 "in the black".

Mr. Izbicki reported that the draft Tax Rate estimate provided has been based on the valuation received from the town and the FY23 Recommended Budget yields a \$0.19 (per thousand) increase.

- **FY23 School Board Proposed Budget**

Mr. Izbicki provided a summary of Board actions in the FY23 Superintendent's Budget as well as the draft default budget total. He indicated that the FY23 budget total is \$23,931,881. Board members requested to wait for Mr. Bourque's return to the meeting before voting on the budget.

C. Committee Reports

- **Budget Committee**

Mrs. Harrison reported that the Budget Committee will hold its first meeting for School Board budget presentations tomorrow night.

- **Facilities Improvement Committee**

Mrs. Harrison reported the committee met this afternoon and heard an overview of five options for GMS. She indicated that Susanne Anguano shared the feedback from the community at the informational forum on November 2 and feedback from the meetings with staff and students. The next community forum is scheduled for December 7 at GMS at 6:30 p.m.

- **Grading & Reporting Committee**

Mrs. Hershberger reported the committee continues its building level work on summatives, rubrics, wording and interpretations.

- **Wellness Committee**

Mrs. Hershberger reported the committee will meet on December 7.

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IV. OLD BUSINESS

A. Policies 1st Reading:

- IHB, Class Sizes

Dr. Jette commented that the policy has been revised to reflect changes regarding class sizes made by the Board at the last meeting.

Mrs. Harrison made a motion to approve Policy IHB as a 1st Reading. Mrs. Hershberger seconded.

Mrs. Ames indicated that she still has concerns regarding the requirement of 24 students in all classes in grades 4 and 5 and with the requirement of 21 students in all classes in grades 1 and 3 before triggering an additional class.

Mrs. MacDonald asked if Mrs. Ames has spoken to community members about the policy.

Mrs. Ames indicated she has spoken with community members and that there are differing opinions. She noted that she struggles with the numbers for Kindergarten and Grade 1 classes.

Mrs. MacDonald indicated that she struggles with lower class sizes for upper grades.

Mrs. Ames suggested the policy be tabled until all Board members are present for the discussion.

The motion and second were withdrawn. The policy will be revisited at the December 1 meeting.

B. Coronavirus Review and Update

- Current Situation Update

Dr. Jette shared the district's current Covid situation with the Board. He reported:

- GMS: 5 staff/13 student cases and a very high student absentee rate (56);
- LMS: 0 staff/21 student cases and a high student absent rate (38);
- CHS: 0 staff/4 student cases and a lower absence rate (21);
- County numbers: 602 cases with 9% test positivity;
- Town numbers: 65 new cases over the last 14 days;
- Status: Substantial.

Masking is required at GMS and LMS; masking is targeted at CHS.

Mrs. MacDonald asked if masks will be required once vaccines become available to students aged 5-11.

Dr. Jette believes that the district will come to the Board with 2 tiers: Personal Responsibility and Required Masking.

Mrs. Ames expressed concern with the numbers of positivity and absences in the schools, as well as the substantial rate in the Town. She commented last year we would have had required mask use at all three schools. She acknowledged that the rules say masking is targeted at the high school level, but she was concerned that cases may increase there. She indicated there is a peer social component to the high school masking mindset.

Mrs. MacDonald commented that is not the School Board's job and that masking decisions are personal choice and responsibility. Mrs. Ames commented that the Board's responsibility is to keep the schools open safely.

Dr. Jette indicated schools have been communicating with families and he will be communicating with families as the holiday gets closer.

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○ **Volunteers & Vaccinations**

Dr. Jette suggested to revisit vaccination requirements for volunteers at the December 14 meeting. He indicated that by January 1, students ages 5-11 will have had access to the vaccinations and should be fully vaccinated. He reported that he contacted the Department of Public Health in Nashua the first day the vaccination information for children ages 5-11 was communicated because he did not feel that the district had been included collaboratively with Hudson with regard to vaccination clinics. He noted that Hudson sent out an email yesterday about the clinic and extended an invitation to Litchfield.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Input

There was no public input.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 7:26 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

(Mr. Bourque returned to the meeting at approximately 7:30 p.m.)

VIII. RETURN TO PUBLIC SESSION

Mrs. Harrison made a motion to return to public session at 7:31 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

A. FY23 Budget

Mr. Izbicki asked if Board members had additional changes to the FY23 Budget. Hearing none, he asked the Board for approval of the FY23 that totals \$23,931,881.

Mrs. Harrison made a motion to approve the FY23 School Board Recommended Budget for a total of \$23,931,881. Mrs. Hershberger seconded. The motion carried 5-0-0.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 7:33 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. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

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X. RETURN TO PUBLIC SESSION

Mrs. Harrison made a motion to return to public session at 9:00 p.m. 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.

XI. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 9:01 p.m. Mrs. MacDonald 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 December 1, 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 Izicki, Business Administrator
William Lonergan, CHS Principal
Michele E. Flynn, Administrative Assistant

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

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mrs. Harrison 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. Summary of Non-Public Actions from November 17, 2021:

Mrs. Harrison made a motion to approve the non-public minutes of November 3, November 4 and November 8, 2021. Mrs. Hershberger seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

- **CHS Physical Education & Health Program: J Knight, S Szepan**

Shannon Szepan, CHS PE/Health teacher, provided an overview of Physical Education at CHS:

- Daily standard/competency based instruction
- Follows the 5 national standards of physical education
- Competencies derived from national standards
- Offer a variety of courses to meet the needs of each student
- Courses Offered:
 - Foundations of PE
 - Fit for Life (expands on Foundations of PE)
 - Intro to Strength Training (teaching students how to use equipment/weights safely and help students build their own training plan)
 - Functional Strength Training (Level 2, students have to write own workout and what a workout would look like after rehab)
 - Sport Specific Strength Training (teach what sports workout looks like; students write own sports workout)
 - Exercise Walking (manage heart rates, increase distance/speed)
 - Men's Self Defense (de-escalation techniques/basic self defense techniques)
 - Women's Self Defense (protection defense patterns; situation awareness/avoidance)
- Physical Education Goals:
 - Continue to utilize Standards based Curriculum
 - Continue to develop physically literate students

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- Health Education:
 - Daily standard/competency skill based instruction
 - Follow the national standards
 - Competencies derived from national standards
 - Offer a variety of content allowing students to practice decision making, goal setting, critical thinking, refusal skills to help increase personal health literacy
- Health Goals:
 - Continue to utilize Standards/Skill based curriculum
 - Continue to have students utilize critical thinking within content to increase health literacy and self-advocacy.

- **Winter Athletics Protocols**

Mr. Knight reported that he attended a meeting in Plymouth regarding how schools will approach their winter sports schedules. He indicated it will be similar to the approach from last fall. Each school approach is different, but CHS will approach it as we did in the fall. He noted there will be other schools that have more restrictive protocols, which CHS will abide by their protocols whether games are played at their location or in Litchfield.

F. Community Input: 3 minutes per person

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.

- **Student Representatives Report**

Emma Ducharme and Emily West reported that the Make a Difference campaign was very successful. CHS collected 2,248 canned and other goods; GMS collected 803; LMS is not finished collecting/counting their items since they had a late start.

- **Close Community Input**

Mrs. Harrison closed community input.

G. Correspondence

Mr. Bourque reported the Board received no correspondence.

H. Comments:

- **Superintendent**
 - **Updated ESSER III Agreement**

Dr. Jette reported that the Board approved General Assurances for grants previously this year; however, it was thought that the ESSER funds were covered by those assurances. He indicated that the State is asking for a separate Assurance for ESSER III. He noted he wanted the Board to have an opportunity to review it before he submits it.

- **School Board**

There were no School Board comments.

Dr. Jette announced that a second community session for Reimagining GMS is scheduled for December 7 at GMS. He provided a sample of the mailing that was sent to residents and mentioned that a new web page has been developed for information for the initiative.

II. GENERAL BUSINESS

A. Public Minutes:

- **November 17, 2021**

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Mr. Bourque made a motion to approve the public minutes of November 17, 2021. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. REPORTS

A. CHS Principals Report Nov 2021

Mr. Lonergan provided a brief report to the Board. He reported:

- PSAT scores are in and students will be getting their paper scores soon
- Departments will look at the data to identify where struggles are occurring
- Provided a link to the Youth Risk Behavior Survey (2019 version) to see what types of questions are included
- Youth Risk Behavior Surveys are used to identify the areas we need to target
- The information with SADD so that they can use that programmatically
- CHS has been in good shape with COVID, but is starting to see an increase in cases
- We have one cluster (two students sitting in classroom that tested positive and a friend of theirs that tested positive)
- 8% - 10% of students are wearing masks
- PTO, Boosters, Friends of Performing Arts are holding fundraisers.

Mr. Lonergan mentioned that he is pleased students are getting field trip opportunities.

- **Book Approval: The Hunger Games**

Mr. Lonergan presented a book (The Hunger Games) for use at the high school for approval of the Board. The book has been reviewed, vetted and approved through PERC. He noted the English department is adding the book to English 9 and feels the book exemplifies the theme of community and the individual.

Mrs. Hershberger made a motion to approve the addition of the book “The Hunger Games” at CHS. Mrs. Ames seconded. The motion carried 5-0-0.

B. Business Administrator’s Update

- **FY23 Draft Warrant**

Mr. Izbicki reported that the costs associated with the draft warrants will be included when they are finalized. He indicated that the SAU anticipates designs and pricing sets in the next week or so for the LMS Municipal Lease Purchase article. He noted the SAU is waiting on a decision from the LEA on the CBA and quotes from the architect for the GMS Architectural Fees article.

- **FY23 Default Budget**

Mr. Izbicki provided the draft warrant articles and default budget summary for Board discussion. He also provided default budget items for discussion. He explained that the purpose of providing specific items was to illustrate what the default budget total would look like with those reductions. He noted it would lower the default budget total below the operating budget total.

Dr. Jette clarified that a Board vote is not required at this time as the Budget Committee will be making their recommendations to the proposed budget. He added that the draft default and list of items provides an idea on the types of decisions the Board will have to make.

C. Committee Reports *(all committees will be listed on agendas; however, all may not have a report)*

- **Budget Committee**

Mrs. Harrison reported that the Budget Committee met on November 18 during which the FY23 Recommended Budget was presented to committee members. She indicated there was good discussion and questions about the GMS and LMS projects.

- **Facilities Improvement Committee**

Dr. Jette reported that weekly meetings with contractors regarding LMS and GMS continue. He reported that Nobis (Geotechnical Engineers) came back to update the LMS site and discovered there are more water issues on the upper site than realized, as well as issues with room for leach fields and septic systems on the same site.

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- **Emergency Management Committee**

Dr. Jette reported that the Emergency Management Committee discussed the evacuation drill form and walker talkies.

Mrs. Ames asked about ALICE training in light of the recent school shooting in Michigan.

Mr. Izbicki indicated that training will commence with the newly updated site for ALICE, which is more comprehensive and includes specialized training as well.

- **Wellness Committee**

Mrs. Hershberger reported the Wellness Committee will hold its first meeting on December 7.

IV. OLD BUSINESS

A. Policies 1st Reading:

- **IHB, Class Sizes**

A revised policy draft was reviewed with the School Board for a 1st Reading. Dr. Jette indicated that there was no community feedback regarding the policy.

Mrs. Ames expressed her concerns with the class sizes mentioned in the policy.

Mr. Bourque made a motion to approve policy IHB, Class Sizes, for a 1st Reading. Mrs. MacDonald seconded. The motion carried 4-1-0, with Mrs. Ames opposing.

B. Coronavirus Review and Update

- **Current Situation Update**

Dr. Jette reviewed the current COVID situation in the community and schools with the Board and indicated that numbers are continuing to trend upward in the community and the town, as well as at all three schools. He reported that the numbers at GMS and LMS are starting to decrease slightly, but numbers at CHS are trending higher. He noted that Northern New England is doing well in terms of vaccinations and boosters, with NH lagging behind.

Mrs. Ames was concerned that the absence rate may be having an impact on instruction of students who are at home because of quarantine and not receiving “remote” instruction.

Dr. Jette indicated he would pass that question along to the Administrative Team.

- **Discussion of Updated CoVax 22 Reopening Plan**

Dr. Jette reported that he will bring a proposed adjustment to the reopening plan to the Board on December 14. He commented that access to vaccinations for children 5-11 is a game changer and he feels that by Martin Luther King week we will have a different masking protocol. He reported that the district submitted its reopening plan to the State on August 6 and it was returned before the fall break asking for adjustments. He noted that the adjustments were made to the plan and submitted and the district has just received another notice requiring more adjustments.

Mrs. Ames expressed concern with adjusting the reopening plan for January without having a decision on the 12-17 age group boosters.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Input

There was no public input.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 7:55 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

VIII. RETURN TO PUBLIC SESSION

Mrs. Hershberger made a motion to return to public session at 8:50 p.m. 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.

IX. ADJOURN

Mr. Bourque 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
Executive Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

Approved Minutes for December 15, 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
Mary Widman, Director CIA
Michele E. Flynn, Administrative Assistant

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

I. PUBLIC SESSION

5:08 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

There were no revisions to the agenda

D. Summary of Non-Public Actions from December 1, 2021:

Mrs. Harrison made a motion to approve the non-public minutes of November 17, 2021. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Jada Tessier as part time School Social Worker at a prorated salary of \$34,650 for the 2021-2022 school year. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Jason Pelletier, IT Director, upon finding a suitable replacement. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● Full Time SRO Town Warrant Article

Chief Sargent presented to the Board information regarding the warrant article that has been included in the Town Warrant proposing a full time School Resource Officer.

Chief Sargent thanked the Board for the time on the agenda to speak to the position. He offered the following statements:

This position is about vision and the future. It is a full time Student Resource Officer (SRO) position that would replace the part time position and is fully budgeted. The police department had applied for a grant for the position, but it was not awarded to Litchfield. This position will have positive benefits town-wide and is a need in the community. He is asking for Board support on the article. He shared ideas and vision to enhance this service, to enhance the SRO position, and reinstate the DARE position. During COVID and remote instruction, the SROs were taken out of the schools and were covering patrol shifts. Schools have been fully open and now is the time to bring this forward. This warrant article was presented to the Select Board and the proposal received unanimous support. This position will allow us to continue to enhance and ensure the safe school environment; continue and create positive interactions with police, youth, faculty, and district; and continue to build trust. This is a long term commitment and crucial and vital position in the department, and to be able to assist the district and administrators in the safety plan, respond to mental wellness issues in the schools; and prevent bullying.

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The police department continues to provide services to our schools. It would be an honor to have a full time member and have a greater presence in our schools because our police belong in our schools. This position will have a zero tax impact to the taxpayers in 2022; and an increase in the town budget of \$41,000 in 2023. The officer assigned to this position would be utilized during the summer with the department and will save the town money.

Mr. Bourque asked if the officer would have to be fully trained and in ALICE as well? Chief Sargent indicated this officer will be fully trained and the expectations will be made clear. He noted that he would like the school board or administrators to be part of the process.

Dr. Jette encouraged the Board to support the article. He indicated the police department and schools have worked well together and we are aligned with the department.

Mrs. Ames asked how the three schools would be covered. Chief Sargent indicated that the full time SRO would be in the high school 40 hours per week and the 32 hour part time position would be shared between the elementary and middle schools.

The Litchfield School Board and District were unanimously in support of the warrant article for the full time SRO.

F. Community Input: 3 minutes per person

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 the music program. He was concerned that more teachers are needed, particularly in the event that Mrs. Milligen is called out. He indicated that parents were told there would be a plan in place to address that, but the plan seems to be that there is a substitute in place and a senior student is leading the class. Mr. Norton commented that he has been involved with the program for 8 years. He indicated that the outside source for the theater course is not working. He was concerned that there may not be a band in the next few years and asked the Board to address the situation.

Claire Chew, 19 Newstead St, parent of two current high school students in the music program, commented that she has been involved in the program for 4 years. She stated that there is no contingency plan for what we are doing at this time. She indicated the district and the Board should have known this would happen. She noted we now have a student leading band classes and having to deal with behavior of the other students, which is not acceptable. She indicated that the student leader is being pulled in many directions from many teachers in the school.

Dr. Jette commented that this is the first he has heard of this. He asked if these concerns were discussed with Mr. Lonergan.

Mrs. Chew indicated that she has not yet reached out to Mr. Lonergan because this happened on Friday and she wanted to see if the Board could address it.

Dr. Jette explained that Mr. Lonergan was on leave last week and Mr. Perez is on leave at this time. He indicated that he will have to follow up on this tomorrow and get a plan in place with the high school. He mentioned that some teachers have voiced what will not work; however, he would like to focus and hear what will work. Dr. Jette was concerned about hearing that a student is stressed in this situation.

Mrs. Chew asked why there are two music teachers at LMS and none at the high school. She is a member of FoPA and hears from parents that they will be pulling their students out of the program at the end of the semester. She acknowledged that this is not the only district with staffing challenges, but feels this situation should be addressed or we will lose the music department.

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Dr. Jette clarified that the music department was involved with proposing the plan that is in place. He indicated that we implemented the rebuilding plan they developed and can assure you it is a commitment on all of our parts to restore the music program back to its greatness.

Linda Small, 29 Stark Lane, parent of a grade 8 special needs student, commented that she would like to keep her child home due to the COVID situation. She indicated he is on an IEP and needs a tutor and she is not sure where to go from here.

Dr. Jette indicated he will reach out to the Principal and the Special Education Department tomorrow.

Mrs. Small commented that the school and special education department said that he would not be able to be a remote learner. She indicated that she did not understand why schools are not turning to remote instruction. She noted that they are considering full remote instruction in Massachusetts and we are doing worse in New Hampshire.

Dr. Jette indicated there is a lot of data on in-school learning. He agreed that the numbers in New Hampshire are bad, but we are all learning to live with this.

- **Close Community Input**

G. Correspondence

Mr. Bourque reported that there was no correspondence.

H. Comments:

- **Superintendent**

- **Personnel Investigations Training**

Dr. Jette reported that he participated in a training held with the NHSAA and the NH DOE this morning regarding personnel investigations. He indicated it was a good training that involved an attorney, an investigator for the state and a public relations person.

- **Booster Clinic Info**

Dr. Jette reported that the booster clinic was successful. He indicated that 230 registered in advance and the walk-in clinic was open until 7:00 p.m. He noted there will be another clinic in Hudson next week.

- **Relmagining GMS**

- **Community Session on 12/7**

Dr. Jette reported that the community dialogue session on December 7 was successful and everyone received a handout. He indicated that feedback was sought and the presenters and leadership listened to groups that were in agreement that a new school is needed after looking at the other options and issues that are evident.

- **SelectBoard on 12/13**

Dr. Jette reported that he, Mr. Izbicki, Mrs. Harrison and Mr. Bourque approached the Select Board regarding their thoughts about the location for a new school.

- **Enrollment Dec 2021**

Dr. Jette reported that there are 1,237 students enrolled in the district.

- **Discussion of LMS Project:**

- **Cost Estimates**

- **Projected Savings, Immediate and Long Term**

Dr. Jette reported that cost bids went out and we received scope for the LMS project from North Branch Construction that includes heating/ventilation, renovating locker rooms, lighting, upgrading the kitchen, foundation insulation/flashing excavation at an approximate cost of \$6,099,140; additionally the solar array and energy storage cost is \$1,295,000; project grand total \$7,394,140.

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Dr. Jette indicated that upon reviewing the cost of the scope he wondered what types of things could be cut out of this project to lower the cost. He mentioned that:

- Removal of the Foundation Insulation/Flashing Excavation would reduce the project by \$105,000
 - would defeat the purpose of an energy efficient school;
- Removal of the Kitchen Renovation would reduce the project by \$375,000
 - there is inadequate room in the kitchen with the cooler taking up a large portion of space;
- Removal of the Locker Room Renovations would reduce the project by \$500,000

If all three reductions were taken the total reductions of \$980,000 would bring the total to \$6,414,140.

Mr. Izbicki reported that he had a late afternoon meeting with the design team and they are looking for savings in this proposal and scope. He indicated there is a possibility this budget could be reduced on the mechanical side of the scope.

Dr. Jette noted that now that the initial pricing is done, this is the part of the process where a final pricing set is determined, but numbers will be tightened up as subcontractors join the project.

Mr. Izbicki commented in terms of the calculation for the kitchen, the equipment is in that budget as an allowance and once we know the actual cost there could be a savings.

Mrs. Hershberger asked what was mentioned in the community session regarding the payback for the energy efficiency.

Dr. Jette indicated that discussion was about GMS and net zero savings. He noted this proposal is to tighten the envelope and mechanicals of LMS. He reported that ESSER III funds of \$538,648 and Impact Fees of \$44,378 can be applied. He commented there are other avenues that could be used; however, at this time the rebate funds from the NH Saves program were put on hold due to a PUC decision. Dr. Jette noted that the district has spoken with banks regarding municipal lease loans and they favor a 20 year max term at 2% interest.

Dr. Jette indicated that if the project cost remains at \$6.8M, annual payments will be approximately \$400,000; however, at the end of the LMS project there will be operating costs that will be available to apply to the annual lease payment totaling approximately \$145,000 (electricity savings at LMS and CHS, oil savings at LMS), bringing the annual lease payment down to \$255,000. He mentioned that we can prepay out of one of the available trust funds or grants that may come up as well.

Dr. Jette shared a chart of projected energy costs comparison reflecting what we would spend if we do nothing and what we could spend if we go forward with the project. In comparison, he reported that doing nothing will result in the district paying over \$10M by the year 2052 in energy/utilities. However, if we do the project we will have spent less than \$7M, which will result in a net savings of over \$3M to the taxpayers.

Mr. Bourque commented that he would hope corners are not cut on this project because we have seen what happens when that occurs.

Dr. Jette indicated that he spoke to Mr. Izbicki this afternoon and told him that the contractors cannot be cutting corners only to result in the same situation we have been in.

Mr. Izbicki explained that the discussion we had with the team this afternoon was making sure the system is the appropriate size for the building. It was stated that the system priced in the cost sets is larger than what is needed. He noted once the team goes through the designs and an appropriate sized system is determined, there should be a significant reduction in the cost of this project.

Dr. Jette advised that we need to get the commissioning agent on board as soon as possible to make sure that everyone is doing their jobs and that all parts of the project are being addressed.

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- **School Board**

There were no comments.

II. GENERAL BUSINESS

A. Public Minutes:

- **December 1, 2021**

Mr. Bourque made a motion to approve the public minutes of December 1, 2021. Mrs. Harrison seconded. The motion carried 5-0-0.

III. REPORTS

A. Curriculum Report Dec 2021

Ms. Widman provided a brief report to the Board. She reported that teachers are still visiting Parker School in Massachusetts to observe practices in action and discussions continue regarding what we have learned from the visits and how we can use the information. She reported after winter break we will host Stage 1 writing sessions for ELA and Social Studies.

Grading/Reporting

Ms. Widman reported we are looking at the reassessment plan draft and talking about common grading and common feedback practices. She indicated that the committee will be meeting to discuss what this looks like.

Assessment/Data

Ms. Widman reported Spring testing results have been reviewed; iReady testing will begin during January and March; strong usage of iReady is being reported; competency assessments and rubrics work at LMS and CHS.

Mrs. MacDonald commented that she has been hearing different things from different places and would like to know how grades are calculated - quarterly, semester, etc.

Ms. Widman explained that grading is done quarterly at GMS, and by semester at LMS and CHS. She indicated that competencies are year long and do not change, but skills and materials get more rigorous. She noted that students have to be able to have a place to grow, which is why competencies are a year long process.

- **Text Approvals**

- **US History: Modern Times**
- **Before We Were Yours**
- **Night**
- **The Four Winds**
- **This Tender Land**

Ms. Widman presented books for use at the high school for approval of the Board. The books have been reviewed and approved through PERC. She indicated that the English Lit course will utilize three supplemental books (Before We Were Yours, The Four Winds, This Tender Land) in book club format.

Mrs. Hershberger made a motion to approve the texts presented. Mr. Bourque seconded. The motion carried 5-0-0.

B. Business Administrator's Report

- FY23 General Fund Appropriation Budget increase of \$127,191
- Encumbered 93% of current budget
- Food Service in good shape with \$50,000 positive account balance
- Budget Summaries by Department provided
- Budget Committee Actions: \$383,000 in reductions proposed, but only \$14,000 was approved
- Tax Rate Estimate based on projected state revenues for FY23, which will be a 29 cent decrease in the tax rate.

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- **Impact Fees Decision**

Mr. Izbicki reported that the district is requesting that the Select Board repurpose what they previously approved for impact fee usage. He indicated that the district's intention is to use the high school impact fees for the new lighting project at CHS and to repair the inadequate water pressure in the school that has been caused by population growth in the surrounding neighborhoods. He noted that there will be rebates from Eversource, which will depend on the Public Utilities Commission decision. He asked the Board for direction on the request.

Mr. Bourque commented that he is aware there was approximately \$350,000 in rebates from Eversource that are now on hold. He wanted to know if we would still be able to get the rebates if impact fees are used for the project.

Dr. Jette indicated that we will still get the rebates and could use that revenue toward the LMS project.

Board consensus was in support of the request.

- **FY23 Warrant Articles**

Mr. Izbicki reviewed the draft warrant articles that now include further cost information.

Article 1: FY23 Operating Budget \$23,916,634; Default Budget \$24,221,482
Operating budget has -(\$0.29) reduction tax rate impact

Article 2: LEA CBA: Year 1 \$351,187; Year 2 \$364,665
Year 1 cost has \$0.29 tax rate impact

Article 3: Special Meeting if LEA CBA fails

Article 4: LSSA CBA: Year 1 \$99,433; Year 2 \$98,202; Year 3 \$91,822
Year 1 cost has \$0.08 tax rate impact

Article 5: Special Meeting if LSSA CBA fails

Article 6: Municipal Lease for LMS Renovations with a 20 year cost of an estimated \$6.8M;
Year 1 payment \$255,000 has \$0.21 tax rate impact

Article 7: Option 1: Put \$125,000 in the Capital Improvements Expendable Trust to fund the study, planning and cost of new construction or renovation of existing facilities and taken from the year end funds with a \$0 tax rate impact;

Article 7: Option 2: Raise and appropriate \$125,000 for architectural fees for new elementary school with a \$.10 tax rate impact.

Mr. Izbicki reported that the FY22 budget had a -2% tax impact. He indicated even if all the warrant articles were approved, the tax rate impact would be \$0.39.

Dr. Jette indicated that he was concerned about the Budget Committee's motion to reduce \$200,000 out of the Special Education budget. He asked if it is a mistake not to put additional funds in the Special Education Capital Reserve Fund.

Mrs. Harrison commented in the past, with the exception of one year, the district has returned more than \$200,000 each year.

Dr. Jette indicated we are presenting these warrant articles to the Budget Committee, but reminded the Board to be aware and cautious of that type of reduction because under the law we still have to find that money.

Mrs. Hershberger left the meeting at 7:20 p.m.

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C. Committee Reports

● Budget Committee

Mrs. Harrison reported that the Budget Committee met on December 9 and additional reductions to the FY23 Recommended Budget were proposed. She indicated the Committee reduced the budget by a little over \$14,000. She noted there were comments from committee members that the process was more smooth and there was a great deal of discussion about the “handshake agreement” between an older School Board and an older Budget Committee membership. Some members were in favor of a written agreement for the School Board to return unspent end of year special education funds and some members felt there is no need for such an agreement.

Mrs. Harrison indicated that it was stated by some members that because we anticipate we will not have that type of agreement moving forward, they need to treat the special education department budget as any other department. Mrs. Harrison reported that a \$200,000 reduction was proposed to the FY23 Special Education budget, which was amended to \$100,000 and failed. Legal opinion regarding agreements between Boards is that a Board cannot bind future boards to a binding agreement.

Mr. Izbicki commented that his philosophy on school district accounting is that the special education budget cannot be touched, other than transfers within its own department and budget allocations. He indicated when funds are unspent the money goes back into that account. He believes that an agreement to return funds is not necessary since the district has always returned funds to the taxpayers.

Dr. Jette indicated that the Board does have to make a decision because the representative cannot enter into an agreement without a board decision. He reminded the Board that they cannot be bound by previous boards.

● Facilities Improvement Committee

Mr. Bourque reported the Facilities Improvement Committee met on December 8 and talked about meeting with the Board of Selectmen to gain feedback about a location for the proposed new elementary school. He indicated that Mr. Henry presented estimates for money savings in electrical and energy; and the Committee discussed the recently written grant for lighting.

● Emergency Management Committee

Mr. Bourque reported the Emergency Management Committee met on December 3 and discussed the exterior camera project; lighting in the parking lots; ALICE training and training substitutes; COVID numbers; and bringing a mental health discussion into the meetings.

Dr. Jette reported school administrators are performing soft ALICE drills with students in the schools and there will be an actual Lock Down in January.

IV. OLD BUSINESS

A. Policies 2nd Reading:

● IHB, Class Sizes

Dr. Jette indicated that policy IHB has received no feedback from the community and is ready for final approval.

Mrs. Harrison mentioned that she did some checking with other districts and is still concerned that the Grade 1 class size exceeds 20. She indicated she is concerned because there is no paraprofessional in the room.

Mr. Bourque made a motion to approve Policy IHB. Mrs. MacDonald seconded. The motion failed 2-2-0.

Board members deferred the agenda item until Mrs. Hershberger returned to the meeting at 7:40 p.m.

7:40 PM: Mrs. Hershberger felt that the policy is clear and the parameters are fair. There was no further discussion of the policy.

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Mrs. Harrison made a motion to reduce the “not to exceed” number of students in grade 1 from 21 to 20 in Policy IHB. Mrs. Ames seconded. The motion failed 2-3-0, with Mrs. Harrison and Mrs. Ames supporting the motion.

Mr. Bourque made a motion to approve Policy IHB. Mrs. MacDonald seconded. The motion carried 3-2-0, with Mrs. Harrison and Mrs. Ames opposing the motion.

B. Coronavirus Review and Update

• Current Situation Update

Dr. Jette reported that in Hillsborough County new case numbers increased, but test positivity decreased. He noted that Litchfield numbers decreased slightly. School impact numbers remained at Medium all week; masking is Required at GMS and LMS; masking is Targeted at CHS.

Cases: GMS: 10 staff/36 students; LMS: 12 staff/65 students; CHS 7 staff/24 students.

Dr. Jette indicated he had a conversation with Mrs. Grantham today regarding a parent who disagreed with the decision of the Principal regarding a student case that just occurred. He noted that we are doing our best as cases pop up and situations occur, but parents are frustrated.

○ Discussion of Updated CoVax 22 Reopening Plan

Dr. Jette indicated that he does not yet have an updated plan because he is unsure of how to proceed based on the increase in cases in the schools and with the Omicron variant moving toward dominance. He suggested to wait until after the first of the year and decide our direction as the numbers are examined.

Mrs. MacDonald felt that we have to learn to live with this pandemic.

Mr. Bourque agreed, but noted that after the holidays most students will have had access to the vaccinations and restrictions may be able to be lightened by Martin Luther King Day. He indicated at that point we should make decisions according to the numbers in the schools.

Dr. Jette indicated the nurses and Administrative Team are concerned about the validity of home test results vs PCR test results.

Mrs. Ames expressed the following concerns: if remote days (parental choice) are counted as unexcused absences; revisit home tests in January because it is difficult for parents to go out and get a PCR test; requesting data on other schools/districts accepting home test results; and a concern that nurses are not administering medications at LMS and CHS, with students going to the Administrators for medication distribution.

Dr. Jette reported that the district is contacting temp agencies daily. He indicated he has had conversations with the Fire Department about the use of EMTs.

Mrs. Ames commented that these concerns need to be addressed or resolved. She acknowledged that Litchfield is not the only district dealing with this.

Dr. Jette indicated that these issues and suggestions will be discussed at the COVID meeting tomorrow morning.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Input

There was no public input.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 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: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

VIII. RETURN TO PUBLIC SESSION

Mrs. Harrison made a motion to return to public session at 9:45 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

The Board made a motion to accept the LEA Tentative Agreements for 2022-2024.

Mr. Bourque made a motion to ratify the LEA Tentative Agreements for 2022-2024 signed on November 2, 2021 and December 11, 2021. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to seal the Student Issues section of the December 15, 2021 Non-Public minutes. Mr. Bourque seconded. The motion carried 5-0-0.

IX. ADJOURN

Mrs. Ames made a motion to adjourn the meeting at 9:47 p.m. Mr. Bourque 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 January 5, 2022

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
Dan Mitchell, Principal, GMS
William Lonergan, Principal, CHS
Val Nelson, Director of High School Counseling
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 December 15, 2021:

Mr. Bourque made a motion to approve the non-public minutes of December 1, 2021. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Christopher Jamrog as Director of Technology at a salary of \$93,500, prorated from January 10, 2022. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to authorize the Superintendent to enter into a contract between NH Energy and the Litchfield School District. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to authorize the Superintendent to sign the LEA MOA as modified by the Board. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to ratify the LEA Tentative Agreements for 2022-2024 signed on November 2, 2021 and December 11, 2021. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to seal the Student Issues section of the December 15, 2021 Non-Public minutes. Mr. Bourque seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

- **CHS Program of Studies (Summary Overview Only - Voting to occur on 1/19/21) (10 minutes)**
 - Existing Format with Highlighted Changes/Comments
 - New Format with Incorporated Changes *(still in progress)*

William Lonergan and Valerie Nelson provided a brief overview of the 2022-2023 CHS Program of Studies.

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Mrs. Nelson reported that she started reviewing and editing the program of studies and sent out the information to curriculum facilitators and coordinators to ensure appropriate changes. She noted after making initial changes she is submitting the first draft for Board review and feedback. Mrs. Nelson further reported that a new vision for the Program of Studies has been crafted for the Board to review. She indicated that once the information is migrated to the new format they will comb through the document to finalize changes. She highlighted the major changes:

- History of Hip Hop has been replaced by American Music;
- College Prep Math course name has been changed to Integrated Geometry
- Advanced Math Topics course name has been changed to Algebra II with Trigonometry
- Effective Communication for the Everyday World has been added as a new course
- Civics & Economics have been reclassified for students to take in their junior year
- US History and Honors US History have been reclassified for students to take in their freshman year

Mrs. Nelson noted that the math courses names were changed to encapsulate what is actually being taught in those courses, but the material and curriculum is the same. She explained that the Effective Communication course was recommended by the counseling department. This course will focus on developing the skills necessary to communicate effectively with different audiences (e.g. peers, co-workers, bosses, teachers) both verbally and electronically (text, email). She reported that Civics and Economics courses will now be taught in the junior year and US History/Honors US History will be taught in the freshman year. She commented that the Program of Studies is published digitally and typically hard copies are provided for incoming freshmen, but she suggested that not all incoming freshmen need a hard copy.

Mr. Lonergan believes all incoming freshmen should have a copy of the program because we will have courses and we have an elective fair coming up for them where they will have the opportunity to speak with the teachers.

Mr. Bourque asked that a list of changes be added to the program for the Board to see.

Mrs. Nelson indicated she will prepare the document and noted that this is a draft and approval of the Board will be sought at the next meeting.

- **PERC Recommended Course Name Changes:**
 - **Math: Integrated Geometry & Algebra 2 with Trigonometry**
 - **Social Studies: American Music**
 - **Additional Credit Offering: Effective Communication**

Mr. Lonergan and Mrs. Nelson spoke about the course name changes, replacement courses and new course offering.

Mrs. Harrison made a motion to approve the Math name changes (Integrated Geometry and Algebra 2 with Trigonometry. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to approve the additional course offering, Effective Communication. Mrs. Hershberger seconded. The motion carried 5-0-0.

F. Community Input: 3 minutes per person

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.

Curtis Sampson, 12 Garden Drive, indicated he would like to provide some comments regarding the December 17 school evacuation, but would rather listen to what the Board has to say before commenting.

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- **Student Representatives Report**

Emma Ducharme and Emily West provided a brief report regarding Student Council December activities at CHS:

- Christmas Caroling at Canberra Community Village
- Made and distributed ornaments to the residents at Canberra
- Four days of CHS Spirit Week activities
- Teacher Holiday Breakfast
- Caroling for the Staff
- Door Decorating Contest.

