

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

C Harrison, Chair

E MacDonald, Vice Chair

Approved Minutes for July 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
Doug Totten, 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 5:03p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from June 29, 2022:

Mrs. Harrison made a motion to accept the nomination of Jaclyn Hathaway-Rube as LMS Spanish teacher at a salary of \$70,220 for the 2022-2023 year. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the nomination of Taryn Staples as CHS Social Worker at a salary of \$65,000 for the 2022-2023 year. Mrs. Ames seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Community Input

There were no public comments.

● **Close Community Input**

Hearing no public comment, Mrs. Harrison closed community input.

G. Correspondence

Mrs. MacDonald shared correspondence received by the Board from [Doug Totten, Business Administrator](#), providing a correction to information he provided at the 6/29/2022 meeting.

H. Comments:

● **Superintendent**

○ **Update on Scope of LMS Project**

Dr. Jette provided an update on the scope of the LMS project. He provided information regarding a declined deletion for duct heaters (meaning that the deletion was declined); the HVAC schedule showing the 13 duct heaters; and the HVAC basis of design. He indicated at the previous Board meeting, Mr. Cutter talked of a community member that raised concerns about the heat pumps freezing up in the winter and when the heating units bring in cooler air. He noted that when the plans were sent to the subcontractors, which included the duct heaters. Referring to the documentation provided, Dr. Jette explained that the plans include two things: alternates and deletions, which are items that can be deleted. He added that when singling out deletions, it can isolate the cost of an item, which can be very helpful in determining additional costs in a project.

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Dr. Jette indicated that although the duct heaters were listed as a deletion, it was done to isolate the cost of the duct heaters so that the subcontractor could more accurately cost out the items. He noted that the duct heaters are included in the HVAC schedule and will be installed. He commented that initially it was estimated the addition of duct heaters would cost \$100,000, but by doing the deletion exercise it enabled us to see how much would actually be saved. Dr. Jette indicated that we declined the deletion and added the space heaters into the schedule. He commented that he understands how someone would be concerned reading the contractor proposal and seeing the deletion.

Mr. Cutter commented that he did not understand the decline or declining the items to see the cost.

Dr. Jette clarified that we declined the deletion of the heaters, not the heaters. He noted we are installing the heaters.

Mr. Cutter asked where the heaters are noted in the scope. Dr. Jette indicated that in the contract it shows the deletions they recommended. He noted by declining the deletion of the heaters means that we are installing them.

Mr. Cutter asked where the order is that shows they have been ordered. Dr. Jette indicated they are in the schedule and are highlighted.

Mr. Cutter commented that he wants to make sure that the make and model listed match what we contracted for.

Mrs. Harrison commented she does not understand what Mr. Cutter is looking for.

Dr. Jette explained that the items listed in the schedule are for the heaters. He indicated that this is what went to the subcontractors for proposals and NPT won the