Shout Outs: Liv Pilcher and Elayna Montenero for their work with the new “vlogmas” tradition (vlogmas are video blogs); Student Council for flexibility and approach to quickly changing situations; “Silent Night” boys basketball game; fixing main lobby tv to show student holiday pictures.

- **Close Community Input**

At this time, we thank everyone who provided the board with comments on tonight’s agenda. We have now ended public comment session #1, and the board will conduct its business in view of the public. No further comments can be made by the public during the meeting. There is a second public comment session scheduled prior to the end of the meeting.

G. Correspondence

Mr. Bourque reported that the following correspondence was received:

- Pete Stone, regarding the Tik Tok threat response
- Meg Leon-Guerrero, expressing appreciation for handling of the evacuation on December 17
- Will Henderson, expressed concern about communication for LMS on December 17
- Jim Norton, requested masking the first two weeks of January due to increasing numbers of covid cases
- Tyler Matthews, expressing his views regarding masking mandates and the ineffectiveness of masking (the correspondence was read into the minutes)
- Jim Norton, expressing thanks for keeping staff and students safe
- Tyler Matthews, commenting on information provided by Dr. Jette in his response
- Deb Leary, expressing concerns with quarantine guidelines
- LeAnn Romano, commented the mask mandates are illegal, the approved vaccine not available in the U.S., and stating she did not observe a covid overflow at the hospital during recent visits.

H. Comments:

- **Superintendent**

- o **Debrief of District-wide Evacuation**

Dr. Jette reported on the Monday following the evacuation we debriefed with the Emergency Management Team and all parties involved in the incident (i.e. fire, police, school administration, etc.). He indicated that we will be further debriefing this Friday. He noted that we brought together a clear record of what happened the day of the evacuation, what went well and what did not. Dr. Jette commented all communications received from the community regarding the district’s and schools’ handling of the evacuation are provided for the Board. He indicated that he did not receive Mr. Sampson’s comments until today. He mentioned that he has been in touch with Scott Lambertson, liaison at the NH Department of Homeland Security as well. Dr. Jette reminded the Board and the public that Emergency Planning is not for public discussion as we do not want to have the details of our response(s) in the public sphere in the event a “bad actor” is collecting information without our knowledge. He reported that the emergency plan was pretty well executed and a command center was set up, but the challenges were with communications (cell phone & wifi signal issues). He indicated that we have made adjustments to the way we communicate and we have planning to do regarding cell service in town.

- o **Music Concerns - Update**

Dr. Jette reported that a retired music educator has been hired as a long term sub for the music department at CHS and she started today, interacting with students in classes.

- o **Enrollment Dec 2021**

Dr. Jette reported there are 1,236 students in the district as of the end of December 2021.

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o Summary of LEA and LSSA Tentative Agreements

Dr. Jette provided the LSSA and LEA tentative agreement summaries to the Board. He noted that all changes have been summarized and cost breakdowns provided. He noted this was requested by the Budget Committee.

o Job Postings

Dr. Jette reported that applicants can now apply for employment with the district by using a QR code. He noted we are trying to make it as simple as possible for applicants.

• School Board

Mr. Bourque commended the Administrative Team, staff and students for the handling and coordination of the December 17 evacuation. He indicated the concern of the administrators at the time was the safety of the children and not the communication to the parents. He emphasized that communication is important, but the safety of the children is the first priority of the schools. He mentioned that Litchfield was one of the few districts that have had students in school from the beginning of the pandemic and have maintained the protocols from the State. He noted we have done a great job monitoring and coordinating through the pandemic. He believes what the district is doing is the right thing in trying to keep the staff and students in school and safe.

Mrs. MacDonald commented that Darrah Pond is a great place for evacuation of the high school. She indicated the coordination of getting the students reunified with their families went very well.

Mrs. Harrison commented that the staff had things under control at Darrah Pond. She noted that she went to the evacuation point for GMS and LMS and observed that things ran as smoothly as could be expected. She indicated that communications need to be improved and reunification needs to be streamlined.

Mr. Bourque commented that until an incident such as this occurs is when you find out what works and what does not.

Mrs. MacDonald asked about the membership of the District Emergency Management Team.

Dr. Jette indicated that he, Mr. Izbicki, Mrs. Flynn, the assistant principals, representatives from the School Board, the Fire Department and Police Department make up the membership of the Emergency Management Team.

Mrs. Ames commented that it is important to point out that community members need to bring comments and feedback directly to the Superintendent when it comes to emergency response and that social media is not the place to comment. She noted it is easy to criticize, but that it does not always make it to the people who need to hear it. She encouraged the public to communicate with the district office. She indicated that her observation is that everyone was top notch that day and the staff were calm. She commended the staff and Administrative Team for their coordination of the incident and noted the children were provided for and all made it home safely.

Mrs. Harrison mentioned if families have a child that is still upset about that day, they should reach out to the school administration to get the support they need.

Mrs. Hershberger expressed gratitude to the students who reported the threat.

Dr. Jette mentioned that there was a flash freeze today through which he was traveling to work. He indicated a town truck rolled over on Albuquerque Avenue and the town sent out alerts about travel hazards. He reported that the administration, airing on the side of safety, held students and staff until the temperature rose and the ground was salted.

II. GENERAL BUSINESS

A. Public Minutes:

• December 15, 2021

Mr. Bourque made a motion to approve the public minutes of December 15, 2021. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. REPORTS

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A. GMS Principal's Report

Mr. Mitchell provided highlights from his monthly report to the Board. He reported the GMS Chorus performed on December 9 at CHS with over 70 students from grades 3 and 4 participating; GMS held its first Child Find event for PreKindergarten in December with another planned in the Spring; the Grade 3 field trip to the SEE Science Center is scheduled for January 28; the field trip for Grade 4 to the State House will be rescheduled; the second quarter ends January 24 and report cards will be distributed February 2; Lego League will be starting soon, but registration is limited to 24 students and there will be a lottery for participation if the total registrations exceeds 24. Mr. Mitchell thanked the GMS PTO for all their support and activities.

B. Business Administrator's Update

Mr. Izbicki provided a financial update to the Board:

- General Fund Appropriation Budget for FY23 has increased by \$127,191 or 0.56%
 - \$183,363 or 1.01% increase in Salaries and Benefits
 - (\$56,172) or 1.26% reduction in Departmental Operations
- Food Service has been reduced by \$11,772 or 1.92%
- Grants Fund (Special Revenue) is held at \$575,000 as a placeholder
- Overall Gross Operating Appropriation is up \$115,419 or 0.48%
- The Budget Committee will meet on January 6 for final review
- The FY23 DRAFT MS-27 and FY23 DRAFT Default Budget have been provided for School Board review
 - Default is currently \$267,607 or 1.11% greater than current Budget Committee Budget.

● **FY23 Warrant Articles Draft**

Dr. Jette reviewed the Draft Warrant Articles with the Board:

Article 1: FY23 Operating Budget \$23,916,634; Default Budget \$24,184,241; reductions made by the Board in the operating budget resulted in a \$0.29 reduction in the tax rate impact.

Article 2: LEA CBA 2 Year Agreement: Year 1 cost \$351,187; Year 2 cost \$364,665; the Year 1 cost will be raised and appropriated resulting in a \$0.29 tax rate impact.

Article 3: Special Meeting if Article 2 is defeated.

Article 4: LSSA CBA 3 Year Agreement: Year 1 cost \$99,433; Year 2 cost \$98,202; Year 3 cost \$91,822; the Year 1 cost will be raised and appropriated resulting in an \$0.08 tax rate impact.

Article 5: Special Meeting if Article 4 is defeated.

Article 6: Middle School Renovations (heating/ventilation, lighting/controls, renewable energy): \$5,066,140, which will be on a 20 year Municipal Lease Purchase Agreement. Dr. Jette explained that the initial cost of over \$7M was reviewed with consultants to find reductions to the cost. He indicated that the consultants found \$2M in reductions and the cost of the first year lease payment will be \$168,310, which is a \$0.16 tax rate impact or \$80 increase in property taxes for a home valued at \$500,000. He provided a breakdown of costs and reductions to the project:

- North Branch Construction Project Scope: \$6,099,140 (heating/ventilation, lighting/controls, renewable energy)
- Solar Array & Energy Storage: \$1,400,000
- Project Total: \$7,499,140
- Assumptions:
 - Value Engineering - Mechanical \$0 (no assumption until contractor provides a cost estimate)
 - Value Engineering - Electrical: \$50,000 (reduction)
 - Bidding, Savings in Actual Costs: \$250,000 (reduction)
 - Microgrid Savings: \$1,400,000 (reduction)
 - Funding - Grants/Revenue: \$733,000 (ESSER III, Impact Fees, Capital Reserve funding)
 - Total Cost Reductions: \$2,433,000 - Total Cost to be Financed: \$5,066,140

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Dr. Jette explained that there were three items proposed to the Board as reductions:

- foundation insulation, kitchen renovation, locker room renovation: total cost \$980,000
- the Superintendent does not recommend cutting these out of the project as they are essential

Available funding for the project:

- Building Maintenance Capital Reserve recommended withdrawal \$150,000
 - Building Maintenance Capital Reserve current total \$289,106
- ESSER III Funds \$536,648
- Impact Fees: LMS \$44,378
- Pending Funding: Eversource Rebates: LMS \$180,000; CHS \$69,000

Dr. Jette indicated that ESSER II funds were used toward the cost of the LMS roof replacement, which was no cost to the taxpayers; installation of the solar array will result in boilers and oil tank removal and no reliance on fossil fuels, which results in savings.

Mr. Izbicki noted that the Capital Improvement Reserve Fund total is \$821,057, but they are not recommending using any funds from this account toward the LMS project.

Solar Field:

Dr. Jette explained the original goal was to purchase the solar array and make it part of the funding; however, the consultants found investors who will purchase and own the solar array and we will buy that back from them at a cost of \$89,031 per year. At the end of year 6, the district will pay a lump sum buyout cost of \$376,000, which will result in a total cost of \$910,068 toward the \$1.4M solar grid. The remaining \$500,000 difference will be realized through tax credits taken by the investors since the school district does not qualify for federal tax credits. The contract between the district and the investors will be written by the attorneys.

MLP (Municipal Lease Purchase) Estimates:

A 20 year MLP is recommended with an interest rate of 2% that results in a payment of \$307,545 per year; A 15 year MLP with an interest rate of 2% results in a payment of \$391,213 per year.

Based on information received, interest rates will increase three times over the next year and electricity and fuel cost are increasing significantly. The Board will decide the term of the lease purchase.

Cost Avoidance:

At the conclusion of the project, the following operating costs will be available to apply toward the lease payment:

- Electricity savings (LMS): \$64,000
- Oil savings (LMS): \$49,000
- Total available funds in the operating budget: \$113,000
- Annual lease payment: \$308,000
- Cost Avoidance: \$113,000
- New Total of funds to raise and appropriate: \$195,000 (\$0.16/\$1000 tax rate impact)

Dr. Jette indicated the State has informed the district that the oil tank at LMS has to be replaced by next year or we will be in violation.

Mr. Izbicki commented that the total amount on the warrant has been reduced significantly and construction documents have been sent out. He mentioned that the risk lies with the investors, but we will have a contract that protects us.

Dr. Jette mentioned the other risk is if the solar array does not deliver as much power as we expect, we will have to pay Eversource for what we draw off the power grid, but it is the investors' responsibility to ensure that the array is built accurately so that we do not have to pay additional costs to Eversource. He indicated that this will be presented to the Budget Committee and they have heard that an MLP is not for a district and believe bonding is the right method. The Board has heard from the district's attorney that an MLP is appropriate in this case.

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Article 7 has two options:

- Option 1: place \$125,000 of unassigned balance funds into Expendable Trust for architectural fees with no tax impact
- Option 2: raise and appropriate \$125,000 for architectural fees, which would be a \$0.10 tax impact

Tax rate impact for all articles with option 1 on article 7 = \$.24/tax impact

Tax rate impact for all articles with option 2 on article 7 = \$.34/tax impact

School Board Voting on Warrant Articles:

Mr. Bourque made a motion to recommend Article 1, FY23 Operating Budget, with a total of \$23,916,634. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to recommend Article 2, LEA CBA. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to approve Article 3, Special Meeting if Article 2 is defeated. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to recommend Article 4, LSSA CBA. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to recommend Article 5, Special Meeting if Article 4 is defeated. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to recommend Article 6, LMS Project Municipal Lease Purchase. Mrs. Ames seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to recommend Article 7 Option 1, to place \$125,000 of year end unassigned funds in the Capital Improvement Expendable Trust for architectural fees for a new elementary school. Mrs. Harrison seconded. The motion carried 5-0-0.

○ **Budget Hearing Presentation Discussion**

Dr. Jette reminded Board members that the Budget Hearing is scheduled for January 13. He indicated that the Board should be prepared to speak on Article 6, LMS Project.Mike - hearing on Jan 13 - prepare for Article 6

○ **Deliberative Session Presentation Discussion**

Dr. Jette indicated that he and Mrs. Harrison will work on the presentation for the Deliberative Session.

● **FY23 Default Budget Draft**

Mr. Izbicki reviewed the FY23 Default budget, which reflects reductions and/or increases from the previous year, as well as contractual costs. He noted that the CBA costs are not included in the Default budget.

C. Committee Reports

● **Budget Committee**

Mrs. Harrison reported that the warrant articles were presented at the December 16 meeting.

● **Facilities Improvement Committee & GMS Review**

Mr. Bourque reported that the Committee discussed land options, the next session of the Community Forum and energy cost increases.

● **Emergency Management Committee**

Mr. Bourque reported the Emergency Management Team met on Monday, December 20, to debrief the evacuation incident. He noted there was good discussion about what worked, what did not work and what to do going forward.

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- **Grading & Reporting Committee**

Mrs. Hershberger reported the committee worked on relearning plans and edits.

- **PERC**

Mrs. MacDonald reported the committee discussed changing the Honors classification on courses.

- **Wellness Committee**

Mrs. Hershberger reported that the committee is looking for community members to join. She indicated the committee reviewed a draft vision, which will be brought to the schools for input and they are looking at the current Wellness policy to update. She noted the committee is looking at ideas for a quarterly newsletter.

- **IV. OLD BUSINESS**

- A. Coronavirus Review and Update**

- **Current Situation Update (Dec 2021)**

Dr. Jette reported the December covid numbers were in the medium range with required masking at GMS and LMS.

- **Current Situation Update (Jan 2022)**

Dr. Jette reported that the covid numbers and absences at all three schools are running higher upon returning from winter break. January 2022 numbers: GMS 7 staff/12 student cases; LMS 5 staff/21 student cases; CHS 8 staff/17 student cases. Staff absences are higher as well. He indicated that preschool classes were canceled this week due to staff absences, which made it impossible to run the program.

- **Discussion of Updated CoVax 22 Reopening Plan**

Dr. Jette indicated that any updates to the reopening plan are on hold as we are waiting to see what happens in the schools and in the state by January 19. He reported that the Covid meetings will increase to weekly meetings.

- **Phased Outages**

Dr. Jette commented that with the current staffing shortages we have to start thinking about different solutions to keep our students in school and keep them in instruction. He shared with the Board that he asked principals to think about phased outages as a solution. A phased outage is one in which one grade from each school is off for a week so that the staff in the buildings can serve the remaining grades. He indicated that with the number of staff absent and the situation becoming dire with entire classes not receiving instruction from a teacher in person. He felt that with proper notification it should be possible to do, since parents can find coverage when it is a snow day or weather day off.

Mrs. Ames believes that the Superintendent and building administrators should have the discretion to make the decision.

- **Pre-School Cancellation - Tuition discussion**

Dr. Jette reported that with the cancellation of preschool this week, some families reached out to ask for a tuition reduction. He feels that they should have a reduction.

Mrs. Ames agrees that we should be flexible, but pointed out that daycares do not provide a reduction because they still have to pay their staff.

Mrs. Harrison asked if there is a possibility of adding a remote option.

Dr. Jette indicated if the Board does not support a tuition reduction we can entertain an option.

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With reference to the discussion regarding phased outages, Mrs. Ames asked if it is possible that the elementary school has less outages because the middle and high school students are able to stay at home more independently.

Dr. Jette indicated that he is hearing that the Board is not against the idea of phased outages. He noted he will be meeting with the Administrative Team tomorrow and will provide this feedback. He noted the Commissioner of Education has been clear about being strategically responsible to keep the schools open with limited impact and without shutting a school down.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Input

Curtis Sampson, 12 Garden Lane, commented that he has three children in the schools, is active in the community and serves on the Planning Board. He spoke about the comments he made on social media about the evacuation. He indicated that he is concerned about the district's emergency plan and that his statements tonight are not intended to be personal attacks. He made the following statements:

He voiced concern that the emergency plan is not provided to parents. Communication was literally non-existent. Communication should have been sent to parents to inform them of what was happening. There should be an incident command system. This was a live incident and we should not be finding out during a live incident that there was no communication. The only communication he received that the students were evacuated and would be dismissed was at 9:18 a.m., which was an hour later. You caused a panic because you did not communicate with parents. You say the primary goal is to keep the children safe, but there were parents that went to the schools during a lockdown to get their children and they were allowed to pick them up. You failed there and the plan failed there. Not using the emergency communication towers is a failure. You sit there and say a group from this Board put a plan together and are now reviewing that plan and say we can now identify what we put in this plan is naive. For the Board to not reach out to the community is ignorant. You should be able to share parts of this information.

Mr. Sampson commented that he was frustrated about the situation and put things on social media, which does not make it right, but people should not find out about this on social media.

Dr. Jette commented that he would like an opportunity to sit down and engage with Mr. Sampson. He indicated that he will schedule a meeting date.

Kevin Noviello, 6 Nathan Drive, commented that he has two children in the schools. He commended the staff and students for their actions and behaviors on December 17. He indicated that communication was not good and he did not receive communication for his children. He asked about the software program used to communicate to families.

Dr. Jette indicated that the district uses PowerSchool messaging to communicate by text, email or phone call.

Mr. Noviello indicated he never received a text or email. Dr. Jette and Board members tried to explain that there is an opt in for text messages. Mr. Noviello did not seem to grasp the explanation and a lengthy discussion occurred.

Mr. Noviello was also concerned about a demerit slip his child received for not putting his mask over his nose. He stated that his child has been told by a teacher to tape his mask over his nose. He also noted that the paraprofessional in the classroom points out students that do not have their masks over their noses, which is not the way teachers and staff should act. He indicated that he spoke to the teacher and assistant principal and was not satisfied with their responses. He commented that at awards night, he observed that no one was wearing masks. He commented that when he has walked into the LMS office no one is wearing a mask. He suggested providing an option for masking. He commented that even with vaccinations people are still getting infected.

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

Mr. Bourque reported that Mrs. Leary texted him during the meeting and asked for her letter to be read since he missed the point when sharing the point of her correspondence regarding the spread of Covid and household contacts and quarantine.

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

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

Upon a motion by Mrs. Harrison, the Board entered into non-public session at 8:10 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 adversely affect 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: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Ames, the Board returned to public session at 9:40 p.m. Mrs. Hershberger seconded. The motion carried 5-0-0.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:40 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Executive Assistant to the School Board

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



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

Approved Minutes for January 19, 2022

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
Jenn Grantham, 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 5:10 p.m. She announced that there was no cable operator in attendance.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from January 5, 2022:

Mr. Bourque made a motion to approve the non-public minutes of December 15, 2021. Mrs. Hershberger seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● LMS Robotics

Mrs. Grantham introduced Mrs. Corbeil and the Lego Robotics student representatives who prepared a video of accomplishments for the Board.

Students demonstrated the robots they built for the recent competition and the awards they won at that competition. Students commented that by participating in Lego Robotics they are presented with real world problems for which they try to discover solutions through research and ideas. Students also learn to add code to the robots they build.

Mrs. Grantham thanked the students for presenting to the Board. She indicated they put in an inordinate amount of hours.

(Cable operator arrived at 5:29 p.m.)

F. Community Input: 3 minutes per person

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.

Linda Small, 29 Stark Lane, expressed concerns about the unresolved problem of her child getting remote instruction due to keeping him out of school because of the pandemic. She indicated that she spoke with the special education department and the problem is not resolved.

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Mrs. Harrison suggested that the Board enter non-public session out of respect for the privacy of Mrs. Small's son.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 5:29 under RSA 91-A:3II (c) Matters, which, if discussed in public, would likely adversely affect 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: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

III. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 5:39. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

Mrs. Harrison asked if there was any other public input. Hearing none, community input was closed.

G. Correspondence

Mr. Bourque reported that correspondence was received from:

Jenn White and Erika Donahue regarding changing the COVID protocols in the schools and aligning with the State protocols.

Mike Breton who asked for data and links on the protocols the schools are following and masking.

Debi Leary who is concerned about vaccinated people coming to work even if they are or were exposed to COVID.

H. Comments:

- **Superintendent**
 - o **Community Dialogue Session Debrief**

Dr. Jette reported there was a small turnout at the third Reimagining GMS community forum. He noted that Susanne Angarano and Kyle Barker presented the next phase of the process and presented conceptual renderings of characteristics of the school, but it was not an official design. He indicated he spoke to some folks after the session ended who were very supportive of a new school and interested in community engagement.

Mrs. Harrison commented that she was frustrated with the number in attendance, but did see a few new faces. She indicated that there were good questions asked. She noted it is difficult to hear people who do not attend the sessions respond that a new school is not needed.

Mrs. Hershberger felt it was interesting that some people commented that they would like to see the 5th grade move back to the elementary school. She noted that it was pointed out the middle school is appropriately sized for grades 5-8.

Dr. Jette commented it was important when Mr. Barker and Ms. Angarano stated when we were asked to take on the project they were asked to build a K-5 school, but after additional research we learned the land at LMS cannot support another building. He reported that we have been researching options and the best solution is to find another location in town for the school. He indicated once we have reconfigured the locker room space LMS there will be two additional classrooms and the school will have the space they need.

Mr. Bourque reminded the public that all the information for the project and from the dialogue sessions will be available on the Reimagining GMS website.

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o Budget Hearing Feedback

Dr. Jette asked the Board for feedback from the budget hearing held on January 13, 2022.

Mr. Bourque requested that Mrs. Harrison ask the Budget Committee Chair if he is going to place the town budget and school budget year over year increase percentages in his slides.

Mrs. Harrison reported that the Budget Committee held a meeting following the hearing and voted to recommend the LEA and LSSA CBAs.

o Deliberative Session Prep

▪ Location

Dr. Jette reported that the School District Deliberative Session will begin at 10 am on February 5. He indicated he met with the Town Emergency Management team on Monday and determined that it is up to the Governing Body to determine the location of the meeting. He indicated the EM Team felt the meeting should be in the gym and requested the Board make a motion to hold the meeting in CHS Gym. He noted that masks are required in the building; however, this is a public meeting and he is unsure if we can require that, but we can separate masked and unmasked people.

Mrs. Harrison made a motion to hold the School District Deliberative Session in the CHS Gymnasium on February 5, 2022 at 10:00 a.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

o Extend Contract: C Niebling

Dr. Jette reported that Mr. Niebling has been contracted to communicate with the public with regard to the proposed new elementary school project and the LMS renovation project. He recommended extending his contract. He noted Mr. Niebling has been a Moderator in another town and knows how to communicate with the public, and he has experience with the proposal of a new school. He indicated that Mr. Niebling agreed with the 'not to exceed amount' in the contract of \$10,000.

Mr. Bourque made a motion to approve the extension of Mr. Niebling's contract with the stipulation the contract cost will not exceed \$10,000. Mrs. Harrison seconded. The motion carried 5-0-0.

o Governor's Proclamation

Dr. Jette reported that the State offered a SEED grant for energy projects in school districts. He indicated that Dick Henry (energy consultant) applied for the grant for the CHS lighting project and the district was awarded a grant for \$80,000 to use toward the project. He noted that impact fees will be used toward the project as well. He reported that CHS was recognized by Governor Sununu and the Executive Council at the meeting of the Executive Council recently and Mr. Lonergan and the AP Government students were in attendance.

o CHS Program of Studies - 2/2/22

Dr. Jette reported that the CHS Program of Studies, which was presented in draft form at the previous Board meeting, is not ready to bring back to the Board for approval. He indicated that a decision was made to present the final draft to the Board at the February 2 meeting.

• School Board

Mr. Bourque asked about a lighting project at LMS. Dr. Jette indicated that the district is seeking a quote for that project.

Mr. Bourque asked if the district can get a quote for the exterior of GMS because it is very dark. Dr. Jette offered to talk to the contractors about GMS.

Mr. Bourque asked if the LMS roof is near completion. Dr. Jette indicated that the project has been running behind due to the number of workers that are available to perform the work. He noted that bids are out for the LMS project for the summer and contractors are concerned about the availability of laborers.

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Mr. Bourque asked about self-transporting for athletics. He indicated that other districts are doing that because they could not get transportation. Dr. Jette indicated that he will ask the Athletic Director find out about self-transportation for athletes.

Mrs. Hershberger asked about competency recovery days. She indicated that she sent an email to the principals, but the status of the student's competency needs to be made more clear so students know if they have to attend school on those days.

Dr. Jette indicated he will ask Mr. Lonergan to get a communication to all families tomorrow. He noted that he spoke with Mr. Lonergan yesterday and the question is 'what was communicated to the students and if they understood what they have to do, and how they will log in'.

II. GENERAL BUSINESS

A. Public Minutes:

- **January 5, 2022**

Mrs. Harrison made a motion to approve the January 5, 2022 public minutes. Mr. Bourque seconded. The motion carried 5-0-0.

III. REPORTS

A. LMS Principal's Report

Mrs. Grantham shared highlights of her report with the Board:

- Enrollment numbers have not changed
- Girls and Boys Basketball teams had solid seasons
- Acknowledged and thanked the PTO for their work
- Ms. Vittands was recognized from the Wasabi Fenway Bowl Honor Roll for excellence in teaching
- Great teamwork for our door decorating for the Christmas holiday
- The Giving Tree collected over \$2,600
- Teachers are working on a building toolbox for quarantined students that will include lessons and activities on Google Classroom.

Mr. Bourque suggested recording lesson plans or lessons for the day for the students at home quarantined.

Mrs. Grantham commented that teachers are working very hard to help all students and are working with the students to help them get caught up. She reported that the roof construction should be wrapping up at the end of January, weather permitting; the Washington DC trip has been canceled because it was becoming evident that it would not end up being a class trip due to Covid concerns; lockers have been issued to all students for use and storage, which has worked out very well; we worked on iReady Benchmarking; two book studies are commencing at LMS. Mrs. Grantham indicated that the Covid status for LMS is extending mask wearing to January 28. She reported that students have raised over \$4,000 toward the DC trip with the Cheesecake fundraiser and we will keep a close watch on those funds.

B. Business Administrator's Report

- **FY23 Warrant Articles - (Board to revote Article 1)**

Article 1 - Operating Budget

Dr. Jette reported that the Budget Committee voted to reduce the operating budget by \$150,000 at the January 6 meeting. He indicated the new operating budget total for the Board vote on is \$23,766,634. He noted that the Budget Committee's rationale was that there is money in the Special Education Reserve fund that can cover the reduction. He commented that they left the district in a precarious situation where we are bringing an extremely lean budget to the taxpayers.

Mr. Bourque expressed disappointment that the Board did as they asked and brought in a budget with a reduction and they still voted to reduce it even more.

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Mrs. Ames indicated that she does not support the new operating budget total with the reduction to special education and that she is proud of the budget the Board brought to the Budget Committee.

Mrs. Harrison made a motion to recommend Article 1, FY23 Operating Budget, with a total of \$23,766,634. Mr. Bourque seconded. The motion failed 0-5-0.

Article 1 was not recommended by the School Board by a vote of 0-5-0.

Article 6 - LMS Project

Dr. Jette reported the Budget Committee voted not to recommend Article 6. He believes once we get more solid numbers from the contractors we can vote to amend the article at Deliberative Session.

New Article

Dr. Jette reported that he had a conversation with Attorney Graham today regarding land acquisition for the proposed new elementary school. He explained in order for the district to purchase land, the voters have to approve it on the warrant and if we do not have an article this year we will have to have one for next year. He indicated if we do not have a specific lot of land the architects cannot design a building.

Dr. Jette noted that the options are as follows: a) petition the court for a special meeting since it is an emergency; b) unassigned fund balance contingency. The law for school districts to retain money from the unassigned fund balance was amended in 2020 and states that the district, by vote of the legislative body, can vote to use any unused balance of the general fund to retain and that the amount does not exceed 5% of the current fiscal year's net assessment. A public hearing would have to be held to expend the funds and an annual accounting presented to the Board. He noted that Attorney Graham's rationale is that it gives the district a funding mechanism to purchase land and a stronger position. He indicated he is proposing that an article for a contingency fund be added to the warrant and recommended using the language the attorney suggested.

The Board discussed how to present and word such an article, as well as what the article means in regard to use of the funds.

Article 8: Shall the District adopt the revisions to RSA 198:4-b, II enacted in 2020, which allows the District to retain up to 5% of the District's net assessment in any year, allows the expenditure of any amount retained after the School Board first holds a public hearing, and further requires the School Board to include a report on the retained fund balance in its annual report to the District?

Mr. Bourque made a motion to add and recommend Article 8 as presented. Mrs. Harrison seconded. The motion carried 5-0-0.

C. Committee Reports (all committees will be listed on agendas; however, all may not have a report)

- **Budget Committee**

Mrs. Harrison indicated she provided a report earlier in the meeting under School Board comments.

- **Facilities Improvement Committee**

Mrs. Harrison reported that the committee met on February 12 and discussed the LMS project and how to present it to the public.

Dr. Jette indicated that the committee used the meeting as a workshop to try to work on helping people understand the project cost and savings.

- **Wellness Committee**

Mrs. Hershberger reported the committee meeting has been rescheduled.

IV. OLD BUSINESS

A. Coronavirus Review and Update

- **Current Situation Update (Jan 2022)**

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○ **Discussion of Updated CoVax 22 Reopening Plan**

Dr. Jette reported that masking is required in all buildings and is extended through January 28. He indicated that families that have questions regarding student quarantines and returning to school were advised if students are quarantined and come back to school they will have to wear a mask.

Mrs. Harrison asked if we are exposing people to more risk if we are allowing fully vaccinated individuals to come back earlier.

Dr. Jette noted that the definition of fully vaccinated is 2 doses of Pfizer or Moderna or 1 dose of J & J; the definition of up to date is fully vaccinated and received the booster. He explained that quarantine starts from the date of the last exposure.

Mr. Bourque suggested accepting home test results.

Dr. Jette indicated school nurses are accepting home test results that are positive. He explained the challenge is if the test is negative and they find that it is erroneous. He reported the district is now fully staffed for nurses.

Mrs. Harrison commented perhaps if we have criteria for a home test maybe more parents will test at home instead of sending their children to school with a cold or sniffles.

Mr. Bourque commented it comes down to trusting people to do the right thing.

Mrs. Ames commented that vaccinations are open to ages 5 and up. She indicated as we move closer to higher numbers of vaccinations, we should accept home test results.

Mrs. Hershberger commented that double testing in 24 hours is viable.

Mrs. Ames commented that we are at the point where personal responsibility is paramount. She indicated we cannot police this any more.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Input

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 by Mr. Bourque, the Board entered into non-public session at 8:06 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 adversely affect 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: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 9:15 p.m. 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.

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IX. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 9:15 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 February 2, 2022

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
William Loneragan, Principal, CHS
Michele E. Flynn, Administrative Assistant

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

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

5:00 p.m.

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

The Board entered into non-public session at 5:00 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 adversely affect the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

The non-public session ended at 5:37 p.m.

I. PUBLIC SESSION

5:30 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 5:42 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 January 19, 2022:

Mr. Bourque made a motion to approve the non-public minutes of January 5, 2022. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● CHS Athletics: CAL (Campbell Athletic League)

Director Knight was joined by Catherine Carignan, Brooke Stonicus, and Bria Soule who provided a presentation regarding the Campbell Athletic League for the Board. Ms. Carignan, Ms. Stonicus and Ms. Soule are the athletic leaders and explained that the requirements for CAL to be counted as a club are that each member must have 10 hours of service and get any chords senior year. This league brings athletes together in one club since athletes do not join a lot of clubs. Ways to get the hours include selling tickets at sporting events. Three years prior, CAL attended a leadership conference at Mount Washington, but it was not offered during the covid years. Last year CAL hosted an equipment drive in which they sent equipment that was in good shape, but unwanted, to the Nashua Special Olympics organization. Goals include: a Spring Powder Puff Tournament; Increase Support of Mental Health for athletes.

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F. Community Input: 3 minutes per person

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.

- **Close Community Input**

G. Correspondence

Mr. Bourque reported that there was correspondence that was received by the Board from:

- Holly Campos, who is concerned about the length of time of quarantine for her child;
- Don Pomerleau who is concerned that children in middle school are getting detention for not pulling up their masks over their noses; he does not agree with masking; he linked an opinion article about masking;
- Melissa Rakiey, who sent a link to the article mentioned by Don Pomerleau;
- Claire Chew, who is concerned about the science teacher turnover at CHS;
- Deb Bremberg, who is in support of changing the mask policy;
- Tyler Matthews, who is not in support of masking in school; believes that masking results in damage to children's socialization; concerned schools are teaching students not to question authority. His email was read aloud.

H. Comments:

- **Superintendent**
 - **Deliberative Session Prep**

Dr. Jette asked Board members who would present the warrant articles at Deliberative Session.

- **Warrant Articles**

Article 1: The Budget Committee Chair presents the budget article and the School Board Chair responds.

Article 2: Mrs. Ames will speak to the article.

Article 3: Mrs. Ames will speak to the article.

Article 4: Mrs. Hershberger will speak to the article.

Article 5: Mrs. Hershberger will speak to the article.

Article 6: Dr. Jette will speak to the article.

Mr. Izbicki mentioned that the amount of the lease in the article is not final and will be amended at Deliberative Session.

Dr. Jette commented that contractors have been reluctant to bid because of the labor shortage and delay in parts shipping and may go up slightly. He indicated there is a possibility that we may benefit from what the Governor signs. He noted we will look for other funding mechanisms.

Article 7: Mrs. Harrison will speak to the article.

Article 8: Mrs. Harrison will speak to the article.

- **Enrollment January 2022**

Dr. Jette reported there are 1,234 students enrolled in the district. He reported further that, at this time, there are 42 Kindergarten registrations and 83 Grade 1 registrations.

- **March 2, 2022 SB Meeting**

Dr. Jette mentioned that the March 2 meeting of the Board has been scheduled during the week of February vacation. He suggested the Board can reschedule to February 23 or March 7. He recommended the meeting agenda be brief and include teacher nominations and the evaluation of the Superintendent.

Board members decided to reschedule the March 2 meeting to March 7, 2022.

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- **School Board**

Mrs. MacDonald commented that she agreed with what Tyler Matthews had to say in his correspondence. She commented that the number of cases in the town are down and it is difficult to recognize people wearing masks. She indicated we said once everyone is able to get vaccinated we will be mask free. She believes that people should not be segregated when seated at Deliberative Session.

Mrs. Harrison commented that she does not agree with everything Mr. Matthews stated. She agreed that everyone has had the time and access to vaccinations and it is time to have mask optional status.

Mrs. Hershberger indicated that the decision mechanism needs to be revised.

Dr. Jette recapped what has occurred with Covid protocols to date: when we had access to vaccinations the goal to become mask optional or mask free was January 1, 2022; coming off of December vacation that deadline was extended to January 18; Omicron occurred and the date was extended further; now we have peaked and have to have that conversation.

Mrs. Ames commented that the town she came from started a Meet the Teacher and Paraprofessional in their school district, which she feels is a good idea. She asked if the district can work with the LEA to do something like this in our schools.

II. GENERAL BUSINESS

A. Public Minutes:

- **January 19, 2022**

Mr. Bourque made a motion to approve the public minutes of January 19, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

III. REPORTS

A. CHS Principal's Report

Mr. Lonergan reported that CHS will have competency recovery data by Friday and students will be in the course selection process starting Monday.

Mrs. Nelson indicated that she will meet with juniors individually; will meet with sophomores on Monday, then Freshmen; she will go on Wednesday to LMS to help 8th graders with their course selections; Parent Night is Thursday. She commented that she met with the guidance counselors at LMS and decided that copies of the Program of Studies will not be printed, but a packet will be distributed to the students on Parent Night. Mrs. Nelson reported there have been 125 schedule changes for the second semester.

- **2022-2023 Program of Studies**

- **Changes to Program of Studies**

Mrs. Nelson indicated that the design of the Program of Studies is new and engaging, with updates to courses and embedded links in the table of contents. She noted that some courses were removed because they have not run in years and are not expected to run.

Mrs. Harrison passed along edits that she believed should be made to the program.

Mrs. Harrison made a motion to approve the 2022-2023 CHS Program of Studies with suggested revisions. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Lonergan reported that graduation preparations have been started with communications to parents. He commented that he hopes to be able to do a more traditional graduation this year. He indicated that the administration is looking at award ceremonies, senior activities, senior scholars and how to do scholarship night. He noted that caps and gowns will be done early this year due to supply delivery issues.

Mr. Bourque asked if the graduation date had been determined. He requested that a graduation date proposal be brought to the Board at the next meeting.

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

B. Business Administrator's Update

Mr. Izbicki provided the district financial statements for the general fund and food service fund. He reported the general fund is 94% encumbered and, based on revenues and federal reimbursements in food service we are building a fund balance again. He noted that based on conversations with the Food Services Director the amounts the federal government reimburses for breakfast and lunch increased January 1.

- **Dining Report Jan 2022**

Mr. Izbicki reported that the amount of breakfasts served this year has exceeded the total number of breakfasts over last year by 1,800; and the amount of lunches served is 11,000 over the previous year.

C. Committee Reports

There were no committee reports.

IV. OLD BUSINESS

A. Coronavirus Review and Update

- **Current Situation Update**

Dr. Jette commented there is not much to report for February; however, there has been a steady decline in January where we went from high impact to medium impact for GMS and LMS, and medium impact to low impact for CHS. He announced at this time GMS is at medium impact and required masking; LMS is at medium impact and required masking; CHS is at medium impact and targeted masking.

- **CoVax 22 Reopening Plan**

Dr. Jette shared the CoVax guidance with the Board. He reported the state is issuing a new tool kit and we will have to make amendments to the quarantine/isolation procedures. He indicated the Commissioner has stated that schools cannot keep requiring a negative test to return to school and nurses have been tasked to come up with what protocols would look like to start accepting home tests. Dr. Jette noted that the Board discussed going with a 2 tier system: green (personal responsibility) and yellow (targeted which includes required).

Mrs. Harrison suggested that personal responsibility should be the protocol for the low impact status; all green for medium impact; yellow for high impact.

Mr. Bourque felt that we are at the point of personal choice at all three schools.

Dr. Jette pointed out that we are at the point where we started the school year at substantial and stayed at substantial; we are at the point where people have had access to the vaccine; and we can now modify which students or classes wear masks correlating to their grade level impact numbers.

Mrs. Ames agreed with Dr. Jette's assessment, but commented it has to be personal responsibility at this point because we cannot police them forever.

Mrs. Harrison believes that if children are out of school with Covid, they should wear a mask upon return to school. Mrs. Ames commented that it is the parents' responsibility. She asked if the masking decision is tied to the kits and if we can start the new protocol for masking tomorrow.

Dr. Jette commented we have always started a new protocol on a Monday because we make the prediction for the next week, but we can do it on Friday (provided there is school that day).

Mrs. Harrison made a motion to move to a 2-tier masking protocol system consisting of personal choice for low and medium impact; and targeted masking for high impact. Mrs. Ames seconded. The motion carried 5-0-0.

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- **Policy Discussion: BEDH, Public Participation at School Board Meetings**

Mrs. Harrison requested that Policy BEDH be placed on the agenda and to discuss inconsistencies in public participation procedure. She feels that the procedure has been inconsistent with what we should be doing and that this is in reference to responses to correspondence and questions from the public.

Mr. Bourque commented that the last several weeks of correspondence have been more about masks and changing policy and he does not feel that he should respond to that. He believes that the correspondence should be forwarded to the appropriate people, but instead it becomes a discussion at the board level, and most of the complaints we get are not our jurisdiction. He noted that much of it cannot be answered unless there is a board discussion.

Mrs. Ames suggested that perhaps we can better communicate what our response is going to be, such as an automatic reply to board email to let the public know their email has been received. She commented that the expectation of a response is challenging because we need to know if they have followed the chain of command before we respond. She indicated that we have to be careful with public input because we have fallen into the habit of interacting with the public and that cannot happen. She explained that even though it is our policy we need to reset those expectations for the public and we may not even have the authority to engage on most matters.

Mr. Bourque commented he has been on the Board for 9 years and we try not to engage with the public. He observed that one thing that is done is solicitation of members of the audience on many occasions and we should not be doing that.

Mrs. Harrison indicated she would like to revisit the policy and write down the expectations for public input.

Mrs. Ames commented we have to consistently follow the policy, such as correspondence can be attached to the minutes, but cannot be read. She indicated that for public input it is appropriate for the public to provide their input, but we should not respond if that is the decision. She noted there needs to be clarification on what is the right forum from what has been posted on social media.

Mr. Bourque indicated in cases where they come to the Board, but it is not the right forum, we should stop them.

Mrs. Harrison was supportive of having an auto reply for School Board email. She suggested that included with the agenda, there should be the expectation that the Board cannot respond on an item not being discussed on the agenda until they have discussion or decision, and have the Superintendent respond with the Board decision or response.

Mrs. Ames commented that every correspondence deserves to be read and deserves to be attached to the minutes.

Dr. Jette indicated that correspondence is sent from the Vice Chair to the Executive Assistant and is included in the minutes, but should not be read at the meetings. With regard to public input, he shared his experience at Merrimack Valley where the Board would ask the community member what agenda item they were speaking to in the first input session, and that the second input session was for any other matter of school related concern.

Dr. Jette commented that a response is not necessarily a separate written response to the person who wrote correspondence or who is commenting during public input. He explained that to the people watching the meeting who do send in correspondence, if the Board acts or discusses it, then that is the response. He suggested that we revise the policy, share it with Board members to comment on and bring it to the next meeting.

V. MANIFEST

The manifest was circulated and signed by the Board.

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

VI. PUBLIC INPUT

A. Community Input

Darlene Gymziak, Food Service Lead, commended the LMS students who are participating in the breakfast program. She noted the numbers are phenomenal.

Mrs. MacDonald, commenting as a parent, asked if the non-masking will apply to school buses.

Dr. Jette indicated that is under federal law and masking is still required on school buses.

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

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

Upon a motion by Mrs. Harrison, the Board entered into non-public session at 8:13 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 adversely affect 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: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 8:55 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 8:55 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Executive Assistant to the School Board

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



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

Approved Minutes for February 5, 2022

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
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

1:45 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 1:45 p.m.

B. Pledge of Allegiance

C. Warrant Article Reconsideration

Board members reconsidered their recommendations on Article 6, LMS Renovation Project, and Article 8, Contingency Fund, following discussion and amendment at the February 5, 2022 School District Deliberative Session.

ARTICLE 6 (as amended at Deliberative Session 2/5/2022)

Shall the Litchfield School District authorize the School Board to enter into a 20 year municipal lease agreement in the amount of **\$4,950,000** for the purpose of funding the Litchfield Middle School project including but not limited to building renovation, heating and ventilation, lighting and controls, and renewable energy, and further to raise and appropriate the sum of **\$195,000** for the first year's payment for that purpose? This lease agreement contains an escape clause. *Majority vote required.*

Estimated Tax Impact (per \$1000): \$0.16

Mrs. Harrison made a motion to recommend Article 6 as amended on February 5, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

ARTICLE 8 (as amended at Deliberative Session 2/5/2022)

Shall the District adopt the revisions to RSA 198:4-b, II enacted in 2020, which allows the District to retain up to 0.25% of the District's net assessment in any year, allows the expenditure of any amount retained after the School Board first holds a public hearing, and further requires the School Board to include a report on the retained fund balance in its annual report to the District?

Mrs. Harrison made a motion to recommend Article 8 as amended on February 5, 2022. Mr. Bourque seconded. The motion carried 5-0-0.

II. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 1:55 p.m. Mr. Bourque 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 February 16, 2022

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
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 & Pledge of Allegiance

Mrs. Harrison called the meeting to order at 5:05 p.m.

B. Review & Revision of Agenda

There were no revisions to the agenda.

C. Summary of Non-Public Actions from February 2, 2022:

Mrs. Harrison made a motion to approve the non-public minutes for January 19, 2022. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to release Kurtis Virkaitis, CHS Science teacher, from his contract subject to finding a suitable replacement. Mr. Bourque seconded. The motion failed 0-5-0.

Mrs. Harrison made a motion to approve the resignations (retirement) of: Kathleen Bangart (LMS Art Gr 5); Teresa Tarr (LMS Social Studies Gr 5); Elizabeth Zingales (LMS Math Gr 5); Jeanne Henriquez (LMS Special Education); Lisa Lasocki (LMS FACS); Debra Langton (LMS Science Gr 6); Kathleen Sidilau (LMS Social Studies Gr 6) effective June 30, 2022. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to withdraw the grievance settlement offer previously approved by the Board. Mrs. Hershberger seconded. The motion carried 5-0-0.

D. Presentations and Recognitions

There were no presentations or recognitions.

E. Community Input: 3 minutes per person

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.

Susan Haley, 60 Pilgrim Drive, indicated she has questions regarding the four point competency rubric. She commented that there was an email that claims it started October 8. She asked where it has started and commented that this is slated to be completed June 2022 for implementation in September 2022. She indicated that there has not been much representation from CHS at the Grading/Reporting meetings and there are no minutes online since November 2021. She commented that she has been approached by many who were asked to go back to the departments and get feedback from the teachers. She indicated that 78% of the teachers at CHS said they did not want to do it.

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Mrs. Haley asked if there is a survey for teachers and students to take for opinion and feedback. She believes it would be beneficial to have teachers, parents, students and the administration meet to draft a survey for all and it should be held by a third party because even though it says it's anonymous, it is not. She feels it is important to have people be honest about their feelings about it. She commented that she supports competency based learning and that she noticed the district is using iReady is for competency based learning.

Student Representatives Emily West and Emma Ducharme provided an update from the CHS Student Council. They reported that the carnation sale fundraiser was successful with all flowers being sold and profits will be going toward the senior scholarship. The Student Council started the following committees: CHS Culture & Climate Committee; LMS Committee to work with the LMS Student Council; the Guidance Committee; Student Council Bylaws Committee; and Advisory Committee. They reported that CHS Student Council members went to LMS during course corrections time to provide information on life at CHS and the transformation from middle school to the high school.

- **Close Community Input**

Mrs. Harrison closed public input.

G. Correspondence

Mr. Bourque reported that the School Board received correspondence as follows:

Stacy Lamountain, Kristen Durand, and Stacey Leary regarding concern over the recent change in the mask policy in the district and that they are not in agreement with the decision to relax the masking protocols in the buildings.

Adrienne Vail-Naylor, Donna Boucher, and Kellie Chambers regarding their disagreement with the isolation and quarantine guidelines in the revised CoVax plan.

Hollie Falzone regarding clarification about the quick changes to the masking policy.

Faith Erdemir seeking clarification on the confusing wording regarding quarantine for students who have tested positive in the past 90 days. Dr. Jette reached out to provide clarification.

Adrienne Vail-Naylor regarding a typographical error in the revised CoVax plan.

Faith Erdemir thanking Dr. Jette for his assistance and clarification regarding her previous concerns.

H. Comments:

- **Superintendent**

- **Deliberative Session Debrief**

Dr. Jette asked for Board feedback regarding the February 5, 2022 School District Deliberative Session.

Mrs. Hershberger asked about the closeness of standing votes and if a recount is a typical procedure.

Dr. Jette indicated that the Moderator can declare a standing vote to be more confident in the count, but there is not typically a recount.

Board members discussed the confusion over the secret ballot voting.

Mrs. Flynn commented that it was challenging to count the hand votes and standing votes because people were getting up and down and walking in the gym.

Mrs. Ames commented there was much confusion around the time the Town portion was scheduled to start.

Mr. Bourque commented that people were coming and going, but we do not know if everyone that came in was a citizen of the town.

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Dr. Jette commented that in his town of Webster, voters are given a bracelet to signify that person has been through the checklist. He indicated there should be some process of citizen control and a better procedure for checking in.

Mr. Bourque mentioned that the audio was not good due to echoing and inability to hear the speakers.

o Voter Guide DRAFT

Dr. Jette commented that the Board has received a very rough draft of the voter guide to review. He indicated that he will be working on it with Mrs. Flynn tomorrow to finalize.

Mrs. Harrison commented that it should include a chart with payments from years 1-20 and to change the wording of 'savings' to reallocated. She indicated people are saying they want to see the full cost and not just what is on the ballot. She mentioned that they feel as though there is \$2M missing from the cost.

Dr. Jette commented when the solar array is paid for it will be more savings for the lease. He indicated that wording can be included regarding the principal and interest on the lease.

o CHS Graduation

Dr. Jette reported that CHS graduation has been tentatively scheduled on the calendar for June 10, 2022. He indicated that June 8, 2022 is the 175th day and June 15, 2022 is the 180th day. He asked the Board to vote to approve the date for CHS Graduation.

Mr. Bourque made a motion to approve June 10, 2022 as the date for CHS Graduation. Mrs. Harrison seconded. The motion carried 5-0-0.

• School Board

Mrs. MacDonald commented that, as an educator, she believes competencies should be weighted and that there should be a hybrid system. She indicated that it was all competency based in Hudson and it did not work.

Ms. Widman indicated that she will address this in the presentation because what is going around is not happening. She commented that she has been clear that we will not move to a full competency system in the district without approval of the Board and the community. She noted we are not close to making that decision yet and we are grading on a 100 point scale. She believes everything should count in students' grades.

Dr. Jette reported he prepared suggested wording for the auto reply for the School Board email account, as follows:

"Thank you for contacting members of the Litchfield School Board. Please be assured that your message has been received by all 5 elected members of the Board. Individual board members will not respond to questions asked of the entire board, and may refer your inquiry to the superintendent of schools for follow up."

Board members were agreeable to the drafted auto reply. Dr. Jette will ask the IT Director to set it up.

Mr. Bourque congratulated the CHS Girls Basketball team and indicated the Boys JV Basketball team had an excellent year.

Mrs. Ames commented that CHS scheduling is going well and has been a positive experience. She commended the CHS Guidance department for their work.

Mrs. Harrison commented that the collaboration between the guidance department at CHS and LMS has made a positive impact.

II. GENERAL BUSINESS

A. Public Minutes:

• February 2, 2022

Mrs. Harrison made a motion to approve the public minutes of February 5, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

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- February 5, 2022

Mrs. Harrison made a motion to approve the public minutes of February 5, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

III. REPORTS

A. Curriculum Report

Ms. Widman reported that 10 teachers have been working on the ELA and Social Studies curriculum writing; the Professional Development Committee is focused on summer learning opportunities, staff run sessions and mentoring or paraeducators; Grading & Reporting Committee is making progress on relearning and common practices and will meet with individual buildings prior to the next meeting; Receiving comparative and growth data from iReady for fall to winter with the best overall growth at GMS and LMS in ELA and Math.

- **Grading Report**

Ms. Widman presented information regarding demystifying grading at the secondary level to the Board.

- Work Study Practices
 - scored using common 4 point rubric
 - should appear on report card as a 4,3,2,1 based on the rubric
 - these scores have no impact on academic grades
 - these are a reflection of behaviors and study habits
- Rolling Grades
 - students all learn at different paces
 - year long competencies
 - content changes over the year, but the competencies stay the same
 - allows the teacher to collect data for entire year before deciding if student is proficient or not in each competency
 - allows students more time to gain deeper understanding and ability to apply the skills in the competencies

- Formatives & Summatives

Formative

A checkpoint to inform instruction.

Often more content focused than competency focused.

Practice.

Often focus on lower depth of knowledge: identify, recall, recognize...

Key stepping stones to success on the summative assessment.

Summative

A summary demonstration of learning.

Directly assess the competencies.

Transfer knowledge to a new setting or application.

Must include higher depth of knowledge: analyze, synthesize, evaluate, create...

Should be scored on a competency based rubric.

Rules of Thumb:

If it directly ties to a competency or competencies **AND** is done independently by the student, it may be considered a **summative**.

If it doesn't directly tie to a competency, it should be considered a **formative**.

If it receives a grade based off of a student's demonstration of proficiency in a skill, it may be considered a **summative**.

If it receives a grade based on completion or participation, it should be considered a **formative**.

Key Takeaways: If you see something listed as a summative and you are not sure why, ask the teacher to explain the assignment and its connection to the competencies (this goes for parents as well as students).

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Questions and Concerns

- We will not use 4 point scale on report card until we do more training, have open discussion and input
- We need to get our competency assessments and rubrics built first and part of our culture before we switch
- The goal is to use 4 point rubrics to grade competency based assessments
- This will be translated into a percentage grade off a conversion scale / not a straight up percentage calculation
- For class specific grading questions, go to the teacher first
- For building based grading questions, go to the school administration first
- For district-wide grading questions, contact the Director of Curriculum, Instruction & Assessment.

B. Business Administrator's Report

Mr. Izbicki provided the district financial report to the Board. He reported there has been no change in the general fund balance, but the Food Services fund balance is up at approximately \$80,000. He indicated that there are eight banks who expressed interest in the Municipal Lease Purchase and when we make a choice we will be able to lock into the rate. He also reported that the last pieces of the audit finalization have been completed and should be able to bring the representation letter, letter of governance and a copy of the financial statements to the next meeting.

C. Committee Reports *(all committees will be listed on agendas; however, all may not have a report)*

• **Budget Committee**

Mrs. Harrison reported the Budget Committee met after Deliberative Session and revoked Article 6, which was supported by a vote of 5-3.

• **Facilities Improvement Committee**

Mrs. Harrison reported that the Committee discussed information and communication of the LMS Project. She commented that there will be more information on the Reinvigorating LMS website and they discussed crafting an FAQ document.

• **Grading & Reporting Committee**

Mrs. Hershberger mentioned, with regard to a statement made earlier in the meeting about lack of representation on the committee, that any teacher is able to come to these meetings. She noted we cannot control who comes and who does not.

• **Wellness Committee**

Mrs. Hershberger indicated the next meeting is March 8.

• **Town Capital Improvement Plan Committee**

Mr. Bourque indicated the meeting scheduled for March 7 was canceled and they are waiting for all other boards to reset before reconvening.

IV. OLD BUSINESS

A. Coronavirus Review and Update

• **Current Situation Update**

Dr. Jette reported that last week we hit low impact in all the schools, but we are still under substantial spread by definition. He indicated the numbers are trending down with very few positive cases in the buildings.

○ **CoVax 22 Reopening Plan**

Dr. Jette presented the CoVax Reopening Plan Version 4.0 to the Board. He mentioned that the school nurses who are on the front lines are reacting differently to the changes in the plan. He reported that the Administrative Team met on Friday and discussed revisions after receiving the new tool kit. The plan is on the website.

• **Policy Revision: BEDH, Public Participation at School Board Meetings**

Dr. Jette reported that the policy has been revised with the suggestions from the Board.

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Mrs. Harrison made a motion to approve policy BEDH for a 1st Reading. Mr. Bourque seconded. The motion carried 5-0-0.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Input

Susan Haley, 60 Pilgrim Drive, commented that she wanted to ask some clarifying questions after Ms. Widman's presentation. She noted with summatives everything is weighed equally, but each competency may have a different number of summatives and teachers may want to weigh a test more than a quiz. The 4 point scale is being used in PowerSchool, but with competency based learning the 4 point scale should not be weighed like this. She indicated there is communication that is not happening or being explained to my child and it is not consistent. She mentioned that she received an email that there will be no more homework, so there are no more formatives in a class.

Ms. Widman indicated that homework is a type of formative, but there should be others.

Mrs. Haley expressed her concerns about a particular class her child is in with regard to formative and summative assessments. She asked questions and expressed that she would like to help with PowerSchool implementation.

Ms. Widman addressed her concerns and questions. Dr. Jette suggested that he and Ms. Widman can set up a meeting with Mrs. Haley.

Mrs. Haley asked Ms. Widman why parents cannot sit on the Grading Committee. Ms. Widman explained that professional educators need to have a forum where they can be candid. Dr. Jette commented that professional educators need to have that professional dialogue.

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

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

Upon a motion by Mrs. Harrison, the Board entered into non-public session at 7:30 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 adversely affect 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: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Hershberger, the Board returned to public session at 9:00 p.m. 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.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:00 p.m. Mrs. MacDonald 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 March 7, 2022

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 Izicki, Business Administrator
Dan Mitchell, Principal, GMS
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 & Pledge of Allegiance

Mrs. Harrison called the meeting to order.

B. Review & Revision of Agenda

C. Summary of Non-Public Actions from February 16, 2022:

Mrs. Harrison made a motion to approve the non-public minutes for February 2, 2022. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Ann Paquin as LMS Special Education teacher at a salary of \$40,997, prorated for the 2021-2022 school year. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Hershberger made a motion to accept the nomination of Michael Harding as temporary LMS Physical Education teacher at a salary of \$40,997, prorated for the 2021-2022 school year. Mrs. Ames seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of William Pothier, part time CHS Science teacher, effective June 30, 2022. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation (retirement) of William Lonergan, CHS Principal, effective June 30, 2022. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Hershberger made a motion to approve the settlement offer to the LEA grievance as presented. Mrs. Ames seconded. The motion carried 3-2-0.

D. Presentations and Recognitions

- **GMS Chorus**

The GMS Chorus and Courtney Magoon to showcase their talents for the Board.

E. Community Input: 3 minutes per person

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.

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 Students commented to the Board regarding future plans announced at graduation. They believe that future college plans and career plans should be announced when students receive their diplomas at graduation. They submitted letters from some CHS seniors in support of the announcement of graduation plans. They indicated that 90 out of 92 seniors support the announcement of graduation plans at graduation.

The students noted they met with Mr. Loneragan, CHS Principal, and Dr. Jette, Superintendent, and discussed their request. They feel it is a great way to represent the last four years they spent in high school and that it represents what CHS has brought its students to do. They stated that students have worked hard for four years and should be provided an opportunity to celebrate where they are going. They feel it is a wasted opportunity not to announce future plans and asked the Board to consider their request. They noted it would be the choice of each student to decide if they would like their plans to be announced.

Mr. Bourque made a motion to provide the option for graduates to be recognized for their future plans at graduation at CHS. Mrs. Hershberger seconded.

Dr. Jette indicated that when he met with the students his response was that this was the principal's decision. He noted there is a graduation committee and it is up to the principal who is responsible to plan and implement graduation. He pointed out that school boards ruled it is a matter for the high school administration to determine. He offered to bring forth a more detailed report about the past actions, along with a report from the administration, and to provide examples of graduation ceremonies for the Board.

Mrs. MacDonald asked why this cannot be done.

Dr. Jette asked the Board if we are going to start running the school by petition.

Mr. Bourque commented that this has been a tradition up until two years ago.

Dr. Jette clarified that this has not been the tradition. He indicated this was something that was started two principals ago and was determined not to be in best practice. He noted that some students succumb to peer pressure of announcing future plans and those students that felt that pressure put something down that may not have been true to keep up with the others. Dr. Jette commented that we need to focus on working our way through the purpose of the ceremony.

Mrs. Hershberger commented this is the path students are choosing and they should embrace their paths.

Mrs. Harrison commented that she would like a chance to read through the statements. She indicated she can see this from both sides of the argument. She noted she does not wish to weigh in on this because her daughter is a senior and because she can see this from the sides and because the past Board decided to leave this to the administration.

Mrs. Ames asked if this can be voted on at the next meeting. Dr. Jette commented there is time until graduation. He indicated he would like the Board to provide an opportunity to hear from the high school administration, himself and the graduation committee.

Mr. Bourque withdrew his motion and Mrs. Hershberger withdrew her second.

- **Close Community Input**

Hearing no further public input, Mrs. Harrison closed community input.

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent**
 - **BB Presentation**

Brian Bourque was recognized for his service on the School Board for the past nine years.

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o CHS Principal Search

Dr. Jette provided an update to the Board regarding the CHS Principal search. He reported the search has begun and the schedule has been shared with the Board. Applications close on Wednesday and he feels confident there will be a good pool to consider. Candidates will come in on Monday, March 21, and there will be a chance that evening to meet the finalists. He noted the entire staff and the public has been invited. He invited Board members to observe.

Dr. Jette mentioned that he is planning for the retirement tea to be scheduled on May 19 and it will be held outside in the flower garden.

o Enrollment Feb 2022

Dr. Jette provided the enrollment report to the Board. He reported there are 1,233 students in the district and pointed out there are currently 96 students in grade 4.

Mrs. MacDonald asked if that number triggers a fifth teacher in grade 5 next year.

Dr. Jette indicated that enrollment projections reflect that we are projecting that number will be 101 and we will address it accordingly.

• School Board

Mr. Bourque thanked the residents for their support and trust in him for the past several years he has served on the Board. He commented that the current Board and others have accomplished a lot of positive things and he feels confident that future boards will continue the same theme. He was hopeful that the work of this board will continue with Dr. Jette's leadership. He asked for new members to remember what the focus is, what can we do that is best for the students, put the best teachers in front of them and make them successful.

II. GENERAL BUSINESS

A. Public Minutes:

• February 16, 2022

Mr. Bourque made a motion to approve the public minutes from February 16, 2022. Mrs. Harrison seconded. The motion carried 5-0-0.

B. 2022-2023 School Calendar

Dr. Jette presented the 2022-23 school calendar to the Board for approval. He commented there have been many conversations in the South Central community to ensure that the calendar is aligned with vocational schedules. He indicated that the calendar was built around the new language in the CBA that will hopefully be approved by the voters tomorrow.

Board members discussed the calendar and vacation weeks with Dr. Jette. Some Board members disagreed with the date of the last day of school, indicating that it should not be on a Monday.

Dr. Jette indicated that the only way to remedy that is to either add back January 2, 2023 as a no school day so that the last day of school will be on a Tuesday, or taking away another no school day so that school will end on a Friday. He cautioned that if there are any actual snow days (not remote days), that will push the date out.

Mr. Bourque made a motion to approve the 2022-2023 school calendar. Mrs. Hershberger seconded. The motion carried 3-1-1.

III. REPORTS

A. GMS Principal's Report

Mr. Mitchell provided a brief report to the Board. He reported that the week of March 7 is Read Across America Week and that Mrs. Prevel-Turmel and her team have created a week of events to celebrate the event.

B. Goal Updates

Principals provided updates on goal progress to the Board.

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- **District**

Dr. Jette presented district updates:

- the Administrative Team worked over their retreat time to establish building goals;
- LMS Building Upgrades
- GMS Architect Selection and Scope/Design
- Phased plan for LMS building upgrades
 - Phase I completed under budget
 - Phase II on the Warrant with financing finalized and bids solicited, action steps ready to go with positive approval of the voters
- Architect selection for GMS, community forums held, design on Warrant.

Mr. Bourque mentioned that if there is not a positive vote for Article 6 (LMS project) tomorrow, then the Board will have to focus on plans to replace the oil tank and boilers at LMS with end of year funds.

Dr. Jette commented it is important to recognize that when budgeting energy resources for next year we trimmed those to 3 year averages based on the past three years. He indicated with emerging market and inflation on energy sources it will challenge us. He expressed appreciation for Mr. Bourque's and Mrs. Harrison's participation in the energy meetings, which have allowed us to keep tabs on the momentum and progress.

- **GMS**

Mr. Mitchell presented GMS updates:

- PLC Work got muddled with the pandemic and we started from scratch, slowly but deliberately
- iReady has been utilized and teachers have embraced it
- Create a process to discuss/strategize student needs prior to CAT (child concern team) and Special Education processes
- Recommitment to PAWS program that is anchored in on our monthly school meetings
- Student Support Committee works collaboratively with the SET teacher and the school counselor to create lessons and a manner in which competencies will be assessed at each grade level
- Work Study Practices have been analyzed after examination of the list of 156 skills for students to have and have been narrowed down to 82 essential skills
- Those skills have been analyzed and separated into 3 categories: should they have these skills when they come in; do they have these skills; which skills will they have when they leave here.

- **LMS**

Mrs. Grantham presented LMS updates:

- SEL Goal: school counselors meet weekly for PLCs to discuss strategies for the SELs with more consistency
- Counselors had 3 minute mini-meetings to meet with every student to see how things are going for them
- Areas of specific needs were identified during BEST time
- Strategies to improve culture and atmosphere will be rolled out
- Teams have visited the Parker School to implement PLCs and productive conversations
- The Leadership team will keep their focus on the current schedule and how it can be improved
- Student supports are being tracked using Power Scheduler
- iReady has been a very helpful tool this year for both students and staff and teachers have embraced this
- Community Engagement: weekly newsletter are shared with all and posted on the website
- Recognition and awards for students for work study practices
- Started to have the conversation about mission, vision and values.

- **CHS**

Mr. Lonergan presented CHS updates:

- PLCs: getting the Data Team moving was a bit challenging at first

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- We have analyzed PSAT and SAT scores and determined the students did not do well on the easier questions in the math portion, and that guided the direction to the math team to review math ideals that seem easy but may not be
- We are addressing more high level skills for testing questions
- Overall scores for Science assessments were not as good as anticipated because students are not experienced at taking the science assessment at the high school level and questions require a lot of thinking
- Teachers are looking at doing modular assessments in the spring to address the issues on the science assessment to provide students the practice for that higher thinking that the students need
- AP scores were slightly below average compared to the state average and the goal is to discuss this with teachers to determine where to focus and improve
- Mr. Perez meets with the Advisory Committee monthly to discuss social/emotional development, handbooks, etc.
- Created a 5 year plan for college and career planning
- Created a timeline for reporting data at CHS
- Community Engagement was challenging as it was difficult to get the teaching staff to participate, which we hope to get them to share the work next year
- Plan to utilize and promote LCTV through events at CHS
- Parent meeting scheduling has been challenging with parent participation and it is necessary to find other opportunities to plan these events
- Plan to utilize social media platforms more regularly.

Dr. Jette cautioned that analysis of the assessment data needs to be done carefully to determine if the pandemic had any impact on only one school or all schools.

C. Business Administrator's Update

- **Radios**

Mr. Izbicki reported that the district is supplementing our system with 24 new radios that will give us the ability to have communication across the district. He received a quote from John Brunelle and moved those funds into the emergency management account.

- **Emergency Management Notification System**

Mr. Izbicki reported that he reached out to 3 companies that are providing quotes on an exterior warning system to notify staff with a better quality of response. He noted there may be opportunities for a grant for the system.

- **Impact Fees**

Mr. Izbicki reported that he and Dr. Jette went to the Select Board to request expanding impact fees. He noted that they authorized the use of up to \$315,000 of CHS impact fees to use for the lighting upgrade and water pressure problems in the building.

Dr. Jette mentioned that there was an item on their agenda about the health insurance compensation and rates because we are constantly being told by the Budget Committee that we need to align with the town contributions, which led to a discussion about compensation and other general things.

IV. OLD BUSINESS

A. Coronavirus Review and Update

- **Current Situation Update**

Dr. Jette shared the February Covid numbers with the Board. He noted overall although the county and town continue to be substantial, the school impact is not and we are headed in the right direction. He indicated that he sent notice to parents yesterday informing them that the federal mandate for masks on buses has been lifted.

B. Policy Approval, 2nd Reading: BEDH, Public Participation at School Board Meetings

Mr. Bourque made a motion to approve policy BEDH, Public Participation at School Board Meetings. Mrs. Ames seconded.

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Mrs. Hershberger expressed that she did not believe that the input sessions should be structured. She commented that people should be able to comment on whatever they want.

Mrs. Ames commented that the Board needs to get through Board business before having unstructured input or discussions.

Dr. Jette commented that there is a process to follow for individuals who want to schedule a time to come before the Board to speak on a specific topic. He indicated that the Board should not be surprised by a topic they have not been informed about nor should they be put on the spot.

The motion carried 5-0-0.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Input

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 by Mrs. Harrison, the 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 adversely affect 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: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Bourque, the Board returned to public session at 9:14 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:15 p.m. Mrs. Hershberger 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 March 16, 2022

Location: Litchfield Town Hall

In Attendance: C Harrison, Board Member, Chair
E MacDonald, Vice Chair *(remote)*
H Ames, Board Member
T Hershberger, Board Member
A Cutter, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Jen Grantham, 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

Dr. Jette 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. School Board Reorganization

- **Welcome New or Re-Elected Members**

Dr. Jette welcomed newly elected and returning board members.

- **Nominations for Chair**

Dr. Jette asked for nominations for Board Chair. Once elected, the Chair will preside over the remainder of the meeting.

Mr. Cutter made a motion to nominate Heidi Ames as Board Chair. Mrs. MacDonald seconded.

Mrs. Ames declined the nomination with appreciation.

Mrs. Hershberger made a motion to nominate Christina Harrison as Board Chair. Mrs. Ames seconded.

Mr. Cutter made a motion to nominate Elizabeth MacDonald as Board Chair. Mrs. Ames seconded.

Mrs. Harrison expressed her appreciation for the nomination and feels that she has learned much after chairing for one year. She indicated that she would like the opportunity to move forward with the Board's goals.

Mrs. MacDonald indicated that she would like to see changes and listen to the taxpayers more. She commented that she would like to see more communication with the Town and regain the trust of the public.

Mr. Cutter commented that he echoes Mrs. MacDonald's statements. He indicated that the town wants a different direction and change, which he views as the town is asking for a change and a different set up to the board's composition.

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Mrs. Hershberger commented that Mrs. Harrison has only been the chair for one year and it is not enough time to judge anyone's performance. She indicated a lot of changes have occurred and the Board put forth many goals, which take time to implement.

Mr. Cutter commented that he noticed as Budget Committee Chair and through his experiences on that committee there was mistrust and shadiness from the school district and he would like to see it corrected.

Mrs. Harrison commented that chairing the Board last year was challenging. She indicated that she tried to maintain order and collaboration on the Board and her goal has always been transparency and communication.

Mrs. Hershberger commented that she takes exception to Mr. Cutter's reference regarding "shadiness". She indicated that she felt the Board was more informed under Mrs. Harrison's leadership and that there was more communication and positivity of the direction in which the Board was heading.

Mrs. MacDonald disagreed and commented she felt out of the loop, but committed to working with the Board regardless of who is the Chair.

Hearing no further discussion, Dr. Jette directed the Board members to vote on the motions in the order in which they were made.

The vote on the motion to nominate Mrs. Harrison as School Board Chair carried by roll call vote: Mrs. Ames, yes; Mrs. Hershberger, yes; Mrs. MacDonald, no; Mrs. Harrison, yes; Mr. Cutter, no.

Mr. Cutter commented that Mrs. Harrison should not be voting for herself. He indicated that when members of the Budget Committee are nominated as an officer, they abstain from voting for themselves.

Dr. Jette pointed out that any member nominated may cast a vote for themselves. He commented if it were the case that Mrs. Harrison should abstain from voting for herself in the first motion for Chair, then Mrs. MacDonald would be expected to abstain from voting for herself if the Board voted on the second motion for Chair.

- **Nominations for Vice Chair**

Mrs. Harrison thanked the Board and asked for nomination for Vice Chair.

Mrs. Ames made a motion to nominate Elizabeth MacDonald as Vice Chair. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. Ames, yes; Mrs. Hershberger, yes; Mrs. MacDonald, yes; Mrs. Harrison, yes; Mr. Cutter, yes.

- **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.

- **NHSBA School Board Training/Review**

Dr. Jette provided the NHSBA resource as a refresher for Board members to review. Would like the Board to understand that gave this to Andrew when he came in for orientation -

- **Committee Assignments**

Board members volunteered for committee assignments.

Budget Committee: Mr. Cutter / Alternate: Mrs. Hershberger

Facilities Improvement Committee: Mrs. Harrison & Mrs. Ames

Emergency Management Committee: Mrs. Hershberger

Grading & Reporting Committee: Mrs. MacDonald & Mrs. Ames

Joint Loss Management Committee: Mrs. MacDonald

PERC Committee: Mrs. Harrison

School Start Time Task Force: Mrs. Ames

Wellness Committee: Mrs. Hershberger

Town CIP: Mr. Cutter / Alternate: Mrs. MacDonald

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Mr. Cutter mentioned that he was invited to be a voice for the School Board to speak on regular basis to the Republican Committee in town. He added that he also received an invitation to speak to the Veterans' Group (meeting on 4/9/22 at 8 am) and to be the liaison to the Adult Communities.

Mrs. Hershberger suggested putting together a communications plan for the Board.

Mrs. MacDonald commented that she would be happy to attend the meetings with Mr. Cutter.

Mrs. Harrison commented she feels that way about communicating with all members of the community.

Mrs. Ames commented that there is a difference between holding a forum vs going to community group meetings. She believes that attending their meetings shows more outreach. She noted that she would like to have that conversation as part of the communication strategies.

Mr. Cutter commented that the time for action on this is now.

Mrs. Ames commented that should be a conversation that will play into the other matrix goals this year, which can be discussed at the retreat.

Dr. Jette commented that this is part of being open and transparent, but is not sure if one member attends or two. He indicated that the retreat is the perfect place to develop the plan, expectations, and ground rules. He noted that the Board needs to make it clear that any group watching can send an invitation.

E. Summary of Non-Public Actions from March 7, 2022:

Mr. Bourque made a motion to approve the non-public minutes from February 16, 2022. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the resignation of Kurt Virkaitis, CHS Science teacher, and to release him from his contract. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Kenelm Blakeslee as CHS Science teacher at a salary of \$67,920, prorated for the 2021-2022 school year. Mr. Bourque seconded. The motion carried 5-0-0.

F. Presentations and Recognitions

● **LMS Student Council**

The LMS Student Council shared with the Board a presentation of their work this year. These activities included:

- Make a Difference Food Drive in November, collected 1,125 canned goods for the Food Pantry
- February Spirit Week: Sports Day, Twin Day, Decades Day, Color Day, Hat Day
- End of 68 Hours of Hunger: students who donated were recognized with a Hoodsie Cup at lunch
- April Spirit Week Plans: Sun's Out/Fun's Out Day, Gotta Wear Shades Day, Any Bag Day, Pajama Day, Lynx Day
- Charities: Litchfield Fire Association and Litchfield Police Association
 - Had Day fundraiser \$209 for these associations
 - Dodgeball Tournament, April 11-15- fee donated to charities
- What We Love About Being on the Student Council:
 - build and foster leadership skills
 - voice your ideas on school issues
 - teamwork skills and small group work
 - community service
- School Sway Store School Store - GMS students moving up to LMS can get their swag here until 4/8/22.

Mrs. Harrison and Dr. Jette presented Mrs. Grantham with pictures of LMS past principals for the Principals' Conference Room at LMS. Bo Schlicter served as principal from 1988 to 2005; Tom Lecklider served as principal from 2005-2021.

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G. Community 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.

Kiley York, Catherine Carrignan, and Faith Avitable came back to speak about announcing future plans at CHS graduation. They explained that stating future plans at graduation will be optional for graduates and they would like to see the word “workforce” changed to career expectations.

- **Close Community Input**

Hearing no further public input, the Board Chair closed community input.

H. Correspondence

Mrs. MacDonald reported there was no correspondence.

I. Comments:

- **Superintendent:**

- o **2022 Election Results**

Dr. Jette reviewed the recent election results with the Board. He thanked voters for electing the school board officers, approval of operating budget, approval of the teachers' and support staff contracts, approval of both special meeting articles, approval of the LMS renovation article, approval of adding funds to the Expendable Trust for architectural fees, approval of the contingency funds for the district to retain that was reduced from 'up to 5%' to '.25%'. He also thanked the Board members that put a tremendous amount of time and effort in putting the warrant together. Dr. Jette mentioned that words such as “shady” and ‘mistrust’ were used this evening, but the voters approved our requests.

- o **2022-2023 School Calendar**

Dr. Jette revisited the 2022-23 school calendar and indicated that he is recommending two changes:

- September 2, 2022 No School
- January 2, 2023 No School.

He asked the Board for approval of the changes.

Mrs. Harrison made a motion to approve the revised 2022-2023 school calendar. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. Ames, yes; Mrs. Hershberger, yes; Mrs. MacDonald, yes; Mrs. Harrison, yes; Mr. Cutter, yes.

- o **2022-2023 School Board Meeting Calendar DRAFT**

Dr. Jette presented a draft 2022-23 meeting calendar for the Board and asked for input on meeting dates over the summer. He indicated this is only a draft calendar and does not need approval this evening.

Mrs. Harrison mentioned she would like the Board to suggest topics for administrators to report on at the board meetings for which they are attending.

Mr. Cutter asked if the LEA or LSSA presents at board meetings. He indicated he would like to hear from them in public.

Mrs. Harrison indicated that they have an open invitation to come and talk with the Board.

Dr. Jette explained that those are voluntary organizations and do not speak for the whole organization.

Mrs. Grantham commented that she regularly brings a teacher or teachers with her to present to the board and have a voice.

Mrs. MacDonald commented that she is open to hearing from staff.

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Mr. Cutter indicated that the Board has a lot to talk about and meetings go on for four hours. He suggested that either the agenda items are reduced or the meeting frequency is increased.

Mrs. Harrison commented that it is difficult to balance everything, but we need to be more efficient with the agenda.

Mrs. Ames asked how many times other boards meet.

Dr. Jette indicated that Merrimack Valley meets once per month, starting at 7 pm and adjourning at 10 pm. He noted that committees of the board meet weekly. He commented that Bedford meets twice per month.

Mrs. Flynn commented that in the past (early 2000s) the School Board met 3 to 4 times per month until around 2007, when the Board started meeting twice per month. She indicated Londonderry meets twice per month for two hour meetings.

Mrs. MacDonald noted that Hudson meets twice per month.

Mrs. Ames commented that she would support another meeting if necessary.

Mrs. Harrison prefers to meet twice per month.

Mrs. Hershberger commented that this Board just went through a large policy review and needs to stay focused on staying high level. She indicated that the Board can go off topic much of the time, but we need to keep ourselves in check.

Mr. Cutter commented on the meeting time and why it has changed to 5:00 p.m.

Mrs. Harrison indicated that was the Board's decision. She indicated part of the rationale was that the time was better for Board members and that the Superintendent has a long commute.

Mr. Cutter believes the 5:00 p.m. start is not conducive to community involvement since it is around the end of work day and suggested a later start time with a hard stop to adjourn.

Dr. Jette mentioned that the staff that attend the meeting work a full day, stay late for a meeting and have to be up at an early hour for work the next day.

Mrs. Harrison recommended tabling the discussion to the next meeting.

Mr. Cutter made a motion to move the LMS Principal's Report agenda item after the Superintendent's Comment. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. Ames, yes; Mrs. Hershberger, yes; Mrs. MacDonald, yes; Mrs. Harrison, yes; Mr. Cutter, yes.

o Graduation Follow Up

Dr. Jette provided his thoughts regarding graduation ceremonies (requested by the Board). He indicated that a ceremony is an event where a change occurs (wedding, naturalization, graduation) and a celebration is a festive event that often follows a ceremony (wedding reception, birthday party, graduation party). Some ceremonies are solemn, while others are celebratory in nature. Graduation ceremonies are events where students walk in as a candidate and walk out as a graduate, receiving a diploma. Types of diplomas are announced (NH Scholars, with honors) and future plans are printed in the program. In college graduations, no one announces graduates' future plans as they are printed on the programs. Dr. Jette noted that during his first graduation ceremony at CHS he thought it was odd that these plans were announced and he knows that some students were announcing plans just to say them because they did not want to be left out.

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Dr. Jette relayed the information Mr. Lonergan provided on CHS Graduation history. The Graduation Committee is steep in history and students typically get involved around this time of year. The Committee works to ensure that all students feel supported. The history shows that the announcement of future plans was not part of the original tradition, but was a concern at the time of Mr. Manseau's service and it was added into the ceremony. Mr. Lonergan found it uncomfortable for some students and curtailed it with the Class of 2019.

Mrs. MacDonald commented that she could not discount the fact that 90 out of 92 students supported this and 14 students took the time to write statements. She noted that the students worked hard for their future plans.

Mr. Cutter asked if the petition from the students was to add the announcement of student plans at graduation back into the ceremony.

The response was in the affirmative.

Mr. Cutter made a motion to allow the announcement of students' post graduation plans at CHS graduation. Mrs. MacDonald seconded.

Dr. Jette asked the Board to delay making a motion until the graduation requirements policy is reviewed and because there are elements missing from graduation.

Mr. Cutter commented that he is comfortable with this motion. He indicated that the students support it and the Board should push this forward.

Emily West, CHS Student Representative, commented that students have worked hard to achieve their goals for four years. She noted it is frustrating to the students who are voicing their support to delay.

Mrs. Hershberger commented that the students voicing their plans should be supported and it is the Board's job to fulfill what we put in our mission and goals to allow everyone to have their own individual paths and feel confident in those paths.

Mrs. Harrison agreed and indicated she is supportive of the students request, but the decision is not the purview of this Board.

Mr. Cutter commented it is the Board's purview and would like to call the vote.

Dr. Jette indicated that there is a graduation committee made up of individuals at the school who volunteer their time and make those decisions. He cautioned the Board that they are taking that out of their hands and making the decision. He asked the Board to do so under advisement.

Mrs. Ames believes that students should be on this committee from the beginning, which was her concern the last time we heard about this. She feels that if the students were on the committee from the beginning and involved in the discussion at that level, they would not feel as if they were not being heard on this.

Dr. Jette commented this is valuable feedback for the committee.

Mrs. MacDonald commented this has been going on for months and these students would like to have a decision.

Mr. Cutter called the vote.

Vote on the motion to allow the announcement of post graduate plans at CHS graduation carried by roll call vote: Mrs. Ames, yes; Mrs. Hershberger, yes; Mrs. MacDonald, yes; Mrs. Harrison, abstain; Mr. Cutter, yes.

Mrs. MacDonald commented that Mrs. Harrison cannot abstain from the vote. Mrs. Harrison indicated she has the right to abstain because she does not believe this is a School Board matter.

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o NHSBA School Board Workshops

Dr. Jette indicated that Mrs. Flynn provided a list of workshops offered by the NHSBA for Board members to take advantage of.

o School Board Retreats

Dr. Jette reported last year the Board held three retreats: Board responsibilities and goal planning; collective bargaining agreement training with legal counsel; and a financial workshop in the Fall. He indicated that a Spring retreat would make sense that centers around community engagement and goals.

Mr. Cutter commented that a retreat consists of a quorum of the Board. He expressed that he was unsure how to do this legally.

Dr. Jette explained that the retreats were posted, there was no voting or decisions made by the Board, and members worked on crafting goals. He indicated the collective bargaining workshop was with legal counsel and was closed to the public.

Mrs. Ames recommended planning the retreat sooner rather than later.

• LMS Principal's Report

Mrs. Grantham provided her report for the Board. The current enrollment at LMS is 355 students. She thanked the students and Mr. Fraser for the Student Council presentation. She reported:

- sign ups for sports tryouts are upcoming on March 28
- acknowledged the Student Council for reaching out to the police and fire for their community support
- a parent committee was started for the traditional 8th grade grad dance on June 3
- 8th grade alternative trips have been scheduled in lieu of Washington DC (Wolfeboro WWII Museum, cruise across Lake Winnepesaukee on the Mount Washington, trip to Cog Railroad to the Weather Station, trip to Isle of Shoals, Freedom Trail in Boston Common)
- 6th grade Nature's Classroom is scheduled April 19-22
- Emergency backpacks have been updated for consistency and provided to all classrooms and offices
- the return of the middle school dance is anticipated - there will be one for grades 5 and 6 and one for grades 7 and 8
- Incoming middle school students will be welcomed on March 24 with a tour of the school with their parents.

• School Board

Mr. Cutter recognized the Principals, music staff and students for the wonderful concert last night. He mentioned that he had several things he wanted to talk about under School Board.

- 1) Mr. Cutter asked if there is an all district employee survey that goes out to get a pulse on how things are going?

Dr. Jette commented that throughout Covid the district sent out multiple surveys. He indicated that there is a survey entitled, Bright Futures, which will be sent out. He noted all surveys are anonymous.

Mr. Cutter was interested in having a benchmark so the Board has a measure of how employees feel.

Dr. Jette explained that the Bright Futures survey would provide that information, but last year the NEA encouraged teachers not to take the survey because they did not trust what the DOE would do with the data.

- 2) Mr. Cutter commented that Article 6, LMS renovations, was approved and he supports the need for the work. He expressed interest in the direction that the district would go now that the article has been approved. He believes that the Board should revisit the scope of the project before going forward and invite Mr. Clorite to present to the Board.

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

Dr. Jette indicated that the plan has been finalized and the kick off meeting for LMS Phase II is scheduled for tomorrow. He noted the purpose of the meeting is to lay out what this project will look like and the status of activities.

Mr. Izbicki indicated that there is concern that the lead time for parts is critical at this time and any delays will result in higher costs over time. He noted that the district was provided with the authorization to move forward. He indicated that there has already been a meeting regarding the municipal lease and that will close on April 20. He commented if major changes are made at this time it will push the timeline out further than 12 months and result in costly delays.

Mr. Cutter commented that he does not have confidence in that plan and does not believe that solar power is the right direction. He indicated that it would make sense to tighten the belt on this project and look at saving more money out of this plan.

Mrs. Harrison commented that is the plan we presented to the voters and that is what the voters approved.

Dr. Jette explained after the kickoff meeting with the design team, we will bring everyone forward to the Facilities Improvement Committee meeting next week. He indicated that the minute you decide not to go forward with the solar array, the whole project falls apart, as does the cost. He noted the energy savings from not having to use and pay for oil comes into bear with the solar project. Dr. Jette indicated that he has spoken with Mr. Clorite multiple times and noted that Mr. Clorite does not understand the system the designers have designed. He indicated that those involved in the project were responsive to the concerns that were heard.

Mr. Izbicki added that the subcontractors for the project have already been bid out.

Mr. Cutter commented that he appreciates the effort, but if it means doing what is right for the taxpayers and having confidence in the design, the extension of time will be lower.

Mrs. Ames indicated that the taxpayers have given their approval on the plan and that includes solar. She pointed out despite the concerns raised the majority of the voters approved this project.

Mr. Cutter commented that his view is that, similar to the operating budget, they approved the number, but not necessarily with the work and plan.

Dr. Jette commented that is why we want to broadcast the meetings of the Facilities Improvement Committee going forward. He mentioned that we met with the architect for the GMS project and the timeline to have a successful warrant article in March 2023 is immense and deep.

Mrs. MacDonald was concerned that we will take up all this time with GMS and LMS and she would like to get back to the business of the schools. She asked if there is anyone else that can take charge of that project besides the Superintendent.

Mr. Izbicki commented that the teaming of the Superintendent and Business Administration is not unusual for this type of project.

Dr. Jette indicated there is an energy project meeting every Monday and a GMS planning meeting as well.

Mrs. MacDonald indicated she wants to see the Superintendent in the schools.

Mr. Cutter asked if there is someone else to handle those tasks.

Mr. Izbicki clarified that a Clerk of the Works would have to be hired. He noted that Dave Ely of Windy Hill Architects was hired as the Owner's Representative.

Dr. Jette commented that he will not refuse the help, but he has been through major renovations before.

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- 3) Mr. Cutter asked if there is a social strategy in place for the Board with regard to social media. He mentioned that when he was on the Budget Committee, they assigned an archivist to post updates on social media.

Mrs. Harrison felt that was a topic to discuss at the Board retreat.

Mr. Cutter commented that having someone assigned to putting a post on social media regarding what transpired at a Board meeting is important and was well received when the Budget Committee did it.

- 4) Mr. Cutter indicated that he has directly received issues from residents, which were anonymous, and he wanted to share them with the Board.

Mrs. Harrison indicated she wanted to be cognizant of the Board process for communicating with individual Board members.

Mrs. Hershberger asked if they asked for their concerns to be shared publicly.

Mr. Cutter commented the answer is no, but he received calls and communications from concerned residents about school issues.

Mrs. Harrison indicated that when a Board member receives communication from individuals that is not addressed to the entire Board, the member should respond to each individual and advise them to contact the Board as a whole.

Mrs. Hershberger explained that the Board encourages people to use the process in place and go directly to the source with their concerns and if they don't get resolution, they should go through the chain of command to achieve that resolution.

Mr. Cutter indicated he understands, but what he is hearing is people feel they are not being heard.

Dr. Jette commented that with regard to residents who feel they are not being heard, he returns every phone call and responds to emails. He noted that we don't always agree at the end, but I do respond.

- 5) Mr. Cutter commented that he noticed how materially different the School Board is from every other Board in town. He indicated that the front table should be seated with Board members and not the SAU staff. He feels the SAU staff is reporting to the Board. He indicated that is a change he would like to make.
- 6) Mr. Cutter commented to Mrs. Flynn that, aside from her historical knowledge, that anything she has to share with the Board should be done after the meeting and not during the meeting.
- 7) Mr. Cutter would like the Board to hold skip level meetings and meet directly with the Principals and the LEA / LSSA without the Superintendent present. He feels meeting with the employees to gauge their satisfaction would go a long way in building rapport and trust.
- 8) Mr. Cutter believes that there are a lot of behind the scenes texting among Board members regarding Board topics. He requested that the Board stop that and discuss it.

Dr. Jette indicated that there are times when he will text the Board and that is always disclosed to the public. He noted there are times when he needs to get a sense of their direction.

Mr. Cutter indicated that it is different with the Superintendent and what he is referring to is texting among Board members.

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Mrs. Harrison indicated there are times when we have to determine availability for an emergency meeting and there is a mechanism for that in law and policy.

Mr. Cutter is recommending it should stop and the Board should discuss it at the meetings.

Mrs. Ames commended the CHS Challenge Day event. She felt it was very successful and important.

Dr. Jette indicated that Mr. Perez will be attending the next Board meeting and will debrief the data he received for Challenge Day. He mentioned that he encouraged Mr. Perez to invite some students to come to the Board meeting and speak about the event. Dr. Jette reported that members of the community reached out to him because Mr. Lascelles took a live call from the Commissioner of Education about Challenge Day concerns following an article he sent to the Commissioner. He indicated that he reached out to the Commissioner of Education, with whom he has a good relationship. He noted that he also reached out to Mr. Lascelles, but did not get a response.

Mr. Cutter commented that many opinion articles regarding Challenge Day suggest that children are being brainwashed.

Mrs. Hershberger clarified that the focus and purpose of Challenge Day is about acceptance.

- 9) Mr. Cutter commented that he has been reviewing the Board policies and noticed that the policy regarding the evaluation of the Superintendent states the evaluation will be done after June 30.

Mrs. Harrison commented that the Vice Chair coordinates the review. She indicated that the Board decided it made more sense for the current Board to evaluate the Superintendent.

Mr. Cutter asked why the policy does not align with the dates in the contract.

Dr. Jette explained that Mr. Cutter saw an outdated policy with a mislink, which has been updated. He noted that the policy was approved in 2021 and removed all the references to dates. He indicated his contract states it will be done by February 15.

Mrs. Harrison explained that it occurred after that date because the feedback process we utilized took longer than anticipated.

II. GENERAL BUSINESS

A. Public Minutes:

- **March 7, 2022**

Mrs. Hershberger made a motion to approve the public minutes of March 7, 2022. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Ames, yes; Mrs. Hershberger, yes; Mrs. MacDonald, yes; Mrs. Harrison, yes; Mr. Cutter, abstain.

III. REPORTS

A. Business Administrator's Report

Mr. Izbicki reported there is a kickoff meeting for Phase II of the LMS Project tomorrow; he, Dr. Jette, Mr. Barker and an appraiser walked a property yesterday for an evaluation and that is included in his report. He provided current financial statements for the Board. He reported that due to the increase in breakfast and lunch and free meals there is a \$69,000 fund balance in Food Services.

- **FY23 MS-22**

The FY23 MS 22 was presented and signed by the Board.

- **FY21 Audit**

Mr. Izbicki reviewed the 2021 audit and findings with the Board.

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Mr. Cutter commented that, with regard to the Budget Committee, we need to be very diligent in providing the budget expense reports to them.

Mr. Izbicki indicated that he will provide those reports on a monthly basis, linked into his financial reports.

IV. NEW BUSINESS

A. Policies: Revision & Review

- **IKF, High School Graduation Requirements**
 - **Current Policy IKF**
 - **NHSBA Policy**

Dr. Jette reviewed the revised graduation requirements policy with the Board and explained that due to changes in the Graduation Requirements in the most recent NHSBA technical advisory, the High School Graduation Requirements policy has been revised to incorporate those changes. He indicated that there were some things that occurred before he came to the district that the policy did not speak to. For example, there were some students that did not meet the final graduation requirements, but then came forward to the Board to appeal so that they could walk with their classmates at graduation. He felt a policy that captured the stance on it makes the Board decision clear.

Mrs. Hershberger asked if the policy would apply to students who are able to graduate, but do not receive their diploma for a year or more.

Dr. Jette indicated that he would have to think about that question.

Mrs. MacDonald indicated that if an alternative ceremony is performed she would like to be invited to it, as well as graduation through alternative programs. She believes it is important for the Board to show they care about every student.

Mrs. Harrison made a motion to approve Policy IKF for a 1st Reading. Mr. Cutter seconded.

Mrs. Hershberger asked why the FAFSA is required. Mrs. Harrison was concerned about that requirement as well.

Dr. Jette noted that the policy does state that a student can file for a waiver of that requirement on a form provided by the Board of Education. He pointed out that the FAFSA or waiver from it are a matter of law (RSA 193:26a).

Mrs. Ames asked if the behavior paragraph is new or in effect past or present.

Dr. Jette clarified that the behavior piece was not explicit, which is the reason for including it in the policy. He explained this explicitly states that it includes graduation. He indicated it is up to the Board to decide if participation in graduation is a right or privilege. He clarified that the right is to the diploma, but participation in the ceremony is a privilege. He mentioned that he has seen the participation in graduation ceremonies questioned in cases where a student or some students have made bad choices.

Mrs. Ames commented that she can see both sides. She indicated that she understands that a 10 day suspension means something serious occurred; however, she is concerned about someone who commits a lesser offense and may not be allowed to participate in something they earned.

Dr. Jette shared his experience as a principal with the Board. He noted when he was a principal he had a policy like this and used it as a tool. He met with the seniors prior to the start of their end of year events and reminded them that he wanted to see them all at graduation. He did not want someone to make a bad choice and not be able to participate in graduation. Dr. Jette commented that if this is a 'gotcha' policy, then it is not okay, but if it is part of a strategic way to keep students together for graduation, then he is confident it is a good policy.

Mrs. Harrison asked if this aligns with the revised consequences matrix and with the suspension policy. She indicated that she knows the state made changes and we had to update all our handbooks with the new matrix.

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Dr. Jette indicated that he knows that suspension that is less than 10 days is not appealable, but offered to check on that.

Mr. Cutter commented that he looked up this policy in two other districts and found that Hollis does not have the policy and that Londonderry does, but it is not the same. He asked why the policy was necessary.

Dr. Jette explained that in the past a couple of students at CHS were not able to graduate because they did not have enough credits. The students appealed to the Superintendent who supported the school's decision, and then they appealed to the Board. He indicated that if the Board has already made that decision then the policy just reinforces it and makes it crystal clear.

Mrs. Harrison commented that the Board needs to send a strong recommendation that students should be involved in the graduation committee from the start.

Dr. Jette agreed. He indicated that it is known who the class officers are. They should meet with them ahead of time and let them know when the first meeting will occur and what their expectations are

Mrs. Ames indicated that she is not ready to vote on this at this time. Dr. Jette indicated that the policy can be tabled until the next meeting.

V. OLD BUSINESS

A. Coronavirus Review and Update:

● **Current Situation Update**

Dr. Jette reviewed the current COVID data with the Board. He reported that there were 209 new cases in Hillsborough County over the last 14 days, which is still considered substantial spread, but the data shows it has been substantial throughout the year. There were 14 new cases in Litchfield over the last 14 days and there is low impact in the schools.

Dr. Jette updated the Board on the CHS Principal search. He recalled that the timeline was advertised in February and the closing date for applications was March 9. There were 12 applicants. The Executive Search Committee reviewed all applications and selected 6 candidates to screen on Monday, March 14. From that, two candidates were selected to move forward to the final round. On Monday night, March 21, finalists will meet with community, staff, and administrators with Board observation. The last step will be bringing a recommendation to the Board for approval.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Input

There was no public input.

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

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

Upon a motion by Mrs. Harrison, the Board entered into non-public session at 8:39 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 adversely affect the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

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IX. RETURN TO PUBLIC SESSION

Upon a motion by Mr. Cutter, the Board returned to public session at 10:07 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Cutter, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

X. ADJOURN

Mr. Cutter made a motion to adjourn the meeting at 10:08 p.m. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter yes.

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 23, 2022

Location: CHS Library

C Harrison, Chair

E MacDonald, Vice Chair

In Attendance: C Harrison, Board Member, Chair
E MacDonald, Vice Chair
H Ames, Board Member
T Hershberger, Board Member
A Cutter, Board Member
Dr. Michael Jette, Superintendent
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

5:30 p.m.

Mrs. Harrison called the meeting to order at 5:32 p.m.

B. Pledge of Allegiance

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

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

Upon a motion by Mrs. Harrison, the Board entered into non-public session at 5:33 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 adversely affect the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

III. RETURN TO PUBLIC SESSION

Upon a motion by Mrs. Harrison, the Board returned to public session at 6:34 p.m. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Cutter, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

Mrs. Ames expressed concern with the meeting not being televised tonight. She felt that the topics on the public agenda should be deferred to the next meeting when it is being televised.

Dr. Jette indicated that the Masks in Preschool agenda item can be deferred to the next meeting. He commented that after the action taken by the Board to make masks optional in the school buildings, Mr. Mitchell asked about masking in preschool. He asked the Board to keep in mind that there are parents who are resistant to their children wearing masks in preschool and there are parents believe that masks should be worn in preschool.

Mrs. Ames made a motion to defer the Masks in Preschool agenda items to the April 6, 2022 Board meeting. Mrs. Harrison seconded. The motion carried 5-0--0.

A. Board Retreat

Dr. Jette provided some information to Board members regarding plans for the School Board Retreat. He indicated the Board did discuss scheduling a Spring retreat on either March 30 or April 13 and we prepared a documents outlining topics the Board mentioned for discussion. He indicated that the SAU reached out to the NHSBA with the dates the Board chose and found that the availability of the NHSBA leadership is limited and their only available evening is April 7.

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Dr. Jette commented we will hold the date of April 7 and propose to invite the NHSBA Director and Staff Attorney to talk about Board roles, responsibilities, etc., offering training and answering questions from Board members.

Dr. Jette mentioned that there were questions raised about the retreat expense and postings. He indicated the retreats were posted for the public to see. He noted the point of the retreat is to have conversation that is more theoretical among Board members. He commented that the expense in total for all three retreats was \$856.84, which was expended from the School Board workshop training budget line and is relatively inexpensive. He mentioned that spending those funds are at the Board's discretion.

Mrs. Hershberger felt that the retreats were valuable sessions in which she learned a lot and expressed her support for having retreats.

Mrs. Harrison commented that Board meetings are packed with business items and it is nice to have an opportunity to be able to discuss what we learn in a workshop and in training.

Mr. Cutter felt that the concept is new to him and that it is borderline with what the Board should be doing.

Mrs. Ames felt that there are times and places where certain topics should be discussed in public or not in public.

Dr. Jette agreed that legal training with regard to collective bargaining or personnel should not be public.

Mr. Cutter admitted that he likes the spirit behind the retreats, but feels it should be done in public.

Mrs. Harrison felt that discussing school climate and culture is not a public topic.

Mrs. Ames commented that she can see both sides, but is concerned about discussing that in public as well. She indicated she found the retreats beneficial and provided insight into her role as a Board member.

Mr. Cutter felt that the retreats should not be held off site.

Mrs. Hershberger commented that in private business / corporations, staff in upper management go off site for meetings and workshops. She indicated that when you go off site you have a different mindset. She noted when we are in session we are in presentation mode. She commented that we need to be able to work together and these types of events cultivate collaboration.

Mrs. MacDonald commented that she does not feel comfortable talking about certain things when the meetings are televised.

Mrs. Harrison commented that the Board is not able to have an open discussion in a televised meeting.

Board members discussed topics for each of the retreats and locations.

Mrs. Ames recommended having one retreat off site to discuss culture and roles and the others in public.

Mrs. Ames made a motion to authorize Dr. Jette and Mrs. Flynn to schedule 3 School Board Retreats as follows:

- A) Off Site - Legal (Culture, Climate, Roles)***
- B) In Public - Community Engagement***
- C) Location TBD - Financial.***

Mrs. Harrison seconded. The motion carried 4-1-0, with Mr. Cutter opposing.

B. Masks in Preschool (Deferred to April 6, 2022)

IV. MANIFEST

The manifest was circulated and signed by the Board.

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V. ADJOURN

Mr. Cutter made a motion to adjourn the meeting at 7:05 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

C Harrison, Chair

E MacDonald, Vice Chair

Approved Minutes for April 6, 2022

Location: Litchfield Town Hall

In Attendance: C Harrison, Board Member, Chair
E MacDonald, Vice Chair
H Ames, Board Member
T Hershberger, Board Member
A Cutter, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
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

There were no revisions to the agenda.

D. Summary of Non-Public Actions from March 16, 2022:

Mrs. Harrison made a motion to approve the non-public minutes of March 7, 2022. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. Ames, yes; Mrs. Hershberger, yes; Mrs. MacDonald, yes; Mrs. Harrison, yes; Mr. Cutter, abstain.

Summary of Non-Public Actions from March 23, 2022:

Mrs. Ames made a motion to accept the nomination of Jacob Hess as CHS Principal at a salary of \$115,000 for the 2022-2023 year. Mrs. Hershberger seconded. The motion carried 4-1-0, with Mr. Cutter opposing.

Mr. Cutter made a motion to accept the nomination of Laura Dionne as LMS Art teacher at a salary of \$72,048 for the 2022-2023 year. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Alanna Langley as LMS Spanish teacher at a salary of \$64,274 for the 2022-2023 year. Mr. Cutter seconded. The motion carried 5-0-0.

F. Presentations and Recognitions

- CHS:
 - FBLA (D Bourassa)

Mr. Bourassa and student representatives from FBLA prepared a presentation for the Board.

Mia Kittredge, Hailey Anderson, Bailey Bourque (co-presidents), CJ Riel, Jack Noury, and Liv Pilcher outlined all the courses offered in Business Education.

School Based Enterprise

Description

Students enrolled in School-Based Enterprise will have full responsibility for operating the CHS school store. This class will meet alternating days and is open during all lunches.

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School Based Enterprise:



- Engages in positive social interactions
- Allows students to provide a service to parents, faculty and peers
- Develop an understanding of business expenses such as equipment, inventory and supplies
- Build relationships with classmates in a smaller class size setting
- Teaches life skills: Budgeting, people skills, responsibility and everyday operations of a retail store

Marketing I & II

Description

Marketing I

Marketing I examines the basic foundations and functions involved in the exchange process ultimately designed to meet customer needs. Functions include marketing research, target market selection, product design, promotion and advertising activities, distribution, theories of consumer behavior, and pricing.

Marketing II

Marketing II is a continuation of Marketing I, delving deeper into the psychology of why we buy what we buy.

Marketing I & II

Semester Long Course

- Cover letters (I)
- Resumes (I)
- Mock interviews (I)
- Sales Pitch (II)
- 4 P's of Marketing (I&II)
- Branding (I&II)
- Advertising Methods (I&II)
- Individual Creative Projects (I&II)

Accounting I & II

Course Description

Accounting is an introductory course designed to teach students the basic concepts applied in financial record keeping. The emphasis is on precision and deductive reasoning as students learn skills such as how to record the monthly transactions on ledger accounts and how to summarize and report financial information. Students will also be introduced to the Century 21 accounting text and will perform various assignments and projects using this text. Topics in the class will include proprietorships, partnerships, and corporate forms of business activities.

Accounting II is a continuation of Accounting I. Students will explore the accounting cycle as it relates to accounting for a merchandising business, organized as a corporation. The emphasis is on advanced accounting topics such as dividends, plant assets, depreciation and accrued revenue/expenses. Students will continue to use the Century 21 accounting text to apply concepts to real-life simulations.

Successful completion of Accounting I is a prerequisite for this course.

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Accounting I & II

- Case studies (I&II)
- Journal Entries (I&II)
- Workbook activities (I&II)
- Basic accounting principles (I)
- T Accounts (I)
- Accounting ethics (I&II)
- Advertising within accounting (I)
- Stocks (II)
- Insurance (I)
- Paychecks (II)



Personal Finance

Description

In this course, students will learn financial literacy, which is the ability to use knowledge and skills to manage one's financial resources effectively for a lifetime of financial security. Students learn how to manage money, personal expenses and make sound financial decisions. Topics covered will include checking and savings accounts, charge accounts, credit cards, housing costs, vehicle and insurance purchases.

Personal Finance

- Dave Ramsey classroom
- Credit cards
- Interest rates
- 5 Foundations of Personal Finance
- Taxes



FUTURE BUSINESS LEADERS OF AMERICA

- Co-Presidents: Bailey Bourque, Mia Kittredge, and Hailey Anderson
- 2021-2022 membership includes 22 students
- All attended the Fall Leadership Conference and participated in various business related activities
- The Co-Presidents attended the NH State President's Meeting in December
- 8 members attended and competed in the State Leadership Conference in March

Conclusion/ Our Future

We all enjoyed and learned much from these courses that we've taken through the business program. All of us have chosen to continue our academic careers at a university and be part of their business programs. We feel confident and comfortable going into school next year with the knowledge and lessons we've taken from these classes.

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○ **Challenge Day Debrief (M Perez)**

Mr. Perez provided a debrief report regarding the Challenge Day event to the Board.

The program goes beyond traditional anti-bullying efforts, building empathy and inspiring a school-wide movement of compassion and positive change. Each day of Challenge Day will include between 70 - 100 students and between 15 - 20 adults. The students are semi-randomly chosen and each day the population resembles our school and our culture.

- Nick Carignan and Anthony Holder assisted in organizing CHS Challenge Day 2022
- Two days at the High School / One day at the Middle School.
- Student Participation: 70 - 100 students per day. This group of students resemble the population of the school.
- Adult Participation: 15 - 20 adults that include faculty / staff members, community members, administrators / teachers from other schools, and local business owners.
 - School Board Representatives, SAU Representatives, CHS Faculty, Middle School Administration Representative / Londonderry HS Administration, Former and Current Litchfield Parents, Business Owners and Community members.
- Challenge Day: 6.5 hour day in the gym. There are team building activities and activities that promote empathy and inclusivity. This event is run by 2 Challenge Day Facilitators.

At the end of the day the 2 Challenge Day facilitators meet with CHS School Counseling and the adult participants to talk about three different types of students:

- Potential Leaders
- Students that need to be Check-in on
- Student that need immediate attention

Post Challenge Day: School Counselors continue check-ins with students and work with parents to implement the correct support. The Child Assistance Team (ChAT) routinely reviews the list to confirm that students are still getting proper support. Each student filled out a "Challenge Day Action Card" for themselves that has been given back to them this past week.

Mr. Perez indicated the students will provide their feedback regarding the Challenge Day experience.

Nick Carignan commented that he chose Challenge Day for his senior project because of the change in culture, attitude and togetherness due to the pandemic year. He indicated that he hoped this experience would bring back what we lost and it proved to be successful. He noted that he and Anthony Holder were in charge of making lists of students at random, helping to set up transportation, name tags, lunches, setting up/breaking down in the gym. While participating in the day we saw a large difference in the students. This experience made an impact on our school and was what we needed. They recommended that this event be continued in future years.

Ryan Guerrette commented that Challenge Day was something the students did not take seriously at first, but when you start connecting with people you get serious. He relayed that he personally had a good experience. He noted that there are people he never talked to and there was an activity where you cross the line and connect with those students. He indicated it was all about loving each other, self-love, and supporting one another. He commented that he personally went to those who set up the day and expressed his love and gratitude to them. He indicated that he is grateful that we got to participate in this event.

Oren Bodden expressed that he loved the event and saw so many people he never saw interact before. He indicated that they were showing genuine care for each other. He indicated that personal connections were made and that it was good to see that it was a safe space that we could let out the emotion. He noted that afterward he felt refreshed.

Emily West commented that it was nice the way the adults tried to break that wall with the students. She indicated that it was an incredible experience.

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Mr. Perez commented that it was good to have community members, business owners, board members, and staff that the students do not normally interact with. He indicated that it was interesting to see those students change their attitude, who at first wanted nothing to do with it and then wanted to participate.

G. Community 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.

There was no public input.

- **Close Community Input**

Mrs. Harrison closed public input.

H. Correspondence

Mrs. MacDonald reported that correspondence was received from the following community members:

Betty Vaughan, regarding graduation announcements and her son's own negative experience; Mr. Cutter's disruptive behavior and trying to lead the meeting when not Chair.

Susan Haley, regarding Challenge Day and the positive impact on her sons who participated.

Alan Waggoner, regarding concerns over cell phone usage in board meetings; Freedom of Information Act request; concerns regarding Mr. Cutter's outreach to the Republican group in town.

Sonia Costinos, regarding the decision to add graduation announcements and how it will impact students who struggle in the district.

Andrew Morin, regarding the progress the Board has made with the work around the future planning for the school buildings; expressed disappointment in Mr. Cutter's behavior and negative attitude during the March 16 meeting.

April Webber, requested her letter be read in its entirety during public input. She stated that the outcome of the recent election showed a change was needed on the School Board. She was displeased to see that Mrs. Harrison was elected Chair again. She believes that the Superintendent has been running the Board meetings. She supported Mr. Cutter's actions at the March 16 meeting and he made many suggestions to which she hopes the Board will listen and implement.

I. Comments:

- **Superintendent:**

- **2022-2023 School Board Meeting Calendar DRAFT**

Dr. Jette presented the 2022-2023 School Board meeting calendar and reminded the Board that the July meeting date is still undetermined. He mentioned that the meeting report cycle has been included and cites the actual dates of those reports.

Mrs. Ames suggested that the Board discuss the format for community forums and asked if they will be planned quarterly and in advance.

Mrs. Hershberger suggested that the Board hear from the Director of Special Services during the year.

Dr. Jette suggested that the Director of Special Services can coincide with the report from the Director of Curriculum, Instruction & Assessment.

Mr. Cutter commented that meetings with the LEA and LSSA have to be scheduled and that the frequency of Board meetings needs to be addressed.

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Board members discussed July dates of availability for the July Board meeting. The Board settled on July 6, 2022.

o Enrollment Mar 2022

Dr. Jette reported at the end of March there were 1,239 students enrolled in the district. He reported as of the end of March there are 59 Kindergarten registrations and 84 Grade 1 registrations.

o School Board Retreat

Dr. Jette reported that he and Mrs. Flynn have been busy planning and contacting people for the Board retreat, which is scheduled to be held tomorrow night at St. Anselm's at the Institute of Politics. He indicated that the retreat will start at 5:00 pm with training from the NHSBA. The 2021-2024 School Board goals have been linked to the agenda for the Board to revisit as some goals have been reached. For the discussion regarding Culture and Climate and Communication, he has scheduled Bill Preble, who runs the Center for School Climate & Learning, to come and speak with the Board. Bill Preble has done nationwide work, as well as assisted districts in NH. Dr. Jette reported that Mr. Preble met virtually with him, the LEA and LSSA leadership, and the principals to speak about Culture and Climate and to answer questions about his experiences. Dr. Jette reported that after the meeting, the group discussed what Mr. Preble has to offer. He indicated that they are engaging with a guiding team at the school level to help with the work that has to be done in this area.

Mrs. Hershberger commented that she liked that approach and that it is important for the LEA and LSSA to participate in a solution.

Dr. Jette commented that he was asked to investigate if a Board retreat is a public meeting and if we can pay for food for the Board. He indicated that he has spoken to legal counsel and the meeting is public, but there are no actions being taken; only dialogue, feedback and discussion by the Board. The meeting will not be televised, but is publicly posted.

Mrs. MacDonald commented that the meeting is not being held in Litchfield and that she does not know anyone who would go to Goffstown.

Dr. Jette indicated that legal counsel confirmed it is a public meeting, but the location is not a matter of concern.

Mr. Cutter asked why there is no public input on the agenda. He felt that there should be public input and the meeting should be televised.

Dr. Jette commented that we can include one.

Mrs. Ames commented that she thought that the culture and climate portion was not going to be public because of things that would broach personnel matters.

Mrs. MacDonald commented that she was concerned about transparency.

Mrs. Hershberger suggested moving the retreat to CHS.

Mr. Cutter and Mrs. MacDonald were not in support of Mrs. Couture being on the agenda.

Mrs. Harrison indicated that Mrs. Couture, who was a School Board and Budget Committee Chair for many, many years here in Litchfield, reached out to her because she had some valuable historical information to pass along to the Board.

Mrs. Hershberger was in support of Mrs. Couture participating.

Mr. Cutter and Mrs. MacDonald feel that since Mrs. Couture no longer lives in town and she should not be allowed to participate.

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Dr. Jette commented that the NHSBA leadership and Mr. Preble are not residents either and asked if that means that anyone who is not a resident not be allowed to speak or participate.

Mrs. Ames commented that she can understand both sides. She indicated she would want the retreat televised. She felt that the Board should decline Mrs. Couture's participation for the retreat, but that perhaps she can be invited to a Board meeting.

Dr. Jette commented that the Community Engagement "retreat" will be held in Litchfield and asked if Mrs. Couture would be invited.

Board members were in support of having Mrs. Couture attend the Community Engagement "retreat".

Dr. Jette asked the Board about the plans for the retreat scheduled for tomorrow.

Mr. Cutter made a motion to delay the retreat until a date/time when it can be in town and televised. Mrs. MacDonald seconded.

Dr. Jette commented that this was voted on and approved by the Board three weeks ago. He indicated that the Board asked us to plan a retreat for training and for Culture and Climate. He noted that he does not see this as expanding beyond and pointed out that the Board voted 4-1 to have the retreat off-site with Manchester as a location.

Mrs. Harrison commented that this result is what she was expecting.

Mrs. MacDonald commented that she is speaking out for the people who do not want to speak out.

Mrs. Ames commented that she was one of the four members who voted for this to be off-site, as it was last year. She indicated that the retreat was helpful and she viewed it as an orientation. She noted she is in favor of this. She explained that she thought we were doing the meeting with attorneys and that it was not public, which changes it a lot for her because she feels we have set the tone for public meetings to be public and televised. She feels that the retreat should be delayed.

Mrs. Hershberger asked why we cannot have it in non-public because there are legal questions we all have. She commented it was her understanding that the Board wanted to discuss climate candidly and asked why can we not salvage something for tomorrow. She indicated that she did not want to miss the opportunity with the attorneys, especially right after our elections so that we can start on the right foot.

Mrs. Ames asked if the meeting could be shortened and made non-public.

Dr. Jette commented that the Board needs to meet with Mr. Preble about the culture and climate tomorrow night because we need to know if we need to go forward. He indicated that a steering committee has already been formed and begun to participate. He pointed out that if we are going to make culture and climate a priority for the beginning of the year we need time to plan and to build it into the grants.

Mr. Cutter called the question.

The motion to delay the retreat carried 3-2, with Mrs. MacDonald, Mr. Cutter and Mrs. Ames in support.

Dr. Jette reported that he spent two days with the NEASC team and was asked to Chair an elementary school visit. He indicated that the team has been looking at district wide accreditation and lining it up with the renewal for CHS. He shared that the NEASC team went to Unity Elementary School and he was surprised to discover that the entire building is heated by air source heat pumps. He spoke with students and staff about any issues with cold days or problems with heat and they said they were none. He noted they were very comfortable using air source heat pumps, but mentioned that they are still fueled by propane.

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- **School Board**

Mrs. Ames mentioned that it is National Assistant Principal Week and today is Paraprofessionals Day. She thanked the Assistant Principals and paraprofessionals for their hard work and dedication.

Mrs. MacDonald commented that she would like to address the email regarding cell phone use at Board meetings. She indicated as Board members, many of us come from jobs to the meetings and many come without communicating with our families. Sometimes our families reach out to us during the meetings and she feels that there are times when these communications are too important to ignore. Mrs. Hershberger agreed.

Mrs. Hershberger mentioned that when she was at CHS today, she was pleased to see two classes walking around the school. She also mentioned that the town cell phone coverage was a topic of discussion at the Emergency Management meeting. She noted that is not part of that committee's purview. She commented that she has heard we should be talking to Mr. Brunelle or the Town to try to figure out how to make the coverage better.

Mrs. Hershberger commented that the Board has spent a good amount of time talking about the retreat and she would like the Board to be respectful of all of our administrators' time, and to clearly communicate as a Board what we want administrators to do without backtracking.

II. GENERAL BUSINESS

A. Public Minutes:

- **March 16, 2022**

Mrs. Harrison made a motion to approve the public minutes of March 16, 2022 as amended. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **March 23, 2022**

Mrs. Harrison made a motion to approve the public minutes of March 23, 2022 as amended. Mr. Cutter seconded. The motion carried 5-0-0.

III. REPORTS

A. CHS Principal's Report

Mr. Lonergan was not able to be at the meeting tonight. Mr. Perez noted that there were several award ceremonies, National Art Honor Society induction, district concert, the high school play, and the school is gearing up for graduation. The senior video will be shown on Senior Night and a Senior Project evening presentation for the public is planned for May 12.

B. Business Administrator's Update

- **LMS Project**

Mr. Izbicki provided a project update to the Board. He reported that he is waiting for GMP (Guaranteed Maximum Price) from North Branch Construction, expected no later than April 15, which falls in line with the closing of the MLP on April 20. He noted that there has been fine tuning of the design with the subcontractors with the Construction Manager, with decisions to be made at the next weekly meeting.

Mr. Izbicki reported on the New Elementary School project. There was a site walk on March 15 on potential property for the new elementary school with an appraisal expected. Kyle Barker, Architect, Barker Associates, has completed the pre-bond phase work at a cost of \$117,000. Mr. Izbicki indicated he is requesting the Board authorize the reimbursement of \$117,000 from the Capital Improvements Expendable Trust Fund. Mr. Barker and his team will present at the next Facilities Improvement Committee meeting.

Mr. Izbicki reported on the CHS internal lighting project. Materials are being ordered and the project is expected to be completed by the end of the school year. The Select Board approved the use of \$315,000 of school impact fees, which, together with the \$80,000 SEED Grant funds, will enable us to fully fund that project with no cost to the taxpayers. The impact fees will also fund the cost for the resolution of the water pressure issue at CHS as well, with the work to be completed over the summer.

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Mrs. Harrison made a motion to authorize the Business Administrator to withdraw \$117,000 from the Capital Improvement Expendable Trust Fund to pay Barker Associates for the pre-bond work for the proposed new elementary school. Mrs. Hershberger seconded.

Mr. Cutter asked for the total of the Capital Improvement Expendable Trust Fund.

Mr. Izbicki indicated it is over \$900,000. He commented that in March of this year the voters approved to put \$125,000 into that fund, so the fund total will be over \$900,000 again..

Mr. Cutter commented for public awareness we will be asking the voters next March to replace \$125,000 in that fund.

Mr. Izbicki clarified that we will be asking the voters to approve the request to deposit \$125,000 into that account in alignment with the approved Capital Plan.

The motion carried 5-0-0.

Mr. Cutter asked when the work for LMS will begin.

Mr. Izbicki indicated that, as he previously reported, we are waiting for the GMP from North Branch Construction and have to determine when the contractors will be ordering the supplies, in addition to discussing the lead time for the supplies order.

Dr. Jette added that we can order the materials now; however, we are aware there are supply chain issues. We anticipate starting on June 15. He noted that there will most likely be some disruption in the fall and early winter.

Mrs. Hershberger asked if the Board can be provided with the balances of all the reserve and trust funds. Mr. Izbicki indicated he will provide that for the Board.

Mr. Cutter asked how the budget expense reports will be delivered to the Budget Committee.

Mr. Izbicki indicated they will be linked to the Business Administrator's Report that is typically provided in the second meeting of the month.

Dr. Jette clarified that it will be provided to the Budget Committee after the Board sees it first.

C. Committee Reports

- **Budget Committee**

Mr. Cutter reported that the Budget Committee met on March 24 and reviewed a draft calendar that included budget review dates for the School Board and Town. He noted the Committee is looking for a vote of the School Board on those dates.

Mrs. Hershberger commented that she spoke with John Son, Budget Committee Chair, regarding the direction with budgeting and Mr. Son mentioned that the Budget Committee would like to see the proposed budget at different points in time (needs based, requested, revised). She noted it may be helpful if the Budget Committee would provide what they want in writing.

- **Facilities Improvement Committee**

Mrs. Ames indicated the Mr. Izbicki provided much of the LMS project information that the Committee reviewed. She reported that there was good discussion toward the end of the meeting about community outreach to the town.

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- **Emergency Management Committee**

Mrs. Hershberger reported that the Committee discussed the physical requirements regarding mass notification system and emergency radios; the Committee streamlined the way that emergency drills are reported with good feedback coming from the schools regarding the drills.

- **Joint Loss Management Committee**

Mrs. MacDonald reported that the JLMC has not met in a while. She reported the Committee is setting up building inspections for safety risks.

- **PERC**

Mrs. Harrison reported the Committee is updating sociology texts and business department competencies.

- **School Start Time Task Force**

Dr. Jette recommended that this committee be delayed for the time being. He indicated that the middle school start time has been addressed. He noted that the larger question is the start time synchronization between all three schools, but with so much effort being focused on the work for the proposed new elementary school, we cannot engage in committee work at this time. He commented once a new school building is approved we can address the start times.

- **Wellness Committee**

Mrs. Hershberger reported the committee met on March 22 and focused on policy work. She indicated that the committee plans to consolidate aspects of the current policy that are redundant, but expand to social / emotional elements. A draft committee vision is circulating through the schools and the committee would like to broaden its membership. She indicated that the committee will meet on April 11 in the GMS Library and is looking for community members, staff or students who would like to participate.

- **Town Capital Improvement Plan Committee**

Mrs. MacDonald reported that Mr. Croteau was elected Chair of the committee and Mr. Cutter was elected Vice Chair. She commented that the committee feels the impact fees need to be restructured. She reported that the Town received half the federal funding they anticipated, which has been deposited in the bank. The Committee will be sending Capital Plan project spreadsheets to all departments for recosting since inflation has driven costs up from two years ago. Mrs. MacDonald commented that the CHS bleachers are listed on the Capital Plan for 2023 and there is a question on the safety of the bleachers for weekly meetings.

Mr. Izbicki indicated that the bleachers passed inspection and that the district will be reprioritizing some things on the Capital Plan.

Mrs. MacDonald reported the Committee discussed a new fire truck and the Select Board is investigating what is allowable for use with the federal funds the Town received.

Dr. Jette clarified that the issue with the CHS bleachers is an operation issue and not a safety issue.

IV. NEW BUSINESS

A. Policies: Revision & Review

- **IKF, High School Graduation Requirements**

Dr. Jette indicated that due to changes in the high school graduation requirements in the most recent NHSBA technical advisory, the High School Graduation Requirements policy has been revised to incorporate those changes. He mentioned that there was a question regarding if suspensions less than 10 days are appealable. Dr. Jette explained that he did look into the concern. He noted that because the Board has given the Superintendent the authority to authorize the building administration to suspend, those suspensions are not appealable.

Mrs. Harrison made a motion to approve Policy IKF for a 1st Reading and for the effective date of the policy to be July 1, 2022. Mrs. MacDonald seconded. The motion carried 4-0-0.

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- **JFABD, Education of Homeless Children & Unaccompanied Youth (new policy code)**

Dr. Jette indicated that the policy that references the education of homeless children in NH has significantly changed. The original policy had homeless children and children in foster care included in one policy, but the NHSBA recommends that these be separated. Additionally, he noted that the dispute process has changed and has been updated to meet the McKinney Vento requirements.

Mrs. Harrison made a motion to approve Policy JFABD for a 1st Reading. Mrs. Hershberger seconded. The motion carried 3-0-2, with Mr. Cutter and Mrs. MacDonald abstaining.

- **JFABE, Education of Children in Foster Care (new)**

Dr. Jette indicated that the policy that references education of children in foster care is new to the district. Both policies JFABD and JFABE are required by law and have been essentially crafted from the law itself.

Mrs. Ames made a motion to approve Policy JFABE for a 1st Reading. Mrs. Harrison seconded. The motion carried 5-0-0.

- **IGE, Parental Objections to Specific Course Materials (new)**

Dr. Jette indicated that Policy IGE represents objections to specific course materials that parents may not find acceptable. This policy separates parental objections to specific materials from the policy for exemption from a required course.

Mrs. Harrison made a motion to approve Policy IGE for a 1st Reading. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **IHAM, Health Education & Exemption from Instruction (revised)**

Dr. Jette deferred to Mrs. Flynn to explain the revision of Policy IHAM. Mrs. Flynn explained that the policy had originally been written to include parental objection to specific course materials. However, this policy was intended to apply only to health education instruction, which is a required course, and not all instruction.

Mrs. Harrison made a motion to approve Policy IHAM for a 1st Reading. Mrs. Hershberger seconded. The motion carried 5-0-0.

V. OLD BUSINESS

A. Coronavirus Review and Update:

- **Current Situation Update**

Dr. Jette reported that the town of Litchfield is now in Moderate status, while the County was Moderate, but is now at Substantial status. Cases at the schools are low to non-existent.

Dr. Jette recalled that he shared a concern with the Board regarding masking in preschool. He indicated that masking was removed in the schools due to the availability of the vaccine for children ages 5-11. He commented that the school would like to stay with the last masking decision; however, parents of preschool students and preschool teachers have concerns regarding masking in preschool.

Mrs. Ames commented that she understands both sides of the argument. She indicated preschool is not mandatory in Litchfield. She believes that masking for preschool students should be by parental choice.

Mr. Cutter and Mrs. MacDonald agreed that masking should be parental choice.

The School Board consensus is that it is the choice of the parents to mask their children in preschool.

Mrs. Ames made a motion to extend the masking policy in preschool to be in line with the masking policy in the other grades. Mrs. Harrison seconded. The motion carried 5-0-0.

VI. MANIFEST

The manifest was circulated and signed by the Board.

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VII. PUBLIC INPUT

A. Community Input

Mrs. MacDonald read a letter from Jim Norton, Woodhawk Way, who requested his letter be read in entirety to the Board. In his correspondence, he expresses his disappointment in the actions of Mr. Cutter at the March 16, 2022 Board meeting and expresses his support for Mrs. Flynn's service to the Board.

Patrick Keefe, LEA President, thanked the Board for their desire to reach out to the associations to have more direct communication. He commented that there are members of LEA that feel their voice has not been heard. He noted that, with regard to Bill Preble, he met with Bill Preble regarding climate and culture and one of the suggestions was to invite the associations in from the beginning. He believes Mr. Preble has great credentials, but he and some members of the LEA feel there is a wall between the LEA and the Superintendent and we are not being heard. He stated that this may be another apparatus rather than having direct communication and will look like collaboration by the staff is being asked, but in fact is working in the opposite manner. He indicated that he shared a survey with the LEA a year ago about communication. He claimed that the school reopening committee discussions and results from the LEA were not included in the reopening plan. Mr. Keefe claims that not one LEA member was on the CHS Principal Search Committee; however, a member of the LEA was chosen, but not by the LEA. He commented that LEA members are talented and if we are going to have true retention there has to be direct communication.

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

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

Upon a motion by Mrs. Harrison, the 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 adversely affect 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: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Ames, the Board returned to public session at 9:59 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

X. ADJOURN

Mrs. Hershberger made a motion to adjourn the meeting at 10:00 p.m. Mrs. Ames seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Executive Assistant

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

C Harrison, Chair

E MacDonald, Vice Chair

Approved Minutes for April 20, 2022

Location: Litchfield Town Hall

In Attendance: C Harrison, Board Member, Chair (*remote*)
E MacDonald, Vice Chair
H Ames, Board Member
T Hershberger, Board Member
A Cutter, Board Member (*absent*)
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. MacDonald called the meeting to order at 5:04 pm.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from April 6, 2022:

Mrs. Hershberger made a motion to approve the non-public minutes from March 16 and March 23, 2022 as amended. Mrs. Ames seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to accept the nomination of Jada Tessier as a full time District School Social Worker at a salary of \$55,000 (prorated for 2021-2022) through FY22 or as long as Federal Funds are available. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Hershberger made a motion to accept the resignation of Devin Bandurski, Special Services Director. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to authorize the Superintendent and the Business Administrator to negotiate the purchase and sale of the identified property presented. Mr. Cutter seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to accept the renominations presented by the Superintendent for the 2022-2023 school year. Mrs. Ames seconded. The motion carried 4-1-0, with Mrs. MacDonald opposing.

F. Presentations and Recognitions

- **CHS:**

- **Fundraiser Proposal**

Mr. Sica provided a fundraiser proposal to hold a Bowl-a-thon to the Board. He explained the fundraiser is for the Class of 2024 to fund class activities and would be held on a Sunday at Merrimack Bowl with no school missed. The Class of 2024 did not have their gateway trip and would like to have some activities to plan. He indicated that the Bowl-a-thon would be open to the community who would like to participate for an entrance fee and members of the Class of 2024 would be asked to get sponsors for the event. The Class of 2024 would also like to promote it as a competition to see if athletics and clubs can put together competing teams.

Mrs. Hershberger made a motion to approve the Bowl-a-thon fundraiser. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

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○ **Culture & Climate Introduction (B Preble - attending remotely)**

Dr. Jette explained he met with Bill Preble and the Center for School Climate and Learning to act as a third party to guide us as a district to gauge culture and climate in the schools - Bill Preble and Bill Carrozza -

Mr. Preble and Mr. Carrozza spoke to the Board regarding his experience and services to assist with improvement of the culture and climate in the school buildings.

Mr. Preble and Mr. Carrozza both teach at New England College. Mr. Preble began the Center for School Climate and Learning and Mr. Carrozza joined him.

Mr. Preble presented information to the Board about school climate and learning:
Goals for the presentation:

1. To pose some key questions and provide context for our proposal.
2. To examine the growing challenges facing our schools and each of you as school leaders.
3. To define and show the relationships between:
 - School Culture
 - School Climate
 - Student Learning
4. To outline our Safe Measures™ School Improvement Process
5. To answer your questions about the process and possible next steps

The incident at Columbine has changed the shape of schools. That one event traumatized the nation and now they are almost regular occurrences. It has been discovered that when people are afraid their brains do not work the way they should, which is often evident in active shooter situations.

When evaluating school climate and learning, there are key questions to ask:

- **Are our schools working well for all children?** Do students like their schools? Do they feel safe, valued, welcome, and engaged? Are students learning?
- **Are our schools working well as organizations?** Are they being led effectively? Are the people that do the work focused on students, motivated, and engaged?
- **How well are we utilizing the skills and potential of our most important resources—our teachers?** Are they being well-supported, acknowledged, treated respectfully, used effectively to maximize their impact on students?
- **Are our children learning** the things they need to reach their full potential?
- **What are the “core prerequisites”** to effective schools, effective leadership, and effective teaching and learning?

Identify the challenges and problems your school district is facing:

Some Evidence of Our Challenges

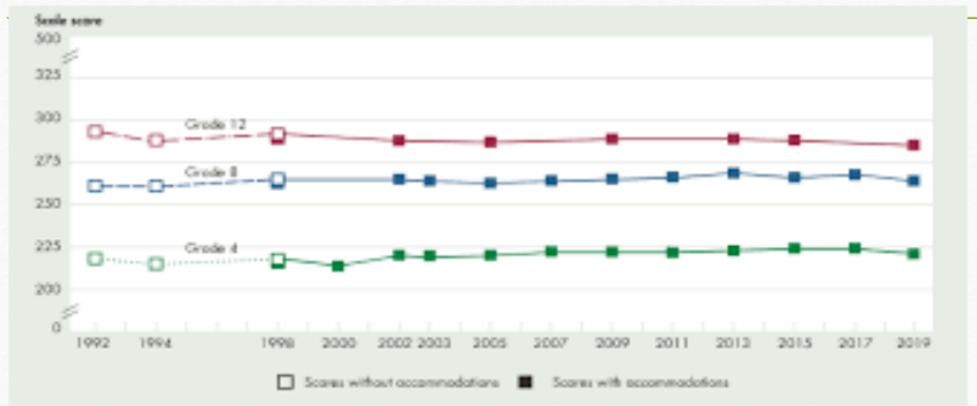
What are the issues, problems, and challenges schools are facing and will continue to face as we move forward?

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Examine what has not worked: 3 challenges that need to be addressed and solved:

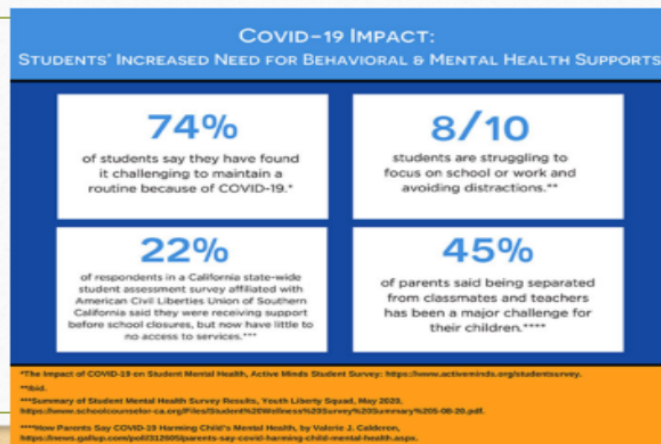
Test scores between 1992 and 2019 have remained flat for over 20 years.

#1: Let's Stop Doing What Has Not Worked



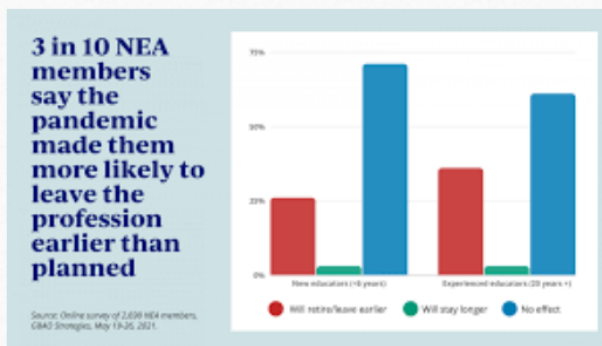
#2: Recognize that the Challenges are Growing

Schools and teachers will need to do even more to support students and families. And everyone is exhausted.



#3: How will we Retain Great Teachers?

This slide was based on data in 2021. In March, 2022, more than 50% of teachers indicated they were considering leaving the profession!



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Success and Unsuccessful School Change:

We know a lot about successful and unsuccessful school change...

- We can “predict” which approaches to school change will or won’t work.
- Unsuccessful school change tends to be driven by “external” rather than “internal” forces. (Culture)
- Students and teachers are typically the “objects” or targets of school change, rather than partners in the work. (Partnership and YPAR Process)
- “Voice, Engagement and Buy-in” from teachers, students and the community is key to successful school improvement. (Sarason, Climate, and YPAR process)
- We measure the things we believe are important. (Culture, Climate, & Learning)
- The greatest predictor of successful school change is “collective teacher efficacy” (Average effect size = .40; Collective teacher efficacy = 1.57) Let’s work smarter!

Mrs. Hershberger asked Mr. Preble what his definition of a leader is because she believes that anyone can be a leader.

Mr. Preble agreed. He commented that students lead their peers; teachers lead their students; all of us leading collectively.

School Culture Matters

“Culture eats strategy for breakfast.”

School (Adult) Culture Drives School Climate

- Shared values, beliefs and norms and the ways that adults in schools think, believe, work together, and work with students everyday reflects the culture of the school.
- “The kids are the easy part...it’s the grown-ups that are hard!”

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Examine the culture in your schools.

Is there a single “culture” inside any school?

Think about the MS or HS cafeteria. Who sits where every day? Why?
Are there actually many different “micro-cultures” of students and adults in any school?
Do members of these different groups “see” the school the same way?
Do members of these groups “experience” the school in different ways?
Do members of each group have “valuable expert or insider knowledge” of their group and their school experiences?

Students have many different ‘micro-cultures’ and have insider knowledge of their school experiences. Students see things in the schools that adults might not see.

Mr. Preble spoke about School Climate.

School Climate is The heart and soul of a school

*“School climate is like the air we breathe;
it tends to go unnoticed until it becomes toxic.”*

Jerome Freiberg

Listen to everyone’s viewpoints. School Climate is complicated. We need to know how to understand school climate. For instance, can the same school be safe and respectful and yet frightening and disrespectful? We all see the world in different ways - we all have blind spots.

We all Have Blind Spots

Do boys in a school see and experience things in ways that girls may not?
Do girls in a school see and experience things that boys may not?
Do students see, hear, or know things about their school that adults may not?
Do teachers see, hear, or know things that school administrators may not?
Do you think that my adopted Chinese daughter who grew up in Henniker, NH heard, saw and experienced things in her school that her classmates did not?

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“The Dignity of Expertise”

What happens to a student or teachers when they are invited to the table as a thought partner, as an “expert”, as a leader on their “microculture” and asked to share their knowledge and expertise in ways that can help the school get better?

The Safe Measures Process is a way to collect data on culture and climate.

YPAR provides students and their teachers with leadership roles to help shine a light on issues that support great teaching and student learning
YPAR helps us identify factors that prevent schools from working well for all students.

The SafeMeasures™ YPAR Process... It's Simple and FUN!

- Step 1: Develop diverse teams of students and teachers.
- Step 2: Collect school culture and climate data.
- Step 3: Analyze data - Identify strengths (bright spots) and needs.
- Step 4: Set leadership goals for school improvement.
- Step 4: Develop and implement small scale pilot projects.
- Step 5: Expand the work throughout the school.
- Step 6: Collect Data after Year 2 to identify successes and areas of school improvement.
- Step 7: Keep listening, learning and working together.

In recent survey, there is a difference of opinion between students and teachers and parents with school climate; the results are closer in percentages with teaching and learning; examination of adult culture results show that collective teacher efficacy is missing; and, when student voice is added to the collective teacher efficacy, the results are astounding.

Take Hattie's Research on the Power of Teacher Collaboration...

- THEN add Student & Teacher Collaboration and Partnership... and you get even larger effects on Adult Culture, School Climate & Student Learning
- “When students and adults were at the table together, it brought out the BEST in the adults.” Clemson University

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Working through the YPAR process to solve real problems together

- Builds trust
- Enhances relationships
- Improves communication
- Creates positive culture and climate

This is why we use YPAR a “Bottom Up” school improvement process

- Participatory research begins with identifying important issues or problems.
- Participatory research is empowering.
- The aim of this approach is to create a debate and discussion that changes minds and behavior so that change will occur.
- Participatory research is done “with” others, rather “on” or “to” others.
- In this spirit, participatory research engages the participants as active collaborators and leadership partners.

Mrs. Harrison indicated she likes this approach. She commented that she is acutely aware of the current state of affairs nationwide with teachers considering exiting the profession. She wanted to know how to implement the changes.

Mr. Preble indicated that we should not criticize, but collaborate; there should be no negativity, only positive collaboration.

Dr. Jette explained why it is believed that we need a third party to help us improve our culture and climate. He asked if the Board feels we are going in the right direction. He noted that stakeholders are here to provide feedback and the data will reveal problems, but there are also great things that are happening. He indicated this is not a district project, but a collaboration between students and teachers/staff at the schools.

Mrs. Harrison, Mrs. MacDonald, Mrs. Hershberger and Mrs. Ames were supportive of the proposal to get to the right place.

Mrs. MacDonald asked if the Board will have a role in this endeavor. Dr. Jette answered in the affirmative and noted that everyone has a voice. Mr. Preble commented that we have an orientation we do with everyone.

Dr. Jette indicated that the Board does not have to act on this tonight, and that he will ask Mr. Preble for the proposal and cost. He noted that the district has grant money that can be used as this qualifies under two grants.

Mr. Preble thanked the Board for their time.

G. Community 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.

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Darlene Gymziak, Arcadian Lane, LSSA Vice President, commented that she understands the whole concept of culture and climate; however, if she were sitting at home she would not think this had anything to do with support staff. She indicated that she heard about teachers and students, but nothing about support staff. She noted that she has respect for teachers, but support staff is treated differently and not included and it does not seem like support staff are included in this. She referred to surveys that are sent out to staff, which she claims are typically geared for educators and not support staff. She commented that support staff feel like we are not part of the district. Mrs. Gymziak also noted that the other issue is that it seems this is all about increasing test scores.

Patrick Keefe, LEA President, commented that Dr. Jette mentioned that Mr. Keefe feared that this could lead to fake collaboration. He indicated that he does not have a problem with this proposal and any time we can be inclusive of all staff with collaboration is a good thing. He noted that his fear was that we reached out for more direct communication for the LEA with the School Board because we felt like our perspectives were not being communicated to the Board. He indicated that School Board members have to ensure that school resources are being managed properly and he commented that the Board does a good job.

Noah Benoit, CHS Social Studies teacher, commented that he liked the presentation and is excited about the collaboration. He believes that including everyone in the conversation is important. Changing topics, he indicated that the School Start Time Task Force has been put on hold to focus on other priorities and he asked the Board to reconsider the decision. He believes that a later start time is necessary for the high school.

- **Close Community Input**

Hearing no further public input, Mrs. MacDonald closed community input.

H. Correspondence

Mrs. MacDonald reported that the Board received some correspondence:

Elizabeth Vaughn, commenting that the Democratic Committee met last week and would like to be kept up to date in the event the Board would like to meet with other groups.

CHS Student Council regarding their experience volunteering at the Manchester Food Bank on April 16. Students were truly amazed by the kindness and generosity of the group of volunteers who do this every week. Members of STUCO organized food to hand out to people, and helped interact with many of them as they gave out the food. This was an amazing experience, and the Student Council is already excited to go back hopefully in the fall. Mrs. MacDonald read the article aloud from the Student Council.

I. Comments:

- **Superintendent:**

- **General Assurances**

Dr. Jette commented that each year the Board is asked to review the general assurances, which is federal law. He explained that we are ensuring that we are doing what is listed in the document.

Board members agreed to review the document and discuss it at the next meeting.

- **School Board Resolution for MLP**

Dr. Jette discussed with the School Board the requirement to approve and sign the resolution for the Municipal Lease Purchase (aka: Equipment Lease Purchase Agreement) from Bank of America. One of the legal requirements of the ELPA is for the School Board to sign a resolution of the governing body, authorizing the execution and delivery of an equipment lease/purchase agreement with respect to the acquisition, financing and leasing of the equipment for the renovation of the middle school resulting in a near net-zero, energy efficient school. He explained that the resolution provides the agreement of the governing body to authorize the Litchfield School District to enter into a lease agreement to acquire, finance and lease the equipment for the renovation of the middle school; to authorize a lessee (district) representative or representatives to act and sign the agreement; and to execute the lease agreement. He noted that three motions are required from the Board to: approve the resolution, authorize representatives, and to authorize the Chair or Vice Chair to sign the resolution.

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Mrs. Ames made a motion to approve the Resolution authorizing the execution and delivery of an equipment lease/purchase agreement between the Litchfield School District and Bank of America to complete Phase II of the Litchfield Middle School renovation project. Mrs. Hershberger seconded. The motion carried 3-0-0.

Mrs. Ames made a motion to appoint the Superintendent and/or the Business Administrator as authorized lessee representatives. Mrs. MacDonald seconded. The motion carried 3-0-0.

Mrs. Ames made a motion to authorize Mrs. MacDonald, School Board Vice Chair, to sign the authorizing resolution aforementioned. Mrs. Hershberger seconded. The motion carried 3-0-0.

o 2022-2023 School Board Meeting Calendar DRAFT

Mrs. Ames asked if more meetings would be needed to add to the calendar based on the amount of work to be done for the middle school facility improvements and the proposed new elementary school project.

Dr. Jette indicated that the Board has the discretion to call an extra meeting as needed.

Mrs. Ames made a motion to approve the 2022-2023 School Board Meeting calendar. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison (remote), yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.

o LMS Gym

Dr. Jette reported that an incident occurred last week that involved the LMS gym. He explained that a vendor was performing routine maintenance in the gym and noticed spots on the ceiling and suggested someone check them out. Out of an abundance of caution the SAU called in a company that took a sample of the stain substance and cleaned the stain with a bleach-like product that produced a strong smell. After examination of the substance it proved to be of no health or environmental concern. However, when the cleaning was completed we had an air quality test performed in the gym, which resulted in no issues with air quality in the gym.

o School Board Training

Dr. Jette recalled for the Board that following their vote in opposition to holding their retreat off site, he felt the Board was telling us to bring people into a meeting for training. He indicated that the NHSBA representatives have been rescheduled for June 1 to provide Board training.

Mrs. MacDonald asked if the community can ask questions.

Dr. Jette commented that he will ask the representatives, but reminded the Board this is a Board training and not a training for the public.

o End of Year Schedules

Dr. Jette commented that all three schools were asked to submit end of year schedules for the Board. He indicated that the LMS schedule has been provided and the others should be received soon.

SB: ask admin to put this information out -

● Website

Dr. Jette reported that the SAU is re-examining the website and setting up a committee to determine a redesign for audience, content, and mobile accessibility. He indicated that a presentation will be provided for the Board at the next meeting.

● School Climate and Culture

Dr. Jette commented that he would like everyone to understand that Mrs. Gymziak and Mrs. Snyder were in the climate and culture meeting with Bill Preble because we wanted to involve everyone and that there was no intent to slight anyone with the presentation. He thanked them for bringing up their concerns this evening.

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- **School Board**

Mrs. Ames commented that in speaking about culture and climate, one of the lessons she is trying to instill in her 11 year old is that it is not what you intend to do, but it is the impact the actions or words have on the other people.

Mrs. Hershberger commented on the Electronic Sniffing Dog presentation that was scheduled last night and noted that only nine people were in attendance. She indicated the presentation was about protecting our children. She congratulated the Lacrosse team in their victory over Gilford. She shared that she has been listening to more town meetings and one board was speaking about liveable communities and talking about getting representatives from different groups, but they did not mention the School Board. She noted if they do go through with a liveable community it would be beneficial if the School Board was included to build relationships with all groups in the town.

Mrs. Harrison announced that she received an invitation from the VFW in Hudson who are honoring Bob O'Neil, Kathy Sidilau, and Mike Perez at the Loyalty Awards on Friday night.

Tina signed off at 7:14 pm

Dr. Jette mentioned that John Latsha invited him to be on his show tomorrow night.

II. GENERAL BUSINESS

A. Public Minutes:

- **April 6, 2022**

Mrs. made a motion to approve the public minutes of April 6, 2022. Mrs. seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

B. Budget Transfers

Board members asked for the budget transfers to be deferred to the next meeting so they have time to review them.

(Mrs. Harrison left the meeting.)

I. REPORTS

A. Curriculum Report

Ms. Widman provided her report for the Board, along with some PERC updates. She reported that the initial survey response for the Live2Learn workshop was great. She indicated that teachers have stepped up and volunteered to lead workshops. Individual professional development will be scheduled as well.

Ms. Widman reported that she attended the 2022 Innovations in Learning Conferences and saw a lot of opportunities for flexible pathways for students. She also noted that there are changes to the minimum standards language, which will result in a shift from teacher centered opportunities to learner centered opportunities.

Ms. Widman reported that a statewide collaborative entitled PLACE (Performance Lessons and Assessments for Competency Education) is being offered through NHLI to not only develop more competency based assessments, but on how to tie them into education. There will be targeted support and training for teachers and leaders.

Ms. Widman reported that the Grading & Reporting Committee is working on the common reassessment plan for the district and working on a consistent practices document: working on a communication plan between buildings; and looking at Portrait of Learner traits vs work study practices and parent/community education.

Ms. Widman reported that the PERC Committee will finalize the Social Studies curriculum over the summer; finalize the ELA 5-12 curriculum by early fall; finalize the ELA K-4 curriculum next year; and begin the Science curriculum for all grades this summer.

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Ms. Widman presented PERC recommendations:

- Sociology Textbook
- Business Competencies

Mrs. Hershberger made a motion to approve the Sociology textbook recommended by PERC. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

Mrs. Ames made a motion to approve the Business Competencies recommended by PERC. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

Ms. Widman reported that 107 out of 111 students took the SATs, resulting in a 96.3% completion; NH SAS testing is coming up in May for GMS (ELA/Math); LMS (Math/ELA/Science); April 20 for CHS (Science).

B. Business Administrator's Report

- **Update on Audit, Lawsuits & Claims**

Mr. Izbicki provided the district financial report and a bi-weekly update on projects in the district.

LMS:

- The Guaranteed Maximum Price was received on April 14 and provides that North Branch can begin ordering supplies and coordinating the phasing for this project
- Documentation is being provided by Bank of America to close on the Municipal Lease Purchase Agreement on April 26
- Weekly meetings for the project continue on Tuesdays
- The Facilities Improvement Committee has provided a recommendation for Resilient Building Group to be hired as the Commissioning Agent for the LMS project.

GMS:

- Kyle Barker presented the GMS feasibility study to the Facilities Improvement Committee on April 13
- Priority was provided to prepare for the State Building Aid application as of today
- Facilities Improvement Committee meetings are now live streamed.

CHS: As of this morning, installation will begin on the lighting project.

Mr. Izbicki reported that \$125,000 that was approved on Warrant Article 7 has been transferred to the Capital Improvement Expendable Trust Fund; the General Fund balance is \$633,671 at this time; we have expended or encumbered 97.5% of the FY22 appropriations.

Mr. Izbicki reported that the Food Services General Fund total is \$108,000 due to the federal reimbursement of all student provided meals and we will transition into the paid meal platform next year. He noted that the second breakfast has been eliminated due to low staffing.

Audits/Lawsuits/Claims:

Mr. Izbicki reported that each year when the audit is completed the auditors send legal compensation letters to law firms for disclosure and there are no outstanding cases based on those letters; however, there is an outstanding possible liability in Special Education (it is not a pending liability).

C. Committee Reports *(all committees will be listed on agendas; however, all may not have a report)*

- **Budget Committee:** meets tomorrow night.
- **Facilities Improvement Committee**

- **Approval of Commissioning Agent (LMS Project)**

Mr. Izbicki reported that a commissioning agent is needed for the LMS project as we have new equipment installed in LMS. He explained the commissioning agent comes in to work on our behalf to ensure that the architects and mechanical designers have put out a good product in working order.

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Mr. Izbicki indicated that the district posted an RFP for a Commissioning Agent and received two bids. The Facilities Improvement Committee reviewed the bids and recommended Resilient Building Group to be hired as Commissioning Agent.

Mrs. MacDonald made a motion to authorize the district to hire Resilient Building Group as the Commissioning Agent for the LMS project. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

- **Emergency Management Committee:** meets 5/6/22
- **Grading & Reporting Committee:** has not met.
- **Joint Loss Management Committee:** meets 6/2/22
- **PERC** has not met
- **School Start Time Task Force**

Mrs. Ames commented that there is renewed interest in this committee and asked if we can start with investigating some of the districts in our cohort group for start times. She indicated that we do not have to meet as a group yet.

Dr. Jette commented that there were teachers and parents that were identified to be on the committee to take a harder look at all school start times. He indicated that the district is spending immense time on the building projects, but we can take it back to our team and see if someone wants to take the lead on this committee. He cautioned that changing the schedules is a major undertaking and involves many different moving parts (such as transportation, school activities, clubs/athletics).

Mrs. MacDonald commented that it is a high stakes project and with altered schedules people may have to change their work hours.

Mrs. Ames would like the committee added to the agenda.

- **Wellness Committee**

Mrs. Hershberger reported that the Wellness Committee met to work on vision and policy. Two additional meetings have been scheduled to discuss potential future items. The Wellness Committee asked for a “Wellness Champion” from each school to be a point person to the committee. The committee also discussed communication.

IV. NEW BUSINESS

A. Policies - Reapproval

- **IF, Instructional Approach**
- **IFA, Instructional Needs of Students with Different Talents**
- **IGA, Curriculum Development**
- **IGD, Curriculum Adoption**
- **IHAE, Physical Education**
- **IHAK, Character & Citizenship Education**
- **IHAC, Summer Activities**
- **IKFA, Early Graduation**
- **IKFB, High School Credit for Middle School Courses**
- **IL, Evaluation of Instructional Program**

The policies presented to the Board for reapproval are part of an ongoing project to update all policies more than five years old. This policy framework began in 2020 and continued into 2021, beginning with Policy Manual Section A. Policies in all sections, A through H, have been updated. There may be a few that need to be more thoroughly vetted. The policies presented represent those policies in Section I that have been reviewed and compared with updated NHSBA policies and have been determined to have no significant changes, if any.

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Board members deferred the review of these policies to the next meeting.

B. Policies - Review for a 1st Reading:

- **BEC, Non-Public Sessions**
- **EF, Food Service Management**
- **GBI, Staff Participation in Political Activities**
- **IHAMA, Teaching About Alcohol, Drugs & Tobacco**
- **IHBBA, LEP Instruction**
- **IKB, Homework Guidelines**

Policies presented in this section are policies that required some changes to significant changes. Although Policies BEC and GBI had been reapproved last year, there were recent changes to the law that were implemented by the Legislature, prompting additional changes to those policies.

Mrs. Ames made a motion to move policies BEC, EF, GBI, IHAMA, IHBBA and IKB to a 1st Reading. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

C. Policies to be Rescinded:

- **Original Policy IGE, Curriculum Guides**

Policy IGE was originally classified and assigned to the policy entitled, Curriculum Guides. This policy is outdated and no longer necessary as we do not use curriculum guides any longer in the district. The policy code was assigned to a different instructional policy as required by the NHSBA policy code system.

- **JLG, Homeless Policy**

Policy JLG was replaced by Policy JFABD with a change to the policy code, but the title of the policy was retained. Policy JLG is being rescinded.

Mrs. MacDonald made a motion to rescind policies IGE and JLG. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

V. OLD BUSINESS

A. Policies: 2nd Reading/Final Approval:

- **IGE, Parental Objections to Specific Course Materials**
- **IHAM, Health Education & Exemption from Instruction**
- **IKF, High School Graduation Requirements**
- **JFABD, Education of Homeless Children & Unaccompanied Youth**
- **JFABE, Education of Children in Foster Care**

Mrs. Ames made a motion to approve policies IGE, IHAM, IKF, JFABD and JFABE. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

B. Coronavirus Review and Update:

- **Current Situation Update**

Dr. Jette reported that County numbers have increased to 179.4 and the County is in substantial spread status. The numbers have increased at GMS, putting them into Medium Impact status and dropped to Low status today; LMS and CHS are in Low status.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Input

There was no public 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 by Mrs. Ames, the Board entered into non-public session at 8:25 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely adversely affect 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: Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 9:25 p.m. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes.

X. ADJOURN

Mrs. MacDonald made a motion to adjourn the meeting at 9:26 p.m. Mrs. Ames seconded. The motion carried 3-0-0.

Respectfully submitted,

Michele E. Flynn
Executive Assistant

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

C Harrison, Chair

E MacDonald, Vice Chair

Approved Minutes for May 4, 2022

Location: Litchfield Town Hall

In Attendance: C Harrison, Board Member, Chair
E MacDonald, Vice Chair
H Ames, Board Member
T Hershberger, Board Member
A Cutter, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Dan Mitchell, Principal, GMS
Michele E. Flynn, Administrative Assistant

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

D. Summary of Non-Public Actions from April 20, 2022:

Mrs. Ames made a motion to approve the non-public minutes of April 6, 2022. Mrs. Hershberger seconded. The motion carried 3-0-0.

Mrs. Hershberger made a motion to accept the resignation of Matt Colombo, LMS Grade 7 Science teacher. Mrs. MacDonald seconded. The motion carried 3-0-0.

Mrs. MacDonald made a motion to accept the resignation of Teresa Planty, GMS Grade 2 teacher. Mrs. Ames seconded. The motion carried 3-0-0.

Mrs. Hershberger made a motion to accept the resignation of Jocelyn Duford, CHS Math teacher. Mrs. MacDonald seconded. The motion carried 3-0-0.

F. Presentations and Recognitions

● Electric Buses, D Henry

Dick Henry, Energy Consultant, provided a presentation to the Board regarding electric school buses that consisted of the following information:

- National movement to convert all diesel school buses to electric buses in the next 10 years
- Electric buses are quiet and healthier for students with zero emissions
- 55% to 60% less costly than diesel; 50%-60% less maintenance; can be charged by a solar array
- Electric buses are three times as expensive to purchase, but we can partner with First Student to get a bulk cost reduction
- There is \$5B from the government for this initiative over the next five years
- Pilot 2 electric buses that can be kept at CHS, which is the best site for space
- EPA funding rolled out last Thursday; spoke with First Student about taking advantage of the funding
- Senator Shaheen's office is accepting proposals for \$750,000 for a pilot project for electric buses; 2 buses would have a total cost of \$1.5M with funding collaboration from First Student and Eversource; funds are anticipated to be available January 2023; funds have to be used in 2 years.

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Mr. Henry explained if we are able to do the pilot we will report to the Clean Bus Program who will distribute the \$5B in funding (\$1B per year) for the fleet. He indicated that a solar charging station at CHS will allow for charging the buses and may serve to reduce the energy demand charges at CHS, which are already high and expected to increase even higher. He noted that during the summer we would be able to sell power back to the grid and generate revenue for the district. He indicated that he would like to continue to explore funding opportunities and provide a pilot for the district with First Student and Eversource with Board approval. He will provide regular progress reports.

Mrs. Harrison asked if the \$1.5M for the pilot program would be funded by a grant or would the district have to provide funding.

Mr. Henry indicated it is too early to tell, but in talking with First Student, they offered in kind services. He mentioned that there will be rebates from Eversource and they would provide in kind services, as well as foundations that are interested in doing this work that can provide funding. He commented that he would like to explore other funding mechanisms to keep the district funds match to a minimum.

Dr. Jette reminded the Board that currently First Student provided buses as part of our new contract and still own the buses. He asked what the impact of ownership would be if we go forward with the pilot and implement the buses.

Mr. Henry indicated you would have to operate the buses for at least 5 years after purchasing them. He noted that they have a 10-15 year life span as the salt on the road unfortunately does impact the body of the bus. He commented that there is a resale value on the bus batteries if they need to be replaced.

Mr. Cutter asked about the financial obligation to continue with this endeavor. Dr. Jette indicated that it would be Mr. Henry's consulting contract, which is an hourly rate.

Mr. Cutter asked if it is worth pursuing since we will pilot 2 buses when we need 9 buses. He asked why CHS would be chosen as a solar charging station. He also commented that kWh cost is variable if you shop around.

Dr. Jette commented that it comes down to the cost for the number of buses and the purpose of the grants is to help level the field. He explained a two bus demo project is manageable under the budget and maximizes the incentive coming from the government.

Mr. Henry noted there are two sources of funding: the dedicated funds from Senator Shaheen and opportunities to apply for rebates under the Clean Bus Program. He commented that the pilot for two buses is putting together a plausible first program in cooperation with First Student and Eversource to see what our options are going forward.

Dr. Jette commented, in response to Mr. Cutter's question about CHS, that he had an early conversation to try to take advantage of the solar at LMS, but there is not enough space for parking the two buses and the connectivity. He noted the GMS situation is unknown and CHS is the most logical site with the most space.

Mr. Henry commented on the variable cost of kWh. He indicated that shopping around a while ago to get 3rd party energy sources made sense because they were 3 or 4 cents cheaper than what the utility company supplies, but within the last six months and the Ukraine War, the price of natural gas has doubled, oil prices are increasing, electricity is increasing and the energy market is volatile. He noted that solar is the best way to generate your own electricity and group metering is possible with solar with other district or municipal buildings.

Mrs. Hershberger asked about the decisions that have to be made and the timeline after submitting the application for the \$750,000.

Mr. Henry indicated there is no commitment to anything at this point. He asked for permission to research other sources of funding and mentioned if we get the funds we applied for later this year, it makes fundraising a lot easier.

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Dr. Jette noted that our obligation is continue to pay Mr. Henry to do this work.

Mrs. Harrison made a motion to authorize Mr. Henry to continue under his current contract with the District and pursue grant funding and other funding opportunities for electric school buses. Mrs. Ames seconded.

Mr. Cutter suggested that perhaps this should be proposed in conjunction with a future solar array on CHS. He commented that he is not sure if the timing is right.

The motion carried 4-1-0, with Mr. Cutter opposing.

G. Community 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.

There was no public input.

- **Close Community Input**

Mrs. Harrison closed public input.

H. Correspondence

There was no correspondence.

I. Comments:

- **Superintendent:**

- o **General Assurances**

Dr. Jette asked if Board members had enough time to review the General Assurances and had any questions. Board members asked for additional time to review. It will be revisited on May 18.

- o **Enrollment Apr 2022**

Dr. Jette reported that there are 1,232 students enrolled in the district. There are 61 students registered for Kindergarten for next year and 82 Grade 1 students registered for next year.

- o **Website Committee**

Dr. Jette shared a draft mission and membership statement with the Board. He reported that in an effort to re-examine the existing website, he asked Mrs. Flynn and Mr. Jamrog to co-chair a committee and figure out the best way to improve accessibility through design and content management, and to monitor the website.

Mr. Cutter made a motion to approve the establishment of the Website Committee. Mrs. Harrison seconded. The motion carried 5-0-0.

- **School Board**

Mrs. MacDonald welcomed everyone back from vacation.

Mrs. Ames indicated it is teacher appreciation week and Mrs. Harrison expressed appreciation from the Board for every teacher and staff member.

II. GENERAL BUSINESS

A. Public Minutes:

- **April 20, 2022**

Mrs. Harrison made a motion to approve the public minutes of April 20, 2022. Mrs. Ames seconded. The motion carried 4-0-1, with Mr. Cutter abstaining.

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B. Budget Transfers

Mrs. Harrison made a motion to approve the Budget Transfers from July 1, 2021 - April 20, 2022. Mr. Cutter seconded. The motion carried 5-0-0.

III. REPORTS

A. GMS Principal's Report

Mr. Mitchell reported:

- This week was staff appreciation week
- Week before vacation was volunteer appreciation week
- Next week SAS Assessments for grades 3 and 4; PTO is creating encouragement bags for students
- Would like to create a program at the school for Pro-Social Connections; Pilot program called "Student Connections" in which staff will make a connection with a student (10-12 staff volunteers)
- June 13 is Grade 4 Celebration and through parent feedback the schedule will consist of morning individual class ceremonies (inviting parents & students receiving certificates; photos); afternoon larger reception for the whole class inviting SAU staff and Board members.

● **GMS Mission and Vision**

Mr. Mitchell reported that in the Spring of 2021 we started developing our mission with a staff review in August and parent group input in Fall 2021. Leaders finalized the mission and worked on the vision with parent group input in March 2022.

GMS Mission: GMS is a community of curious learners, striving for excellence, while aiming to create an encouraging and safe space for all to thrive.

GMS Vision: THRIVE: Targeting resources and practices to maximize the potential for all; Honoring individuality; Recognizing and harnessing all opportunities for high levels of learning Involving community; Valuing tradition while visualizing the future; Engaging together in learning.

Our Common Commitments: Met with the faculty and parents and asked two questions: 1) where do we stand and, 2) what work do we have to do.

Next Steps: Input of our mission and vision to be followed by a roll out plan with an education buy in and annual common commitments.

Dr. Jette commented that the faculty meeting at GMS today was about the GMS building project. He indicated that he went to GMS to express appreciation to the faculty and to engage with them about their experiences in the building and encourage them to pass those stories along to the community as we gear up to September.

B. Business Administrator's Bi-Weekly Report

Mr. Izbicki reported that the Municipal Lease Purchase Agreement closed on April 26 and the funding was transferred into escrow. He indicated he is working with Bank of America regarding requisitioning and reported that the project is 95% bought out by subcontractors. He reported that the CHS Lighting project supplies should be received by the end of the following week, with a completion date around the end of June.

Dr. Jette noted the lights for the gymnasium arrived today and will be installed on Tuesday.

Mr. Izbicki deferred to Dr. Jette and Mrs. Harrison for a report on the GMS Progress meeting for last week.

Mrs. Harrison indicated that the team worked on a community engagement plan. Mr. Mitchell added that a special education/curriculum programming group was assigned.

Dr. Jette reported that there are four RFPs on construction management and the goal is to bring them forward to the Facilities Improvement Committee next week for recommendations for the Board.

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- **Sole Source Vendor Authorization**

Mr. Izbicki presented a sole source vendor to the Board for approval for grant funding. He indicated this is a sole source vendor for Responsive Classroom, which is included in the grant request that was sent back with a requirement for a sole source vendor.

Dr. Jette commented that we have teachers across the district implementing elements of Responsive Classroom and Mrs. Grantham would like to stabilize that at LMS and asked Ms. Widman to submit the grant, which was kicked back yesterday.

Mrs. MacDonald raised concern that the Board did not hear about the program before the grant was written. Mrs. Harrison indicated it is for professional development and the Board does not approve professional development programs.

Dr. Jette commented that it is more than just professional development; it is a program that will pull everyone together and create a common experience with new hires coming aboard. He indicated if the Board is uncomfortable with the request for approval tonight, we will get more information and revisit it at the next meeting.

C. Committee Reports *(all committees will be listed on agendas; however, all may not have a report)*

- **Budget Committee** *(A Cutter; T Hershberger)*

Mrs. Hershberger reported that she was involved in a School Board Hearing and was unable to attend the meeting.

- **Town Capital Improvement Plan Committee** *(A Cutter)*

Mr. Cutter reported that the committee met and discussed refreshing capital plans with regard to costs, for which updates have been requested from all departments. The committee is working with the NRPC to understand where the plan is going and has targeted a September/October timeline for completion.

IV. NEW BUSINESS

A. Job Descriptions:

- **Administrative Assistant Guidance**
- **Administrative Assistant Athletics**
- **Administrative Assistant**

Dr. Jette presented revised job descriptions for administrative assistants, which have been updated to reflect language in the approved LSSA contract. He noted that the SAU worked with the LSSA to develop these job descriptions.

Mrs. Hershberger made a motion to approve the revised job descriptions for Administrative Assistant, Administrative Assistant Guidance, and Administrative Assistant Athletics. Mr. Cutter seconded. The motion carried 5-0-0.

B. Policies - Reapproval:

- **IF, Instructional Approach**
- **IFA, Instructional Needs of Students with Different Talents**
- **IGA, Curriculum Development**
- **IGD, Curriculum Adoption**
- **IHAE, Physical Education**
- **IHAK, Character & Citizenship Education**
- **IHCA, Summer Activities**
- **IKFA, Early Graduation**
- **IKFB, High School Credit for Middle School Courses**
- **IL, Evaluation of Instructional Program**

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Dr. Jette reminded the Board that they deferred the approval of these policies for two weeks. The policies being presented to the Board for reapproval are part of an ongoing project to update all policies more than five years old. He noted these policies have not changed and were vetted with the NHSBA.

Mrs. Harrison made a motion to approve policies IF, IFA< IGA, IGD, IHAЕ, IHAK, IHCA, IKFA, IKFB and IL for a 1st Reading. Mr. Cutter seconded. The motion carried 5-0-0.

V. OLD BUSINESS

A. Policies: 2nd Reading/Final Approval:

- **BEC, Non-Public Sessions**
- **EF, Food Service Management**
- **GBI, Staff Participation in Political Activities**
- **IHAMA, Teaching About Alcohol, Drugs & Tobacco**
- **IHBBA, LEP Instruction**
- **IKB, Homework Guidelines**

Dr. Jette reminded the Board that they deferred these policies for two weeks.

With reference to Policy IHAMA, Mr. Cutter asked about inserting the word “(vaping)” after ‘e-cigarettes’ in the product list in paragraph two of the policy.

The Board decided to amend the policy with the insertion suggested and vote on the approval of Policy IHAMA separately from the other policies.

Mrs. Harrison made a motion for the Board to vote separately on Policy IHAMA. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to approve policies BEC, EF, GBI, IHBBA and IKB. Mrs. Ames seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to approve Policy IHAMA with the added wording (vaping). Mrs. MacDonald seconded. The motion carried 5-0-0.

B. Coronavirus Review and Update:

- **Current Situation Update**

Dr. Jette reported that in the last week of April, the status at GMS was Medium; Low at LMS; Low at CHS. He indicated that in the beginning of May, GMS has 1 staff/8 students with positive cases; 4 students are quarantined, but the overall school impact is Low. LMS has 1 staff/4 students with positive cases; 1 staff/11 students quarantined; overall school impact is Low. CHS has 2 staff/6 students with positive cases; 3 students quarantined; overall impact is Low.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Input

Mrs. MacDonald read an email from Claire Chew congratulating seniors for meeting their deadlines for colleges.

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

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

Upon a motion by Mrs. Harrison, the Board entered into non-public session at 7:18 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 adversely affect the reputation of any

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person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Cutter, the Board returned to public session at 8:59 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

X. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 9:00 p.m. Mr. Cutter seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Executive Assistant

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

C Harrison, Chair

E MacDonald, Vice Chair

Approved Minutes for May 18, 2022

Location: Litchfield Town Hall

In Attendance: C Harrison, Board Member, Chair
E MacDonald, Vice Chair
H Ames, Board Member
T Hershberger, Board Member
A Cutter, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Jen Grantham, Principal, LMS
Michele E. Flynn, Administrative Assistant

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

The Business Administrator's Report and Food Service Report will be moved up on the agenda to Presentations.

D. Summary of Non-Public Actions from May 4, 2022:

Mrs. Harrison made a motion to approve the non-public minutes of April 20, 2022. Mrs. Ames seconded. The motion failed 2-0-2, with Mrs. Harrison and Mr. Cutter abstaining. (Mrs. Hershberger was out of the room)

(Mrs. Hershberger returned to the room)

Mrs. Ames made a motion to approve the non-public minutes of April 20, 2022. Mrs. Harrison seconded. The motion carried 3-0-2, with Mrs. Harrison and Mr. Cutter abstaining.

Mrs. Harrison made a motion to accept the resignation of Marie Polichronopoulos, GMS Psychologist. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the resignation of Rebecca Moore, part time District Occupational Therapist. Mr. Cutter seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to accept the resignation of Anika Vittands, LMS Science teacher. Mrs. Ames seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to accept the resignation of Cory Izbicki, Business Administrator, effective June 30, 2022. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to accept the resignation of Samantha Beaudry, GMS teacher. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Ames made a motion to schedule a virtual non-public meeting on May 11, 2022 at 7:00 p.m. for the Board to review personnel contracts in a timely manner. Mrs. Harrison seconded. The motion carried 5-0-0.

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Summary of Non-Public Actions from May 11, 2022:

Mrs. Harrison made a motion to accept the nomination of Doug Totten as Business Administrator for the Litchfield School District, at a salary of \$107,000 for the 2022-2023 year. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

Mrs. Harrison made a motion to accept the nomination of Martha Abney as LMS Grade 7 Social Studies teacher at a salary of \$64,414 for the 2022-2023 year. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

Mrs. Harrison made a motion to accept the resignation of Rebecca Ellis, Speech Language Pathologist. and Christina Rice Pearson, CHS Part Time Physical Education teacher. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

F. Presentations and Recognitions

● **LMS Drama Club Presentation**

Mr. Lamy and student actors spoke to the Board about what they like best about Drama Club and what they are looking for in the future.

Students made the following statements:

"I would like to put together a show so that people can get together and watch themselves. One of the struggles was getting actors to where they needed to be. In the future, I would like to reunite with the actors from the old show and act with them again."

"I like the people in the show. It was hard getting to know your lines. In the future I would like to see more kids joining drama."

"It was kind of funny when people messed up their lines. I struggled with shyness. In the future I want to help the kids from GMS learn how drama works."

"I like expressing myself in different ways and in different perspectives and the fact that we could improvise. In the future I would like bigger roles."

"I liked getting into character. It was challenging getting actors where they needed to be. In the future I would like to be in bigger plays and have a bigger role."

"I liked being out on stage. I forgot half of my lines. In the future I would like to do more acting and be in bigger shows."

Mr. Lamy indicated that the club is planning many more productions. He noted there were 46 members of the drama club, 60+ parent-teacher reviews, critiques, and praise for the students. He commented that he would like to expand into a musical next year. He would like to have a wireless mic system, expand the timeline next year, and expand volunteer opportunities.

Mr. Cutter commented that he was in attendance and complimented the students on a great job.

Mrs. Ames agreed that it was a fantastic show.

● **LMS Student Council Presentation to Police Department**

The Student Council collected a total of 1375 non-perishable items during the school year. 1125 items were donated to the Litchfield Food Pantry; 250 items were donated to End 68 Hours of Hunger. The Council acknowledged fall / winter athletes and presented flower pots to retiring teachers. There were 9 teams in the dodgeball tournament, with all 4 grades represented, and play fees were collected. The Council is organizing field day type events for Terry Fox Day and a retreat to celebrate the hard work the council put forth this year.

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The LMS Student Council presented a virtual check for \$200 to the Litchfield Police Association and a virtual check for \$200 to the Litchfield Firefighters Association for their hard work during the December 17 bomb threat incident. The donations were made possible with fees collected for the Dodgeball Tournament.

- **Business Administrator's Bi-Weekly Report** *(moved up from later on the agenda)*

- **FY22 YTD Budget Expenditures**

Mr. Izbicki presented his financial report and project updates to the Board, including a Year to Date Expenditure Report. He reported that the municipal lease closed on April 26 and the escrow account has been funded. He is working with Bank of America and North Branch Construction for payment requisition requirements. Subcontractors are in place for 95% of the trade work to be completed on the project. A deposit has been paid for the outdoor cooler for the kitchen.

Mr. Izbicki reported that GMS Review meetings have been focusing on next steps, community engagement, and preliminary conceptual design. A proposal from Barker Architects was received to continue working on the design until the B-133 contract is signed. Work continues on the State Building Aid application.

Mr. Izbicki reported that all remaining materials for the CHS lighting project will be received by May 17. The contractor will work 12 hour shifts to complete the installation over 2 weeks.

Mr. Izbicki reported that the \$125,000 transfer to the Capital Improvement Expendable Trust will be available to transfer on July 1. The current fund balance to be returned through tax rate setting is \$200,000. He indicated that \$762,749 was transferred into the capital project fund, which leaves a remaining deficit of \$225,332. 98.9% of the FY22 appropriations have been expended or encumbered. Year end spending is included, but has not been finalized. The Food Service Fund is showing a balance of \$115,000.

Mr. Cutter asked if there are specifications or invoices of what is being ordered for the LMS project.

Mr. Izbicki indicated the materials are ordered based on consultant recommendations and we do not typically receive that in detail.

Dr. Jette indicated we can get a copy of what has been ordered and installed. He noted the commissioning agent monitors that as well and there is a Construction Management module with North Branch Construction where everything is recorded for us to see. He commented that the timeline has not been set up yet because they are still waiting for supply delivery, which every contractor will say is unheard of.

Mr. Cutter asked for an explanation of the fund balance transfer to the capital project fund and the remaining deficit.

Mr. Izbicki commented that after the application of grant funds, etc., local funding is determined so it will show as a deficit until all the funds are applied.

Mrs. Harrison indicated that she is confused about how it is being reported.

Dr. Jette indicated that there are funds in the trust fund accounts and that is where the funds will come from. He explained that Mr. Izbicki runs the project account as a separate account until it is time for the Board to vote to transfer funds from the trust fund accounts or from the general fund to keep the trust funds whole.

Mr. Izbicki reported that year end considerations include replacement of the Gator; the CHS booster pump (which will be reimbursed through impact fees); a Blue Light Emergency Notification System (which will be offset by a grant); and the LMS stage elevator, which is at the end of its useful life. He noted, although the total of these items is \$112,458, some of the items will be offset by impact fees and grant funds.

- **Food Services**

Ms. Crowley, Director of Food Services, presented a general program update and meal counts to the Board. She announced that at the end of this school year federally paid for free lunches will end.

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Ms. Crowley reported that in March, 7,055 breakfasts were served and 12,496 lunches were served; in April 6,588 breakfasts were served and 8,725 lunches were served. She noted those numbers surpass the numbers from the previous year.

Ms. Crowley asked the Board to increase lunch prices for next year by \$0.15 due to rising preparation costs.

Dr. Jette indicated that the Board will consider it and revisit it at the next meeting for a vote. He noted that typically the Board requires information prior to making a decision.

Mrs. Hershberger asked if there is anticipation that the lunch price increase will drive up the revenues to sustain the program so we do not dip into town funds.

Mr. Izbicki indicated there is no guarantee as food and supply prices are increasing significantly.

Dr. Jette pointed out that the program was not designed to be self-sufficient and we would have to raise prices significantly to be self-sustaining. He noted that currently we purchase food on the commodities market and have federal assistance.

Mr. Cutter asked about the kitchen equipment at LMS and if it will have an impact with cooking there.

Ms. Crowley indicated that we do the best we can with the equipment we have. She noted that we are doing more cooking at LMS and once the new equipment arrives the transition should be smooth.

Ms. Crowley mentioned that when she came to the district in 2018, she invited the School Board to have “lunch with us”. She extended the invitation to new Board members for September to learn more about our food services. She indicated that GMS students in grades 1-4 are eating in the cafeteria again; we are cooking more meals and retraining staff; we are working to get the fridge/freezer cleared out at LMS; LMS had the highest breakfast counts in the district; the CHS deli averages 50 sandwiches per day; grab and go items will be expanded to include more healthy options.

G. Community 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.

- **Close Community Input**

Mrs. Harrison closed public input.

H. Correspondence

Liz - Nicholas Couture regarding 8th grade move - notice should have been sent out yesterday - has issue with LMS communication and activities - no response from teachers when reach out to them

I. Comments:

- **Superintendent:**

- **General Assurances**

Dr. Jette presented the LEA General Assurances to the Board for Board Chair signature.

Mrs. Hershberger made a motion to authorize the Board Chair and Superintendent to sign the General Assurances. Mrs. Ames seconded.

Mr. Cutter indicated he is still going through the Federal Funds policy in reviewing the document.

Dr. Jette indicated that the Board can revisit this at the next meeting.

Mrs. Hershberger withdrew her motion; Mrs. Ames withdrew her second.

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o Authority to Sign

Dr. Jette explained that an annual practice of the Board is to grant authority to the Superintendent and Business Administrator to sign all business office documents on behalf of the Board.

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

Mr. Cutter inquired about office of business management forms and exactly what they are. He indicated that he did not feel comfortable with the motion without a definition of the forms.

Mrs. Harrison withdrew her motion; Mrs. MacDonald withdrew her second.

o Authority to Hire

Dr. Jette explained that an annual practice of the Board is to grant authority to the Superintendent to offer contracts to new hires during the summer months.

Mrs. Hershberger made a motion to grant authority to the Superintendent to offer contracts to new hires from June 17, 2022 to August 29, 2022. Mrs. Harrison seconded. The motion carried 5-0-0.

o June School Board Meetings

Dr. Jette reported that the June 15 School Board meeting has been moved to June 16 with the same start time in order to accommodate the LMS 8th Grade Promotion Ceremony.

o Memorial Day Parade

Dr. Jette mentioned that the Memorial Day parade and program will be held on May 30 at 10 am beginning from the LMS parking lot and ending at the Historical Society where the program will commence.

o Retirement Tea

Dr. Jette reminded Board members about the Retirement Tea that will be held on May 19 at CHS.

• School Board

o VFW Loyalty Day Awards

Mrs. Harrison announced that she and Mrs. MacDonald attended the VFW Loyalty Day Awards ceremony where three staff members were honored: Robert O'Neil, GMS; Kathy Sidilau, LMS; Michael Perez, CHS. She congratulated the CHS musicians on their Spring Pops concert last night, which was amazing. She noted the Musical Revue is scheduled this weekend.

Mrs. Hershberger commented that she and Mrs. MacDonald attended Senior Project presentations, which were impressive. Mrs. Harrison complimented Mr. Benoit for his coordination of the event.

Mr. Cutter asked for an update on rescheduling the Board public retreat and topics spoken about in March.

Dr. Jette indicated that the retreat was not reschedule because the Board wanted the meeting at Town Hall. He noted that Mr. Preble, (School Culture and Climate) presented at a Board meeting last month and the NHSBA is presenting training to the Board on June 1.

Mr. Cutter asked if we have direction on our stance on social media posting, community forums, skip meetings, and surveys. Dr. Jette indicated that community forums are scheduled on the Board calendar.

Mr. Cutter clarified that he was referring to Board members going to community groups.

Mrs. Harrison suggested that the Board discuss that at the June 16 meeting.

Mrs. Hershberger added that the Board can discuss the goals.

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Dr. Jette commented that the Administrative Team will be in retreat during the Live2Learn week and will be reviewing and working on school and district goals to present to the Board. He indicated that a year end report on goals will be presented to the Board at the July meeting. Dr. Jette mentioned that he meets with the Board Chair and Vice Chair every Friday afternoon to review the agenda and discuss direction on meetings. He suggested that Board members email the Chair or Vice Chair with suggestions for agenda items.

Mr. Cutter commented that the Board held a non-public meeting on May 11 with 1 day advance notice, of which he is not in favor.

Mrs. Hershberger asked if learning gaps and a legislative review could be scheduled on an agenda.

Mr. Cutter commented that the notification regarding the 8th grade plan for next year was very sudden and there are parents here. He indicated he is not in favor of the plan.

Mrs. Harrison commented that she understands his concern, but this is a school operation issue and we need to hear the information that will be presented.

Mr. Cutter wanted to know why a survey has not been posted for 8th grade and high school parents.

Mrs. Harrison commented that as much as we value parent input, not everything is a survey. She indicated in some cases administrators have to make decisions and plan and it is not only a Board decision.

Dr. Jette spoke to the timing of the notification. He indicated that protocol had to be followed in that there had to be meetings with the faculty, unions and staff to ensure the rollout of information was done correctly. He noted that we plan to address the concerns.

II. GENERAL BUSINESS

A. Public Minutes:

- **May 4, 2022**

Mrs. Harrison made a motion to approve the public minutes of May 4, 2022. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. REPORTS

A. LMS Principal's Report

Mrs. Grantham not intending to leave parents out of the conversation with the project next year -

- **8th Grade Location**

Mrs. Grantham prefaced the presentation by saying that the middle school students have learned to live with construction since the implementation of Phase I of the LMS project. She indicated that she attends weekly construction meetings where the role is to bring back the education of the students. She noted that we do not know if this will be all year based on the timing of supplies being delivered and when they will be delivered. North Branch Construction is getting subcontractors together and working with us to maximize the space in the building and minimize the impact on everyone concerned. There have been hours of conversation with our office, staff, facilities committee, SAU addressing those concerns and needs as we consider what this will look like. Consideration was made for bringing back the portable classrooms, which would be a significant cost and a 2 year lease at \$560,000, which does not include the cost for electricity, heat, etc. A 6 bank portable, which is what is needed, would cost \$750,000. Many different options were brainstormed, such as portable walls in the gym to separate classes. Having gone through many construction projects in Nashua, she relayed that portable walls in the gym to separate classes is not conducive to learning. Physician classroom space for the 6th grade needs to be cleared so that the 6th grade can relocate while that wing is under construction. After exhausting all other options, a conversation ensued about space at CHS to maintain the 8th grade as part of LMS temporarily.

The Proposal:

8th grade staff would report to CHS for the day. Grade 8 students would arrive at LMS and have their Unified Arts during the first 2 periods (7:22 am - 8:18 am and 8:20 am - 9:12 am).

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After their second period, students will travel to CHS on 2 buses. There would be 4 periods of core classes, lunch and classes at CHS. Students who need to transport back to LMS to participate in co-curriculars and sports would do so during the last period (BEST). Students who take the bus home right after school can do so from CHS and/or be picked up by parents at CHS. A traffic pattern is in development for these parents. The wing that would house the 8th grade classes at CHS is a self-contained wing with 2 staff bathrooms. Students can enter and exit through the SAU entrance to go directly to their classes in the second floor wing. Building administrators will be supervising the students and staff and will be on call for discipline and parent concerns. Among all the other options considered, this option is the least disruptive to everyone's learning and allows the students the same access to all curriculum.

Proposed 8th Grade Schedule 2022-23 School Year

Period	Times	Classes
1	7:22-8:18am	UA @ LMS
2	8:20-9:12	UA @ LMS
Travel	9:12 - 9:30	2 Buses to CHS
3	9:30 - 10:25	Class #1 @ CHS
4	10:27 - 11:22	Class #2 @ CHS
5	11:24 - 12:19	Class #3 @ CHS
B1	12:20 - 12:30	Best, RC @ CHS
6	12:30 - 12:55 (0:25)	LUNCH @ CHS
7	12:57 - 1:52	Class #4 @ CHS
B2	1:52 - 2:23	Best, Part 2 @ CHS

8th Grade Location Flier:

Mrs. Grantham shared a copy of the [flier](#) and explained that this is what was sent out to families this afternoon. She indicated that this solution would minimize the travel time and less impact to the students' learning and maintain the relationship with staff and all other activities. She pointed out that in order to make sure all union contracts are met, we met with the LEA, LSSA and Grade 8 staff to discuss issues, concerns and plan meetings with parents in the weeks to come to work through this. She commented when we do come back when the school is finished it will be a healthy and conducive learning environment.

Dr. Jette indicated that he consulted with the New Hampshire Education Department and they assured that as long as students are meeting the 8th grade minimum standards, getting the curriculum, have 8th grade certified teachers and staff, they can be in any building. He noted that information is on file. He addressed the question asked, 'did we know about this back at the vote'. He indicated that we did not. He explained we were planning on a summer project that may trickle into September or October. He indicated sometime after the vote we started hearing about supply chain issues. He noted our goal is to minimize the amount of time.

Mrs. MacDonald commented that those 8th graders have not had one normal year since Covid and it is not fair to give them the UAs in the morning and study in the afternoon.

Mr. Cutter commented that parents are dropping off and picking up their children because of Covid and asked how we work around that.

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Mrs. Hershberger asked if there were other plans.

Mrs. Grantham indicated that other plans were discussed, including putting Art, Spanish, etc. on carts. She commented we are waiting for North Branch to give us a base plan and we still have questions as well.

Dr. Jette shared his experience as principal of a high school that was renovated over a year. He indicated it was an 800 student high school and there were weekly and daily decisions that were made; there were adjustments in crews; always we were in constant communication and enforcement with parents and staff. He commented we can suggest what we would like and how we would like it to go, but that is not how construction decisions are made.

Mrs. MacDonald asked if UAs could be moved to the end of the day.

Mrs. Grantham indicated that they thought about that. She noted that they have gone through 50 different schedules to try to keep the students at LMS.

Dr. Jette indicated there is no space at GMS. The available space is at CHS.

Mrs. Ames asked if there was any thought about moving construction until next year.

Dr. Jette explained that would add significantly to cost and labor and North Branch has already bid this for a schedule for subcontractors. He commented that when CHS had 550 students people were sharing space all the time. He noted this is a one year temporary situation and the faculty understands that.

Mrs. Grantham indicated there are ways to make sure the 8th grade students are still connected with LMS through assemblies and pep rallies, among other events and activities.

Mrs. Harrison asked if the 8th grade students will be picked up at LMS at the end of the day.

Mrs. Grantham commented that we will have that conversation with the parents. She indicated that rerouting the traffic at CHS is being examined and we are working through the options. She noted this proposal is not set in stone as we are working through the issues.

Mr. Cutter made a motion to move Community Input after the LMS report. Mrs. MacDonald seconded. The motion carried 3-2-0, with Mr. Cutter, Mrs. MacDonald and Mrs. Ames in support.

PUBLIC INPUT

A. Community Input

Dr. Christine Wilson, 20 Brenton Street, commented that she is under construction and has been told it would be done in September. She indicated her costs have gone down. She commented that her child will be on the bus 40 minutes per day. She stated her daughter has ADD problems and has been absent from first period class ten times. She indicated this is a safety issue for her. She noted that she is a nurse practitioner and there is a developmental issue for students in grades 1-8 and her daughter is not emotionally ready to talk to any senior at school. She claims that school hours will be taken away and her daughter will be put on a bus. She commented that her daughter has already asked to be driven four times. She commented that we will not know where our children are. She asked board members to listen and not try to shove it down our throats. She asked to look at this from the point of view of the parent whose child will lose time in instruction. She asked what if a student needs extra help after school; what about 8th grade graduation; why was she not confronted to write grants for portable classrooms? She stated that she writes grants all the time and would gladly write a grant for \$40,000 for the school.

Mrs. Harrison reminded Dr. Wilson that her time is up.

Mr. Cutter made a motion to change the time limit for speakers to 10 minutes per person. There was no second.

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Kathleen Doucette, 115 Talent Road, commented that she is not happy that even though it is a proposal it seems like a decision was made. She indicated that the district and Board always says keep kids first, but these kids have not had a normal middle school experience. She noted that the schedule is too hard for her child who is on an IEP. She asked if his case manager and staff will be available for him.

Mrs. Grantham indicated that the 8th grade case manager will be at LMS the first 2 periods and at CHS the rest of the day.

Mrs. Doucette indicated that she was discouraged. She commented that administrators should have creative thinking and she does not think there has been any. She asked why another grade cannot be placed at CHS.

Emily West, CHS student representative, commented that the 8th graders are not segregated from the high school students. She claims that there are no separate bathrooms for that wing and that the 8th graders will be in hallways with 18 year olds. She indicated that it is not fair for the upperclassmen who have not had one normal year at high school. She commented that as a senior next year she does not want 8th grade students at the high school intermingling with seniors. She indicated that there are parking lot issues now and that the situation will only get worse.

Emma Ducharme commented that with no deadline it is hard for people to accept.

Steve Doucette, 115 Talent Road, was disappointed with the timing of the email that was sent out this afternoon. He expressed disbelief that no one knew this was going on. He commented that the flier did not have to be sent out today, but should have been sent out yesterday because 2 hours is not enough notice for people to come to a meeting.

Mrs. Doucette asked if the construction can be held or started later in the year.

Stephanie Silver, Blackbird Lane, commented that she does not support the plan. She believes that the 8th graders will be mingling with high school students and will feel a struggle. She expressed disappointment with the plan.

Hearing no further discussion, Mrs. Harrison closed public input.

LMS 8th Grade Location (continued)

Mrs. Grantham spoke to the proposed schedule. She commented that core classes have been addressed and the special educator will hold classes at LMS and CHS when students are there. She indicated that the students are not losing any instructional time, but are actually gaining time. The travel time does not take away from the academic time. Even now the students do not have access to teachers after school and go to the Learning Commons after school as co-curricular for that extra help, they can email teachers or meet with teachers virtually. She agrees that being on a bus is not an ideal. She indicated that she will address issues and concerns with CHS administrators and faculty. With regard to the wing that will house the 8th grade students, she noted there is a set of doors at the end of the hallway of the wing they will be in that can be closed and there are staff bathrooms there. She noted the schedule is not set in stone and she encourages anyone with creative ideas to reach out to help come up with positive solutions. She assured that interactions with upperclassmen will not occur and she is working with Mr. Perez on how the students will travel to the cafeteria. The LMS administration and guidance will be at CHS. She commented that the only way to communicate with all stakeholders was through the email that was sent out to ensure everyone got the information at the same time.

Mrs. Ames commented that she appreciates the time and effort put into the proposal and no one should question your intent. She indicated this is a difficult situation. She noted that she suggested sending out the FAQ sheet and this is still a proposal so that we can address questions and get ideas we may not be thinking about. She indicated that no decision is being made tonight and that this is just a presentation.

Dr. Jette commented that, having gone through a similar situation, he can say that children are very resilient and will adapt.

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- **Responsive Classroom**

Mrs. Grantham presented information regarding Responsive Classroom. She commented that this did not go through PERC because it is not a curriculum; it is about how we teach and it is perfect professional development for our staff. She explained that it is an approach to how teachers teach the curriculum and the content they have and work to build relationships in a positive way. She indicated that we have the opportunity to train a new staff to speak to students in a polite, appropriate way and have an opportunity to interact. She noted that it will increase engaging academics; help build positive communities; help teachers with effective management strategies; and developmentally responsive teaching. Mrs. Grantham pointed out this aligns with BEST and helps adults and students use language that creates community and culture. She indicated how we teach is as important as what we teach.

- **Sole Source Vendor - Responsive Classroom**

Dr. Jette indicated that in order to qualify for a grant, a sole source vendor needs to be approved by the Board. He noted that Responsive Classroom is the sole source vendor for the program presented by Mrs. Grantham.

Mr. Cutter made a motion to approve Responsive Classroom as a sole source vendor. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **LMS FACS**

Dr. Jette indicated that he would like Mrs. Grantham to comment on the FACS position at LMS. He commented that New Hampshire is not in a good spot with this curriculum.

Mrs. Grantham commented that the position has been posted since February and they have only had one applicant that took a job somewhere else. She noted there have been no others since. She reached out on the NHASP listserv to see how other schools are dealing with it. She heard from one person that there is an idea for a class called Sustainability. She indicated that LMS will be the first 40 year old school that will be net zero and it would be a perfect opportunity to offer this type of class. Mrs. Grantham indicated that this person forwarded the curriculum for the program, which would be a semester-long course and that FACS language would be incorporated into this course. The course covers sustainable food sources and green opportunities, which present real life learning with project based learning. She asked if the Board would be interested in pursuing this.

Mrs. Harrison commented it is an interesting alternative and would incorporate more than just science and math.

Mrs. Grantham indicated it would cover all the minimum standards for FACS including language skills, budgeting skills, food planning, and life skills.

Dr. Jette commented that the vision is innovative where you are using the building as a learning lab, teaching life skills and decision making. He indicated that we will bring that to PERC and then back to the Board for approval.

C. Committee Reports

- **Facilities Improvement Committee**

Mrs. Ames reported that the committee received an update on GMS.

Mrs. Harrison reported that Kyle Barker reviewed the Construction Manager RFPs received and the committee will interview candidates in order to provide a Construction Manager recommendation.

- **Emergency Management Committee**

- **ALICE Drills 5/16/2022**

Mrs. Hershberger reported that ALICE drills were facilitated at all three schools, which went very well. She indicated that the Emergency Management Team and building administrators debriefed after each school drill. Each school will work on improvements.

Dr. Jette pointed out that the teachers debriefed with their students after the drill and administrators debriefed with teachers at the faculty meetings.

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- **Grading & Reporting Committee**

Mrs. Ames reported the committee worked to align work study practices with Portrait of a Learner. Heidi -

- **Wellness Committee**

Mrs. Hershberger reported that the committee worked on the revised vision and discussed engaging in policy work over the summer.

IV. NEW BUSINESS

A. Job Descriptions:

- **Special Education Teacher**

Dr. Jette presented a revised job description to the Board that has been changed to reflect more current language.

Mrs. Harrison made a motion to approve the revised Special Education Teacher job description. Mr. Cutter seconded. The motion carried 5-0-0.

B. Policies - Reapproval (no changes)

- **KI, Visitors to the Schools**
- **LA, Inter-organizational Relations**
- **LC, Relations with Educational Research Agencies**

Mr. Cutter made a motion to reapprove policies KI, LA and LC. Mrs. Harrison seconded. The motion carried 5-0-0.

C. Policies - Review for 1st Reading:

- **EHB, Data & Record Retention**
- **IJ, Instructional Materials**
- **IJL, Selection of Instructional Resources**
- **IJK, Supplemental Materials Selection & Adoption**
- **IKE, Promotion & Retention**
- **KLG, Relations with Police Authorities**
- **LDA, Student Teaching & Internships**

Mrs. Harrison made a motion to approve policies EHB, IJ, IJL, IJK, IKE, KLG, and LDA for a 1st Reading. Mr. Cutter seconded. The motion carried 5-0-0.

V. OLD BUSINESS

A. Coronavirus Review and Update:

- **Current Situation Update**

Dr. Jette reviewed Covid case numbers and school impact:

- GMS positive cases are increasing: 3 staff/14 student cases, 8.7% absence rate (40 students), Medium status/Masks personal responsibility
- LMS positive cases ticking up: 1 staff/8 student cases, 9% absence rate (32 students), Medium status/Masks personal responsibility
- CHS positive cases: 2 staff/6 student cases, 3.3% absence rate, Low status/Masks personal responsibility
- County numbers as of 5/9/22: 440/100,000, 11.8% positivity rate, Substantial level
- Town: 38 new cases in 14 days with 436 total cases, Substantial level.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

Mrs. Harrison made a motion to open an additional community input session. Mrs. MacDonald seconded. The motion carried 5-0-0.

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A. Community Input

Dr. Christine Wilson, 20 Brenton Street, commented to Dr. Jette that this group of 8th graders are not resilient. She indicated she has seen more of them on mental health drugs and on suicide watch. She noted they have been through a lot in the last 3 years and have not been able to socialize the way other middle schoolers have been able to socialize. She commented that they are not “almost high schoolers” and the idea that they can enter the high school in this stage of social development is a falsehood. She believes the construction should be put on hold until next year. She commented that there is a smart group of people in this town who should be able to come up with something that will not be contrary to everyone. She indicated that the Board is about to make decisions that will impact these children’s lives. She stated that she has spent many years in the medical field and in education and believes that this proposal should not be accepted without being fully examined.

Mrs. Harrison encouraged community members to reach out to Mrs. Grantham with questions regarding the LMS proposal.

Mr. Cutter asked if there is any idea of when this proposal will be ready for approval by the Board? He asked if this is a Board decision. He commented that more research needs to be done.

Dr. Jette indicated that those conversations have been held at the Facilities Improvement Committee meetings. He noted there are many Grade 7-12 schools in the state that are wonderful schools.

Hearing no further discussion, Mrs. Harrison closed public input.

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

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

Upon a motion by Mrs. Harrison, 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 adversely affect the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Cutter, the Board returned to public session at 9:54 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

X. ADJOURN

Mr. Cutter made a motion to adjourn the meeting at 9:55 p.m. Mrs. Ames seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Executive Assistant

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

C Harrison, Chair

E MacDonald, Vice Chair

Approved Minutes for June 1, 2022

Location: Litchfield Town Hall

In Attendance: C Harrison, Board Member, Chair
E MacDonald, Vice Chair
H Ames, Board Member
T Hershberger, Board Member
A Cutter, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
William Lonergan, Principal, CHS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

5:00 p.m.

A. Call to Order

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from May 18, 2022:

Mrs. Hershberger made a motion to approve the non-public minutes of May 4 and May 11, 2022. Mr. Cutter seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to accept the nomination of Chloe Robinson as GMS Pre-School teacher at a salary of \$47,888 for the 2022-2023 year. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Jessica Yianakopolos as CHS Special Education teacher at a salary of \$41,612 for the 2022-2023 year. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Ames made a motion to accept the nomination of Kenelm Blakeslee as CHS Science teacher at a salary of \$69,448 for the 2022-2023 year. Mrs. Harrison seconded. The motion carried 4-1-0, with Mr. Cutter opposing.

Mr. Cutter made a motion to accept the nomination of James Paiva as LMS 8th Grade Science teacher at a salary of \$73,715 for the 2022-2023 year. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Michelle Stover as LMS 7th Grade Science teacher at a salary of \$48,061 for the 2022-2023 year. Mrs. Ames seconded. The motion carried 5-0-0.

F. Presentations and Recognitions

• CHS Principals Report

Mr. Lonergan presented his report to the Board. He reported that the Music Department shared information with parents and announced they would like to take the students to Disney or another academic trip over February vacation next year; scheduling for next year has been ongoing and challenging; at the end of Senior Week graduates will complete their housekeeping items, receive caps and gowns and go on their senior trip; all seniors have passed their senior projects and CHS is ready for graduation.

○ School Nurse Presentation

Donna Boucher, CHS Nurse, brought greetings from all the nurses. She indicated that when she came aboard in March 2020 just before the Covid shut down she found changes that needed to be made in the nurse's office, which included an isolation area for students with severe illness or who need privacy. She commented that all of us have had much contact with parents by email or phone and we are here to support the students with their health needs. She noted that the nurses work together to manage and plan supplies and support each other. She mentioned that the schools work with an agency to provide substitute nurses when needed. She indicated that one of the changes this year is their membership in the NHSNA (NH School Nurses Association) and they have created a pathway to a NH immunization registry.

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Mr. Lonergan commented that prior to Mrs. Boucher's arrival, the nurse's office was more a place to avoid classes. but that has changed.

Mrs. Boucher commented that she sees about 20 students per day on average and has a lot of conversations with staff members and parents. She noted that she has responded to staff member requests for assistance, but has been clear with staff members that she can help treat them or direct them to appropriate health care.

Mr. Lonergan indicated that Mrs. Boucher rarely gets called out of the office, but when she does it is usually for physical education related incidents.

Mrs. Harrison commented that the Board appreciates the nurses and the support and services they provide.

Mrs. Hershberger commented that the nurses have gone over and above many times.

Mr. Lonergan noted that the collaboration between the nurses has been extremely beneficial.

- **Student Representatives**

Student Representatives, Emily West and Emma Ducharme, made a statement to the Board regarding the possibility of the grade 8 students being housed at CHS during construction next year.

Ms. West commented that although we are not happy about the transition we understand that this is the option that will work. She indicated that the student body has not heard much about the CHS students, but there are a lot of questions. She was concerned about teachers at CHS losing their classroom space.

Mr. Lonergan indicated that the guidance department has worked hard to locate teachers in similar areas and some teachers, who do not have their own classrooms, will be moving within open rooms.

Ms. Ducharme asked how things will work with the intercom system and bells that will be turned off.

Mr. Lonergan explained that he does not believe the bell system can be coded for different sounds and if have 8th grade is housed in that wing, they will be operating in that wing and making their transitions with the rest of the school. He noted that CHS teachers will be able to use those classrooms until about 9 am. He indicated that it will not be an adjustment for all teachers, but just a few.

Mr. Cutter commented that this sounds definite to him and he would like to stay under the assumption that this is just a proposal.

Dr. Jette indicated that he will provide an update on the project that will be reported under his report.

Ms. West and Ms. Ducharme indicated that it would be helpful to know by the end of the year so everyone is on the same page.

- **NHSBA Training for School Boards**

Barrett Christina, Executive Director NHSBA, and Will Phillips, Staff Attorney/Director of Policy Services, provided orientation and training information to the School Board:

Core Principles:

- Governance Not Management
 - It is not the Board's job to run the schools, but to see that they are run well
 - The Board sets the policies, vision and goals of the district and helps fulfill them through oversight of the administration
 - The Superintendent implements the vision and goals of the Board, manages operations, and reports to the Board

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- Collective Authority Not Individual
 - Board acts only as a collective body
 - Board can delegate some authority to an individual member
 - Individual board member's authority is to deliberate and vote on matters at duly called meetings

An individual member has the right to sit at the table and the public has the right to give input, but that is where the public's right stops.

Board Roles and Responsibilities

- Overriding Responsibility: RSA 189:1-a - To provide, at district expense, elementary and secondary education to all students who reside in the district
- Set and establish policy
- Set / Establish Budget and provide budget oversight
- Hire and evaluate the Superintendent
- Conduct hearings
- Collective Bargaining
- Communicate with the public (RSA 91-A)
- Strategic planning

Learning Curve for New Members

- Recognize that only the board as a whole can make policies and decisions for the district
- Learn to acknowledge publicly that an individual member has no power or authority
- Recognize the difference between setting policy and administering the schools
- Recognize that the board is limited in how it interacts with employees (other than the Superintendent)
- Learn how to respond to complaints / concerns of citizens, administrators and other staff
- Be prepared to be caught off guard with questions from constituents or the press and how to redirect them appropriately

Superintendent's Roles

- Implement and review Board policies
- Nominate professional staff and appoint other staff
- Direct staff
- RSA 194-C and Department of Education Rules: superintendents are assigned all aspects of management of a school district.

Mr. Christina and Mr. Phillips provided an in depth presentation of information to the Board that went into more detail regarding the topics that were presented.

G. Community 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. The Board vests in its Chairperson or other presiding officer authority to terminate the remarks of any individual or close community forum when they do not adhere to the rules established in Policy BEDH.

Melissa Raikey, 33 Naticook Avenue, commented that she has three children in the district and one that has graduated. She was disappointed about the construction project at LMS and feels that the 8th grade students are not resilient. She believes that the decisions being made are not in their best interest and that they will not belong in the high school or in the middle school. She was upset to find out that half of the 8th graders will not have an opportunity to have Spanish and asked why with no response. She indicated that she has been told that the decision is based on ELA test scores. She commented that she does not understand why 7th graders will get two years of Spanish and the 8th graders will not. She believes that foreign language is important in their future college opportunities. She commented that her opinion that only half the 8th grade will be receiving Spanish is because the only periods that will receive it will be the first two periods. She indicated that she was surprised that at the last board meeting it was stated that this is not a board decision. She feels decisions are being made that will impact their academic careers.

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- **Close Community Input**

Hearing no further public input, Mrs. Harrison closed public input.

H. Correspondence

Mrs. MacDonald summarized the correspondence that was received:

- Jessica Dickerson, suggested delaying the LMS construction
- Kerry Piccone, does not support the LMS construction plan
- Jeff Burnham, concerned that there are no resource officers at the schools
- Stephanie Silver, suggested moving Unified Arts to the end of the day for 8th graders; suggested moving the 5th grade students to GMS
- Rory Dijone, suggested to make Kindergarten part time
- Steve Doucette, suggested moving Kindergarten to CHS and 5th grade to GMS
- Courtney Landry, concerned about BEST period and middle schoolers feeling like they belong; suggested postponing the LMS construction
- Steve Doucette, concerned that teachers are discussing the proposal for grade 8 next year with students
- Steve Doucette, concerned with comments made by Mrs. Flynn on social media
- Mrs. Erdimer, is not concerned with the plans for 8th grade next year
- Amy Richardson, thanked the Board for the 8th grade proposal and is not opposed
- Jennifer (last name inaudible), suggested to come up with new plan for LMS
- Stephanie Silver, social concerns about 8th grade in high school
- Nick Couture, LMS renovations not the right choice and does not believe the schedules match up
- Kathleen Doucette, regarding postings on social media
- Deb Bremberg, concerned about mixing 13 year olds with 18 year olds
- John York, wants public contracts discussed in public
- Melissa Raikey, concerned about the impact on 8th graders in high school
- Jessica Dickerson, appreciated the May 25 meeting
- Christine Wilson, wants to know why the Board has no say in the 8th grade plan, suggested to delay the LMS construction, has a petition but will not bring it forward.

I. Comments:

- **Superintendent:**

- **Enrollment May 2022**

Dr. Jette provided the enrollment information for May to the Board. He reported there are 1235 students enrolled in the district. He indicated that it is important to point out that 95 seniors are anticipated to graduate from CHS and 95 8th graders will be moving up to CHS next year.

Mrs. Ames was concerned about the upcoming fifth grade staffing and projected enrollment. She believes we may need an additional grade 5 teacher.

Dr. Jette commented that middle school class sizes are not just what is on paper. He indicated that there are students that are not in core classes and do not count in regular class enrollments. He noted that the building administrators provide input on class sizes as well.

Mrs. Hershberger commented that when we discussed the class size policy we were adamant to stick to the numbers. She indicated that it was understood that the enrollment spreadsheet is a guideline and we agreed that we would take the input from the principals and their observations.

Mrs. Ames commented this is based on the policies.

Dr. Jette commented he would like the opportunity to go back and review it with the principal. He reminded the Board that in middle school and high school we have the opportunity to adjust for scheduling. He indicated that in the policy it states that we get the input from the principal and it is based upon the individual student need.

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Mrs. Harrison commented that the class size policy has always been a guideline. She noted we need to adapt to determining the class sizes.

Mr. Cutter commented the policy is the policy and not a guideline.

o LMS Project - Grade 8

Dr. Jette spoke to the grade 8 relocation contingency proposal in preparation for the renovations that will be implemented at LMS this summer and possibly into the fall months. He commented that this was always a contingency plan based on the information we had at the time from the construction vendor. He indicated that we had already worked through several options. Parent forums were held and went well, and parents offered good feedback. He reported that a preliminary phasing schedule has been received from North Branch and we have a follow up meeting on Friday. The schedule is a more aggressive completion schedule that was determined after North Branch spoke with their subcontractors. They believe based on current conditions they will accomplish far more than originally planned. This has now opened up other contingency possibilities that were not on the radar before. Dr. Jette commented that the best scenario is not to have to use any contingency plan, which is a more optimistic outlook than before. He indicated that they will know more by June 16 and will feel more comfortable sharing what they think they can get done after we meet with them.

Mr. Cutter commented that he heard that it is not a board decision to relocate students, but a school decision. He stated that if there is a time when the students are relocated he will put in a policy to make it a board decision.

● Staffing Report

Dr. Jette reported that in 2021-2022: 17 staff members exited, which includes 7 that retired. A detailed report provides a breakdown of positions by school. He noted that the report shows the number of resignations, including retirements, from 2013-2014 to 2021-2022.

Mr. Cutter asked about the reason for resignations up to four years ago.

Dr. Jette explained that the CBA failed four years ago and some staff who had missed step increases in the past that were not resolved left for better wages.

Dr. Jette thanked all Board members for attending the retirement tea held last week.

● School Board

Mrs. Harrison commented that regarding the email from a parent about not having SRO officers in schools. She indicated that there is a part time SRO at CHS and in March the voters approved a full time SRO position in the police department, which is planned to be split between GMS and LMS. She noted that there have been significant security upgrades made to all the schools over the last few years.

Mrs. MacDonald congratulated CHS students who received awards at Alvirne and to Girls Lacrosse for a great season.

Mrs. Ames asked Dr. Jette to respond to the concerns regarding Spanish at LMS. She noted that the program was not impacted by the contingency plan.

Dr. Jette explained that revisions were made to the program as part of strengthening the program and retention at the high school. He suggested that Mrs. Raikey reach out to Ms. Widman as she met with the Spanish department at CHS and worked with Mrs. Grantham on the LMS program.

Mr. Cutter spoke to the public comment regarding items in non-public that are not appropriate. He commented that the Board should make a decision whether or not to keep that item in non-public.

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Dr. Jette commented if the Board wants to move the item into public session, the Board will have to publicly state this is what they agreed to do. He explained that the item is a contract negotiation and the details have not been made public. He indicated that the Facilities Improvement Committee met in non-public session to hear proposals from construction vendors, who do not know what the other has proposed. It is expected that the Board authorize the Superintendent and the Business Administrator to negotiate the contract proposal. Once negotiated, we will come back in public session and that is what the Board will vote on. Dr. Jette noted it is in the interest of the taxpayers to keep it in negotiations until a final contract is reached.

Mr. Cutter asked why this is so secretive.

Dr. Jette indicated it is not secretive. He explained we have proposals from four vendors and if we do this in public and a vendor finds out they won the bid, they will have no incentive to negotiate with us.

Mr. Cutter wanted clarification that the Board is not moving forward without voter approval.

Mrs. Harrison noted that we need to have a Construction Manager signed on to apply for building aid and these are the steps that have to be taken to go before the voters.

Dr. Jette explained that to have a plan in front of the voters means we have to pay an architect to design and spec out a school, an engineer and a construction manager to guide everyone through the process. He indicated that it is estimated that it will cost \$600,000 to get to the vote and the voters authorized the agents (the Board) to expend that in the Capital Improvement Trust Fund.

Mrs. Hershberger commented that there are so many great things happening at the end of the year. She congratulated all performers that participated in the Spring Revue. She noted that the end of year Athletic banquet was well attended.

Mrs. Ames commented she was impressed with the cardio drumming class performance.

Mr. Cutter congratulated all students receiving academic achievements.

Mrs. Harrison commented that she attended the Memorial Day Parade, in which our band played, our chorus sang, and flags lined 3A. She noted it was very moving.

II. GENERAL BUSINESS

A. Public Minutes:

- **May 18, 2022**

Mrs. Harrison made a motion to approve the public minutes from May 18, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Bi-Weekly Report

Mr. Izbicki provided his report for the Board. He indicated that the Board has already received an update on GMS and LMS. The CHS Lighting project is on schedule for completion before June, leaving plenty of time to receive the grant funding from SEED at the State and local impact fees.

- **Year End Encumbrances**

Mr. Izbicki provided a list of year end spending items to the Board. Item recommendations include:

- Replacement of Gator, \$7,800
- CHS Booster Pump, \$53,500 (to be reimbursed through impact fees)
- DW Blue Light Mass Notification System, \$22,158 (deposit has been paid)
- LMS Stage Elevator, \$22,000
- ADA Compliant Ramp GMS Cafe Entrance, \$2,680

Total of projects/purchases for year end funding consideration: \$108,138, less \$11,079 deposit for Blue Light Notification System, leaves a remaining balance of \$97,059.

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- **Explanation of Project Fund Deficit**

Mr. Izbicki reported that the current fund balance to be returned through tax rate setting is reflected as \$200,000 after taking into account a transfer of \$865,555 to the capital project fund; however there is a remaining deficit of \$131,231 in that fund. He explained how the project fund works, which accounts for grant funds and reserve funds, but the amount needed from local funds has not been determined. He indicated that these amounts have adjusted a bit and he is confident that we will have the funds we need to move forward in that account. He noted that what is done with the fund balance is up to Board discretion.

- **Food Service Lunch Price Increase**

Mr. Izbicki presented a lunch price increase proposal to the Board. He indicated in order to keep this a sustainable program, the margins have to be increased. He commented that supply costs are increasing due to the higher cost of product to create meals (for example, deli meats are not available on commodity foods).

Mrs. Harrison made a motion to increase Food Services meal prices for 2022-2023 as proposed. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mr. Izbicki announced that the Food Service program has exceeded 150,000 meals this year.

- **Insurance Comparisons**

Dr. Jette presented a health insurance cost comparison between the Town and the District. He indicated that there is an existing concern that the district insurance is more costly than that of the town and that the district contribution percentage is higher than that of the town. The prepared chart shows that the school district cost is less costly than that of the town, even with a higher employer contribution (town 80%/20%; district 87%/13%). The school district plan has a significantly higher deductible (paid by employees) than the town insurance plan.

Mr. Cutter commented that at the last meeting we discussed getting a detailed list of expenditures for the LMS project. Dr. Jette indicated that we did say we can see if we can get a list out of the contractor's software. He noted that he will reach out to North Branch Construction.

C. Committee Reports *(all committees will be listed on agendas; however, all may not have a report)*

- **Budget Committee**

Mr. Cutter reported that the Budget Committee met and there were comments directed toward the school, for which he asked for them to be submitted in an email.

- **Facilities Improvement Committee**

Mrs. Ames indicated the Committee met and interviewed construction manager firms in a non-public session. She noted that the remainder of the discussion will take place in a non-public session.

- **Emergency Management Committee**

Mrs. Hershberger mentioned that the committee will meet on Friday, June 3.

- **PERC**

Mrs. Harrison reported she was not able to attend the meeting, but there will be recommendations coming forward.

IV. NEW BUSINESS

A. Policies - Review for 2nd Reading:

- **EHB, Data & Record Retention**
- **IJ, Instructional Materials**
- **IJL, Selection of Instructional Resources**
- **IJK, Supplemental Materials Selection & Adoption**
- **IKE, Promotion & Retention**
- **KLG, Relations with Police Authorities**
- **LDA, Student Teaching & Internships**

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Mrs. Harrison made a motion to approve policies EHB, IJ, IJL, IJK, IKE, KLG, and LDA. Mr. Cutter seconded. The motion carried 5-0-0.

V. OLD BUSINESS

A. Coronavirus Review and Update:

• Current Situation Update

Dr. Jette reviewed the current COVID data with the Board. He reported at the end of May, school numbers were low. He reviewed the current numbers for June: GMS 3 staff/8 student cases, student absences low impact; LMS 1 staff/5 student cases, absences low impact; CHS 2 staff/4 student cases, absences low impact.

B. Deferred Action from Previous Meetings:

Topics that have been deferred from previous meetings are listed in this agenda section.

• General Assurances

Dr. Jette indicated that the Board has had several meetings to review the general assurances document. He explained that the general assurances have to be signed and submitted by June 30 or the district is not in compliance.

Mr. Cutter commented that he would like to make sure that the federal fund policy covers the requirements in the document.

Dr. Jette and Mrs. Flynn both noted that the policies referred to have been listed in the document and meet the requirements of compliance noted.

Mrs. Harrison made a motion to approve the FY23 General Assurances. Mrs. MacDonald seconded. The motion carried 5-0-0.

• Authority to Sign

o Explanation of Office of Business Management Forms

Dr. Jette indicated that an explanation of the office of business management forms has been provided for Board members.

Mrs. Harrison made a motion to authorize the Superintendent and Business Administrator to sign all Office of Business Management forms, all contracts, and all grants on behalf of the Litchfield School Board. Mrs. Hershberger seconded. The motion carried 5-0-0.

VI. MANIFEST

VII. PUBLIC INPUT

A. Community Input

Melissa Raikey, 33 Naticook Avenue, repeated her concerns regarding Spanish at LMS and that it seems as if half the 8th grade is not worthy of Spanish. She was concerned that teachers may not have the opportunity to recommend a student for Spanish.

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

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

Upon a motion by Mrs. Harrison, the Board entered into non-public session at 8:15 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 adversely affect the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

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IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Hershberger, the Board returned to public session at 9:50 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

- **Capital Improvement Expendable Trust Fund Expenditure**

The Board discussed the expenditure of funds for architectural design fees from the Capital Improvement Expendable Trust Fund.

Mrs. Harrison made a motion to expend up to \$400,000 from the Capital Improvement Expendable Trust Fund for architectural fees for schematic designs for the new elementary school project. Mrs. Ames seconded. The motion carried 5-0-0.

X. ADJOURN

Mrs. Ames made a motion to adjourn the meeting at 10:00 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Executive Assistant

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

C Harrison, Chair

E MacDonald, Vice Chair

Approved Minutes for June 16, 2022

Location: Litchfield Town Hall

In Attendance:

C Harrison, Board Member, Chair
E MacDonald, Vice Chair
H Ames, Board Member
T Hershberger, Board Member
A Cutter, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Mary Widman, Director of CIA
Michele E. Flynn, Administrative Assistant

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

I-1. NON-PUBLIC SESSION: RSA 91-A:3II (c)

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

Upon a motion made by Mrs. Ames, the Board entered into non-public session at 5:01 p.m. under RSA 91-A:3II (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: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

I-2. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Hershberger, the Board returned to public session at 5:45 p.m. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes. (Public session resumed at 6:08 p.m. due to technical difficulties)

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from June 1, 2022:

Mrs. Harrison made a motion to approve the non-public minutes from May 18, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to accept the nomination of Sophia Fowler as Director of Special Services at a salary of \$100,000 for the 2022-2023 year. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to authorize the Superintendent and Business Administrator to enter into negotiations with Bonnette, Page & Stone Corp. to serve as the Construction Manager for the new elementary school project. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to authorize the Superintendent and Business Administrator to negotiate the contract with Barker Architects for architectural services for the new elementary school project. Mrs. Ames seconded. The motion carried 5-0-0.

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F. Presentations and Recognitions

There were no presentations or recognitions.

G. Community 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. The Board vests in its Chairperson or other presiding officer authority to terminate the remarks of any individual or close community forum when they do not adhere to the rules established in Policy BEDH.

There was no public input.

- **Close Community Input**

Hearing no public input, Mrs. Harrison closed community input.

H. Correspondence

Mrs. MacDonald indicated there were several emails in regard to the Grade 8 Spanish program in which parents expressed concern that it is not fair that not all 8th graders will have Spanish next year. Emails were received from: K Doucette, M Raikey, Levesque, Swanson, LaPlante, Chaudry, McCue.

Dr. Jette asked Mrs. MacDonald to disclose to the public with regard to texting among the Board.

Mrs. MacDonald indicated that Board members were involved in text discussions about chairs at graduation and the 8th grade promotion ceremony, the baby boom in NH, retirements in town, the LGBTQ issue, and general happenings. She reported that the LGBTQ concern centered around a parent concerned that LGBTQ is being taught in the classroom, but the parent had a meeting with the administration and was satisfied with the information received.

I. Comments:

- **Superintendent**

- **End of Year Activities**

Dr. Jette reported that:

- dismissal for the last day of school went smoothly at all schools;
- high school graduation was excellent although the sound system was not loud enough;
- middle school ceremony was great;
- GMS field day was well done;
- Grade 4 move up event went well.

Dr. Jette indicated he will engage in conversation with principals to examine end of year activities fitting in with our instructional time to try to create a balance and good closure to the school year overall.

- **Culture & Climate**

Dr. Jette reported that he has received a draft proposal from Bill Preble (The Center for School Climate & Learning) that will focus on school climate and culture. He indicated this study will be part of the Title IV grant and will not come from budgeted funds. He explained that there are a few options: Option 1 (most intensive program) is proposed to be done at CHS for a cost of \$19,500; Option 3 is proposed for the elementary and middle schools, which consists of a survey tool and general guidance in how to use the data that results.

Mrs. Harrison asked why there is more focus at the high school.

Dr. Jette indicated that he has been looking at the reports we are getting from the high school and there have been several incidents. He noted that the data is there that directs us to dig into this and the goal is a gradual release model where they come in and train the staff, and then start to wean off so the school can carry the work forward. He commented we will provide the incoming high school principal with the data coming in.

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- **School Board**

Mrs. Harrison extended congratulations to all for a successful end of the school year. She congratulated students for various awards and achievements and expressed gratitude to all faculty and staff in the district that help our students to be successful.

Mrs. Ames commented that she heard many parents, teachers and staff agree on how long the year has been. She wished everyone rest and relaxation over the summer months to recharge for the upcoming year.

Mrs. Hershberger commented that she supports offering Spanish to all 8th grade students. She congratulated all academic award recipients throughout the district, as well as all students who gave it their all even if they were not recognized. She congratulated all sports teams, performers, and fundraisers, pointing out that the Cancer Fundraiser at GMS raised over \$10,000.

Mr. Cutter expressed his support for offering Spanish to all 8th grade students. He congratulated students and staff on a successful year.

Mrs. MacDonald expressed gratitude to teachers for staying the course and she is looking forward to new beginnings. She expressed appreciation to all who attended school events.

II. GENERAL BUSINESS

A. Public Minutes:

- **May 18, 2022**

Mrs. Ames made a motion to approve the public minutes of May 18, 2022. Mr. Cutter seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Bi-Weekly Report

Mr. Izicki indicated he will provide up to date financials at the June 29 meeting and hopes to have the architect's contract finalized for the Board for June 29.

B. Curriculum Report:

- **Live2Learn 2022**

Ms. Widman reported that 60 staff members signed up for the workshops in June and August and sessions are being led by staff, with the exception of a group-led session.

Dr. Jette noted that the Administrative Team will work on goals at the event and that report will be presented to the Board in July.

- **ReAssessment**

Ms. Widman reported that the Board previously received feedback on the reassessment policy. She indicated that the policy was re-evaluated and revised to include a process at all schools. She noted the Grading & Reporting Committee is recommending this to the Board as the official Reassessment policy.

Mrs. Hershberger commented that the PowerSchool portal does not date stamp when a grade is submitted and it is difficult to know when the five day timeframe for grade posting in the reassessment document applies.

Ms. Widman indicated that the committee discussed that and acknowledged that it will be challenging since there is no way to set an alert. She commented we have to rely on teachers to let students know that the grades were posted on a specific date and for students to follow up. She noted there has to be communication in the classroom by both teachers and students because we have a responsibility to post summative grades and inform them when they are posted.

Ms. Ames commented that she receives notifications with grade changes.

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Dr. Jette suggested that Mrs. Hershberger meet with Ms. Widman and work through the concerns.

Mrs. Harrison noted that the point of it is communication. She commented students should know when grades are being posted as grades are the students' responsibility and they should be checking their grades. She suggested including notification in the student handbook to parents about checking grades in PowerSchool.

Dr. Jette commented that he is concerned about teachers not posting grades in a timely manner. He recommended coming forward with a proposal that states if it is not graded, returned or posted within two weeks, it does not count. He noted that we have ongoing dialogue about this and the solution to communication on progress updates.

Ms. Widman indicated she is looking for Board approval for the Reassessment policy.

Mrs. Harrison made a motion to approve the recommended Reassessment policy as presented. Mr. Cutter seconded. The motion carried 4-1-0, with Mrs. Hershberger opposing.

- **Portrait of a Learner as Work Study Practices**

Ms. Widman reported that the Grading & Reporting Committee held discussions about the alignment between Portrait of a Learner (POAL) traits, descriptors and work study practices. She indicated that the Committee voted to move forward with using POAL traits and descriptors as work study practices. She noted that these traits and descriptors will reflect more of what we feel as a community and district. She commented that we are still working on a grade scale for it and working to shift to "I will" statements for each level to put the ownership on the students.

- **Summer School / Competency Recovery**

Ms. Widman reported that plans are in place to proceed with summer school/competency recovery and we should have plans finalized by Monday.

- **Grading Pamphlet**

Ms. Widman reported that starting next school year some education will be provided to parents regarding grading in the schools. She provided a draft grading pamphlet that reflects the goals for the summer. She indicated that she is committed to ensure a presentation for open house and/or setting up parent information tables at these events. She mentioned that a parent information night will be planned for guidance on competency based grading and PowerSchool for parents.

- **Curriculum Review Guide**

Ms. Widman reported that the curriculum review guide has been updated after a delay due to the pandemic. She indicated that the K-12 Social Studies curriculum is drafted and will be 'cleaned up' during the Live2Learn Academy workshops. She commented that progress is being made on the K-12 English Language Arts curriculum with a goal to complete it by next year. She reported that a lot of work has been done on the Spanish curriculum, which should be completed by the end of next year. Work on Science curriculum with alignment between all three schools (progression) and the Health curriculum will begin this year. Ms. Widman noted that the curriculum documents are reviewed every year and feedback is requested from teachers.

- **PERC Recommendations**

Ms. Widman presented recommendations from the committee. She noted that three require approval and one is a review of courses (Advanced Women's Self Defense; Computer Animation; The Vietnam War) through feedback from teachers.

Sustainability Course

Ms. Widman reported that we are struggling to find a FACS (Family & Consumer Sciences) teacher at LMS, which is a statewide shortage and many districts have removed these programs. She indicated that a Sustainability course has been drafted in its place, which is a combination of science, career exploration, and FACS and could be a good opportunity in light of the middle school renovation and the net zero result.

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Course Description: Our Sustainability Course will be offered to students and will be focused on how students as consumers work to understand the avoidance of depleting natural resources in order to maintain an ecological balance. We will be able to use our knowledge of our own “net zero” school and encourage students to conduct research, manage projects, solve real-world problems and make informed decisions about their footprint in the world. 5th Grade will focus on: Natural Resources and Food Systems; 7th Grade will focus on: Climate Action and Impact Projects.

Ms. Widman noted that the costs associated with this course would be to shift a teacher from FACS to Sustainability. Budget items allotted for consumable materials for students should be comparable to the amount budgeted for FACS, which would be eliminated upon approval of the course.

Mr. Cutter commented that the cost associated with this course is not in next year’s budget. Ms. Widman indicated that the course is not in the budget, but the cost will be budget neutral as we will have much of the materials in-house.

Dr. Jette clarified that what is in the budget is one teacher and the budget for the course, which can be redirected (reallocated) by the Board.

Ms. Widman indicated that a science teacher would be needed for the Sustainability course. She noted at this time approval is only needed for the curriculum and not the staffing because we need to run this in replacement of FACS.

Mr. Cutter commented that there is no teacher in the budget. Ms. Widman pointed out that a FACS teacher has been budgeted, which will be changed to a science teacher.

Mr. Cutter commented that it is a new position and should be voted on by the community.

The remaining Board members indicated that the course being replaced is Family and Consumer Sciences (emphasis on sciences) and adding a science teacher is not a new position.

Ms. Widman added that most of the FACS standards are absorbed by our Health curriculum.

- **District Spanish Programming**

Ms. Widman presented an option to add an Introduction to Spanish course at the middle school. She proposed to hire another Spanish teacher for the introductory course, which would introduce students to basic food categories, preparation terms, recipes, proper use of kitchen utensils and equipment, food/kitchen safety, personal values and lifestyle choices.

Mrs. MacDonald asked what other problems would be solved if we bring in another Spanish teacher.

Ms. Widman indicated that we would be able to offer Spanish to both grades 7 and 8. She noted after examining the program as a committee, it was determined that this would be the best solution. She commented that we are not trying to remove possibilities for students to access programs as last year we did not have the staffing to meet those needs.

Mrs. MacDonald commented that this sounds like it would solve the FACS problem and the Spanish problem.

Ms. Widman commented that this solution would provide for all 8th graders to access the course, as well as all 7th graders. She explained all 8th graders would get a semester of introductory Spanish and then decide to opt into a more comprehensive course.

Dr. Jette commented that we have to stop thinking of the vacant teacher as a FACS teacher. He noted it is a Unified Arts teacher, regardless if it is a Sustainability teacher, FACS or Spanish teacher. He indicated that there is a great candidate, but he does not feel it is appropriate to bring the candidate forward until we get this step approved.

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Mrs. Ames commented that she understands that 8th graders will have the opportunity to opt in and it is open to all 7th graders. She asked if it can be filtered down to grades 5 and 6 through BEST.

Dr. Jette commented that we feel that we have landed in a good position in terms of where to proceed, but we want to make sure the Board is comfortable with the proposal. He noted once we have two teachers in place, we should not cut back to one again.

Mrs. Ames commented that it is a good long term plan and with great teachers at the high school, having great ones at the middle schools feeds into that program.

Dr. Jette asked the Board for consensus to bring forward a candidate for nomination for Spanish.

Board Consensus: In agreement.

- **PERC Recommendations**

Ms. Widman presented a PERC recommendation for a 4th grade read entitled, “*Out of My Heart*”. She indicated it is a high interest book and a sequel to what they are currently reading.

Mrs. Harrison made a motion to approve the PERC recommendation for “Out of My Heart” as a fourth grade resource. Mrs. Ames seconded. The motion carried 5-0-0.

Ms. Widman presented a PERC recommendation for a revision in World Language Competencies. She indicated that the Spanish competencies will be reduced from five to four, eliminating the Culture competency as culture is assessed in all four key skills included in the competencies.

Mrs. Ames made a motion to approve the PERC recommendation for the World Language Competencies (Spanish) as presented. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **iReady Growth Data**

Ms. Widman provided the Board with data from the iReady spring testing that was pulled a week ago. She indicated that she will have final data for the Board and that GMS started late with their assessment. She noted that, although this is not final data, the results are impressive as both GMS and LMS have shown growth.

Mrs. Harrison asked for an explanation of Annual Typical Growth and Annual Stretch Growth

Ms. Widman explained that Typical Growth is growth based on the baseline of the students at that time; Stretch Growth is growth equal to those who tested in the higher tier.

Dr. Jette indicated that more complete and updated data will be provided at the August meeting.

C. Class Sizes 2022-2023

Dr. Jette commented that he has been looking at enrollment data with administrators and looking at class sizes. He indicated projections were done October 2021, but they are projections. He noted there are other things we need to monitor as we keep abreast of where we are going to land and it is very complicated.

Mrs. Ames feels that the enrollment trend over the last 2 years reflects a gain of 3 students in grade 5. She was concerned that at this time the ending enrollment number in Grade 4 has hit the Grade 5 trigger number to add a teacher.

Dr. Jette commented we have 97 now and have not heard that there are any private school students planning on enrolling at LMS. He noted that we have also not heard students are leaving that grade yet. He was concerned about the Board making a decision to hire an additional teacher in Grade 5 tonight and then the enrollment decreases.

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Dr. Jette reported that Mr. Mitchell is concerned about the profile of student needs in Grade 1 and that there are some individual needs that need to be considered.

The Board debated class sizes vs trigger numbers and when and if to hire more staff.

Mrs. Ames suggested that the topic be tabled and revisited at one of the upcoming meetings when there are more solid numbers.

Dr. Jette indicated there should be a conversation at every meeting on this topic. He noted that the topic will be on the July agenda.

D. Committee Reports

- **Budget Committee**

Mr. Cutter reported the Budget Committee met and there was a request from a member for comparison of salaries between town and school employees. He indicated that he mentioned to them that information is available in the budgets.

Mrs. Harrison commented that the comparison between positions of the town and the schools do not align. Board members agreed.

- **Facilities Improvement Committee**

Mrs. Ames reported that meetings are now being available online and project updates are posted online.

- **Emergency Management Committee** - meets on 6/3/22.
- **Grading & Reporting Committee** - report provided by Ms. Widman.
- **Joint Loss Management Committee** - meets on 6/21/22.
- **PERC** - report provided by Ms. Widman.
- **School Start Time Task Force** - has not met.

- **Website Committee**

Mrs. Harrison reported the Website Committee will be meeting virtually the last week of June. She indicated committee members were provided a list of websites and were asked to evaluate and provide feedback.

- **Wellness Committee**

Mrs. Hershberger commented that the committee met, but not all members have shown up. The committee members asked an incoming senior doing her senior project on wellness for ideas at their meeting.

- **Town Capital Improvement Plan Committee**

Mr. Cutter indicated the committee met on June 6 and reviewed a presentation from the highway department. The committee agreed to a more frequent meeting cycle and will provide a presentation to the Board on a revised 6 year plan.

IV. NEW BUSINESS

A. Policies - Review for 1st Reading:

- **GBK, Staff Concerns & Complaints**

Mr. Cutter commented that since this policy pertains to staff concerns and complaints, he asked how these get reported to the Board. He believes these concerns and complaints should be logged. He indicated that it is helpful to understand what are the main topics of concern.

Dr. Jette explained that keeping track of all concerns and complaints by all staff members would be challenging and labor intensive for the district staff. He indicated that the district believes that problems should be solved at the lowest level possible. He noted that many things occur on a daily basis that are resolved. He commented if there is a high level of concern per the policy, it would be addressed at the higher level. He pointed out that he keeps the Board informed on those events, which are rare.

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Mrs. Ames commented that during non-public session there is an agenda item for staff Issues and we are often provided information during that venue.

Dr. Jette commented that there are many things that come up that are resolved at the appropriate level that we may not even see.

Mr. Cutter insisted that all staff concerns and complaints should be logged. Mrs. Harrison indicated that she does not see that as part of the Board's purview.

Mrs. MacDonald asked Dr. Jette if he meets with the unions. Dr. Jette indicated he meets with representatives from both unions every month to discuss any issues.

Mrs. Ames believes that the Board does not need to be involved at that level.

Mr. Cutter commented that he is looking for patterns of frequency of complaints.

Mrs. Hershberger commented that employees should be empowered to go to their leadership for resolution.

Dr. Jette indicated that the Administrative Team does discuss and try to resolve these types of things. He noted it is a management level responsibility.

Mrs. Harrison made a motion to approve policy GBK for a 1st Reading. Mrs. Hershberger seconded. The motion carried 4-1-0, with Mr. Cutter opposing.

- **ILBA, Assessment of Educational Programs**
- **ILBAA, High School Competency Assessments**

Board members had questions regarding some of the requirements. It was suggested that these policies be tabled for further examination.

- **KA, School, Family & Partnerships**

Board members suggested revisions to the policy.

Mrs. Harrison made a motion to approve policy KA for a 1st Reading, with revisions. Mrs. Ames seconded. The motion carried 5-0-0.

- **KBB, Title I Family & Community Engagement**

Board members had questions about some of the policy requirements.

Mrs. Harrison made a motion to approve policy KBB for a 1st Reading. Mrs. Ames seconded. The motion carried 5-0-0.

- **KE, Public Complaints**

Mrs. Flynn explained that the original district complaint policy was used for both staff and public complaints. Due to legislative changes, the NHSBA has separated out the different types of complaints and created a policy for each.

Mrs. Harrison made a motion to approve policy KE for a 1st Reading. Mrs. Hershberger seconded. The motion carried 4-1-0, with Mr. Cutter opposing.

- **KEB, Public Complaints About School Personnel, Employees, Students or Administration**

Board members had questions regarding some of the policy statements. It was suggested that these policies be tabled for further review.

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B. Board Communication

Mrs. Ames believes it is important for the Board to have this conversation. Mr. Cutter believes it can be discussed at the July 6 meeting.

Mrs. Harrison made a motion to table the Board Communication discussion until July 6, 2022. Mr. Cutter seconded. The motion carried 5-0-0.

Dr. Jette asked Board members to examine the contact directories from each school and provide feedback. He noted that it is important to bring issues to the appropriate level and according to a progressive process.

V. OLD BUSINESS

A. Coronavirus Review and Update:

• Current Situation Update

Dr. Jette reported that end of year statistics show County and Town numbers are still in Substantial Spread, but the school impact in all three buildings is Low. As of June 16: GMS 0 staff / 2 students / 2.6% absences; LMS 1 staff / 4 students / 7% absences; CHS 0 staff / 4 students / 0% absences. Yearly totals: GMS: 45 staff / 182 students; LMS: 32 staff / 182 students; CHS: 44 staff / 144 students. He cautioned for community members to be aware as there are still cases out there, but we have learned to live with this.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Input

Melissa Raikey, 13 Naticook Avenue, commented that she was pleased to hear that 8th graders will have Spanish next year.

Mrs. Harrison clarified that the Board is in agreement with the proposal brought forth by Dr. Jette.

Mrs. Raikey commented that she appreciates the decision and hopes the upcoming 8th graders will have more opportunity for Spanish. She mentioned that she inquired about a World Language policy that is required under the NH Administrative Rules.

Dr. Jette explained that the district has not had a World Language policy and the NHSBA has not had a sample policy for World Languages. He indicated that they will work on a World Language policy after researching other districts' policy manuals.

Patrick Keefe, LEA President, responded to the earlier conversation when teachers and grading was discussed. He recalled that a two week deadline to submit grades was mentioned. He commented that a similar policy was implemented about two years ago, but the two week deadline did not include assignments and projects, as they take longer to review. He indicated that he has 100 students and it is challenging; also as we move toward an authentic competency based system, projects take more time to grade and return to students. Mr. Keefe commented that teachers are challenged by having to accept late work turned in by students from the beginning of the year. He indicated that teachers are burned out. He noted that it is unfair to impose a deadline for grade submissions for teachers when there is no deadline for students to turn in their work. Mr. Keefe commented he is not against moving to a competency based system and teachers will go along with the model if it is a good model, but a grading deadline would be harder for teachers without one for the students.

Mr. Keefe mentioned that work study practices are not reflected on a student's transcript and probably will not gain any momentum. He commented that the current model for grading is unsustainable and unproductive. He indicated that Mr. Cutter spoke about issues and how the board knows about them, and Mr. Keefe suggested when there is an issue like the grading issue, it should be brought to your attention. He pointed out that students who are consistently late with their work use competency recovery to make up for it.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 9:27 p.m. under RSA 91-3:II (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. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Ames, the Board returned to public session at 10:19 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

X. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 10:20 p.m. Mrs. MacDonald 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

C Harrison, Chair

E MacDonald, Vice Chair

Approved Minutes for June 29, 2022

Location: Litchfield Town Hall

In Attendance: C Harrison, Board Member, Chair
E MacDonald, Vice Chair
H Ames, Board Member
T Hershberger, Board Member
A Cutter, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Doug Totten, Incoming Business Administrator
Michele E. Flynn, Administrative Assistant

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 June 16, 2022:

Mrs. Ames made a motion to approve the non-public minutes of June 1, 2022. Mr. Cutter seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Michelle Lincoln as CHS Math teacher at a salary of \$70,220 for the 2022-2023 year. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Leslie Taggart-Williams as LMS Grade 5 Social Studies teacher at a salary of \$60,768 for the 2022-2023 year. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the resignation of Heather Stein, LMS Grade 5 ELA teacher. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to approve the 2022-2024 stipend recommendations from the Co-Curricular Committee as presented. Mr. Cutter seconded. The motion carried 5-0-0.

F. Community Input

Cathy Snyder, Mayflower Drive, LSSA President, thanked Mr. Izbicki for his service to the district and staff of the district.

- **Close Community Input**

Hearing no further public input, Mrs. Harrison closed community input.

II. REPORTS

A. Business Administrator's Report

- **FY22 Year End Financials (pre-audit) and Revised**

Mr. Izbicki reported that the current fund balance to be returned to the taxpayers is \$285,348, which represents the additional adequacy aid that was provided to the district by the State for fluctuations in attendance from FY21 to FY22. This amount was received, but not appropriated and therefore, will be returned to the taxpayers. A transfer of \$349,864 was made to the Capital Projects financials from the general fund, which reflects the local funding that was presented to voters to be used toward the LMS project. The end of year financials are still in process as accrual entries for accounts payable and accrued payroll are still pending. Food Services ended the year with a fund balance of \$124,813.

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Mr. Cutter commented that in May, the financial report stated \$200,000 was to be returned to the taxpayers and now we are returning \$285,348. He believes the additional \$200,000 (reported in May) should be added to that total.

Dr. Jette clarified that the \$200,000 is a number that is carried as a fail safe or potential return of fund balance. He noted that the district typically budgets to that number, but sometimes the fund balance ends in a higher amount.

Mr. Cutter asked what changed.

Mr. Izbicki explained that local funds from the general fund were transferred to the Capital Projects account for the LMS project as was stated to the Board on several occasions.

Mr. Cutter commented that in May the underspend was around \$1M.

Mr. Izbicki explained that information is based on the data we have at that time and that number is fluid and consistently subject to change.

Mrs. Harrison commented that departments have submitted purchase orders and finalized expenditures, but payroll was not available at that time. She indicated that everything is collected and subtracted from the fund balance at the close of the year.

Mr. Cutter referred to the Capital Reserve fund balance and asked why that would not be used.

Dr. Jette indicated that there are two funds: Capital Reserve for building maintenance and repairs; and Capital Improvement Expendable Trust that the voters approved to be used for the planning/design of new construction. He noted that Mr. Izbicki created a project tracking account or fund that he uses to account for the capital projects, which is not the same as the reserve fund or trust fund.

Mr. Cutter asked for the balance of the Capital Improvement Expendable Trust Fund.

Mr. Izbicki indicated it is approximately \$813,000.

Mr. Cutter indicated that if you add the \$125,000 that will be transferred to that fund on June 30, the total is over \$900,000. He asked why we would not use that fund for the LMS project.

Dr. Jette repeated that fund was approved by voters to use toward the planning of the new school and if we draw that down we will be using local funds to pay for architectural fees. He explained that when we received notification of the additional adequacy funds from the State, we chose not to hold a special meeting to appropriate it and hold it for return to the taxpayers.

Mr. Cutter disagreed with using money in the budget to pay for the capital improvements. He believes that we should be using the capital funds for that and return the money in the operating budget to the taxpayers.

Dr. Jette explained again that funds are being returned to the taxpayers. He disagreed that local funds would not be used for capital projects and explained that the Board prior to Mr. Cutter's membership agreed that local funds would be used and energy savings realized, which will pay for costs associated with capital project expenditures.

Mr. Cutter commented that the \$800,000 plus the \$125,000 should be returned to the taxpayers. He stated that, at a minimum, he has heard there has always been a desire to preserve funds in the budget. He noted that there is also \$285,000 that has not been appropriated.

Mrs. Harrison disagreed and indicated that the budget's purpose is to be expended and there is no promise to return \$200,000 with outstanding project expenditures.

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Mrs. Ames indicated that the Capital Improvements Expendable Trust Fund was purposed by the previous board for GMS and approved by the voters.

Mr. Cutter questioned the spirit of the article.

Dr. Jette clarified that the intent of the 2020 warrant was for a new school or renovations of GMS.

Mrs. Harrison indicated the Board has maintained that over the last two years. Mrs. Ames indicated that the intent was made very clear at the public forums that were held.

Mr. Cutter commented there is a manifest for architect fees and that is paid out of the operating budget.

Mr. Izbicki clarified that we reimburse the budget from the project fund after we have paid the bills.

Dr. Jette explained that the reserve and trust funds cannot be accessed by the Business Administrator as there is a process that has to be followed with Board approval to expend and for the Trustees and Treasurer to have those funds transferred as reimbursements.

Mr. Cutter commented we are using money out of our budget for renovations that will be reimbursed at some time and we have these accounts for this specific purpose.

Mrs. Ames disagreed, noting that it is not for that specific purpose; that the intent of the Expendable Trust Fund was for GMS. She noted that the question is are we okay with \$285,348 being returned to the taxpayers.

- **Year End Expenditures Decision**

Mr. Izbicki indicated that the year end expenditures were revised and these expenditures need approval from the Board before the June 30 year end.

Mrs. Hershberger agreed that the gator needs to be replaced since it is beyond its useful life.

Mrs. Ames noted we should keep the old gator and keep using it for other purposes.

Mr. Cutter asked if the blue light notification system and the booster pump for the water pressure at CHS will be offset by grants.

Dr. Jette indicated that the booster will be reimbursed by impact fees and the blue light system by a grant.

The Board discussed the accessible swing request for GMS special needs students that are unable to access swings due to the impairment of being in a wheelchair and the security and accessibility of the swing by others when it is not in use or school is not in session.

Mr. Cutter commented that there are some needs vs wants in these requests and he supports the booster pump, blue light notification system, and underground oil tank repair, but not the rest.

Mrs. Hershberger asked about the request for a desk for the Accountant and if that is an accommodation.

Dr. Jette indicated the desk that was an acquisition from BAE is too wide to support her needs.

Mrs. Harrison referred to the request for fire proof file cabinets and indicated that she supports that request.

Mr. Cutter made a motion to approve purchases in the amount of \$114,509, excluding the ADA Accessible Swing, fireproof filing cabinets, and the HR module. Mrs. MacDonald seconded.

Board members discussed amending the motion to add in the swing with a contingency that security and accessibility would be limited to appropriate use.

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Dr. Jette suggested the Board vote on the expenditures individually.

Mr. Cutter withdrew his motion. Mrs. MacDonald withdrew her second.

Mr. Cutter made a motion to approve the replacement of the Gator with FY22 year end funds in the amount of \$7,800. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to approve the purchase of a booster pump for CHS water pressure with FY22 year end funds in the amount of \$3,500, which will be reimbursed by impact fees. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to approve the purchase of a Blue Light Mass Notification System with FY22 year end funds at a cost of \$22,158, for which \$11,079 will be paid by a pending grant. Mrs. Ames seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to approve the replacement of the handicap accessible elevator for the LMS stage with FY22 year end funds at a cost of \$23,200. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to approve the installation of an ADA compliant ramp at the GMS cafeteria entrance with FY22 year end funds at a cost of \$2,680. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Ames commented that she was struggling with the approval of the accessible swing because of security and damages that can occur by others.

Mr. Cutter commented that a swing can be purchased and staff can take the handicapped child out of their wheel chair and put them in a secure swing.

Dr. Jette indicated that this swing is a preferred item that is being requested for the proper safety of the children that will use it. He explained that the swing is made so that the wheelchair can go into the swing. He noted that it is not wise or safe to remove a child from their wheelchair to put them in a swing. He commented that the Board needs to keep in mind we are going into the year with a deficit in special services and are using reserve funds to fund that deficit.

Mrs. Ames made a motion to approve encumbering FY22 end of year funds in the amount of \$35,955 for the purchase and installation of an ADA Accessible Swing at GMS, pending further information and final approval by the Board. Mrs. Harrison seconded. The motion carried 3-2-0.

Mrs. Harrison made a motion to approve the purchase of the HR module for employer compliance with FY22 year end funds in the amount of \$3,900. Mrs. Ames seconded. The motion carried 3-2-0.

Mr. Cutter made a motion to approve the replacement of a desk for the Accountant with FY22 year end funds in the amount of \$400. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to approve the repair of the underground oil tank at GMS with FY22 year end funds in the amount of \$15,850. Mrs. Harrison seconded. The motion carried 5-0-0.

Total FY22 year end funds to be used: \$161,864.

- **Re-approval of DFA, Investment Policy**

Dr. Jette explained that the auditors require an annually approved investment policy. He indicated it just needs reapproval by the Board.

Mrs. Harrison made a motion to approve policy DFA, Investment Policy. Mrs. Ames seconded. The motion carried 5-0-0.

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- **Architect Contract (New Elementary School)**

Mr. Cutter asked about the status of the land purchase.

Dr. Jette indicated that has not been determined at this time.

Mr. Cutter indicated that he understood that securing the property for the new school would have to be done by June 30.

Mr. Izbicki commented that it was determined that our application for Building Aid can be submitted without a specific property.

Dr. Jette clarified further that in order to qualify for Building Aid we have to provide proof of a decision by the School Board to execute a contract with an architect.

Mr. Cutter commented that he was not comfortable with moving forward without a land location.

Dr. Jette noted that we met with Mr. Barker on Monday to complete the Building Aid application and decided that we want him to go forward with a design, but that we would wait to see the design before moving forward with the land. He indicated that the district has done its due diligence and will continue to do so, and if the new school is not approved by the voters, then we will renegotiate on what we need to do moving forward.

Mr. Cutter indicated he does not feel comfortable approving the contract without a confirmed piece of land and he has seen no movement otherwise.

Mrs. Hershberger commented that the district has been working on contingency plans.

Mrs. Hershberger made a motion to approve the contract with a cost of \$1,893,600 between the Litchfield School District and Barker Architects, PLLC, for architectural services for the design and construction of a new elementary school. Mrs. Harrison seconded.

Mrs. Harrison disagreed with Mr. Cutter's comment that there has been no movement on this project. She indicated that there are other options being discussed and considered.

Dr. Jette commented that we have a scenario that we want to put a new school on this piece of land and we also own land where a school can go. He explained that if we have land identified by fall we can still deliver a successful bond vote in March 2023. He noted that Mr. Barker has been working with the district through this process without being paid.

The motion carried 4-1-0, with Mr. Cutter opposing.

- **LMS Construction Invoices**

Mr. Izbicki provided invoices from North Branch Construction for March and April 2022. He noted that change orders are credits for something they did not use and not for a cheaper priced item. He pointed out that the March invoices are Phase I invoices and the April invoices are for Phase II.

Mr. Cutter commented that he went by LMS and saw much activity going on there.

Mrs. Ames indicated that Mrs. Grantham has been posting updates and photos on the LMS Facebook page.

Dr. Jette commented that the district has not yet received invoices from North Branch Construction for the work that they have done in May and June because they go through Dave Ely (architect) to be signed off by him after he confirms and verifies the work.

Dr. Jette noted that he heard that a resident raised a question that the LMS project has been de-scoped. He asked for clarification of the explanation of de-scoped.

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Mr. Cutter commented that he heard from the resident that there was equipment on this proposal for heating that has been removed.

Dr. Jette indicated the electric resistant heat was added and is in the proposal.

Mr. Cutter indicated that the individual did not notice it in the proposal.

Dr. Jette indicated that he will check on that and make sure it has been included and ordered.

Mrs. Hershberger commented that she does not believe the Board needs that level of detail. She recommended that if there is a specific question then the Superintendent or Business Administrator will look into it.

Mrs. MacDonald asked if Dr. Jette received the concern from the individual.

Dr. Jette indicated there was no direct contact with this individual and reminded Board members to send questions to him.

- **FY22 Year End Unassigned Fund**

Mr. Cutter commented that the Board should approve an amount to be returned to the taxpayers and by his calculation the amount is \$802,884.

Mr. Cutter made a motion to return \$802,884 from the FY22 year end unassigned fund balance to the taxpayers. Mrs. Ames seconded.

Mr. Cutter explained that he added \$285,348 (unappropriated funds), \$165,172 (available fund balance), \$7500 (not encumbered for year end spending) and \$349,864 (transfer from the general fund) to return to the taxpayers and use the Trust Funds to pay for the LMS project.

Mr. Izbicki indicated that the numbers he used in his motion are not accurate and that is not how a fund balance is calculated.

Mr. Cutter commented that he believes that there is more than just \$285,000 that can be returned to the taxpayers and that the trust fund has sufficient funds to pay for the LMS project.

Mr. Cutter amended the motion to return \$500,000 of the FY22 unassigned fund to taxpayers. Mrs. Ames seconded for discussion.

Mr. Cutter indicated that he does not believe that there should be any transfer of funds to the LMS project and that the unassigned funds should be returned to the taxpayers.

Dr. Jette pointed out that the fund balance return amount is not final until the FY22 budget has been audited. He commented that the Board can decide to return the unassigned fund to the taxpayers or close out the LMS project.

Board members discussed what should be returned to the taxpayers, but that approving an exact amount would be unwise prior to the audit.

The motion failed 1-4-0.

Mrs. Hershberger made a motion to approve the transfer of FY22 unassigned funds in excess of \$285,348 to offset the Capital Projects fund account for LMS. Mrs. Ames seconded. The motion carried 4-1-0.

IV. MANIFEST

The manifest was circulated and signed by the Board.

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

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

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

VI. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 7:59 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mrs. Ames, yes; Mr. Cutter, yes.

VII. ADJOURN

Mr. Cutter made a motion to adjourn the meeting at 8:00 p.m. Mrs. Ames seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Executive Assistant to the School Board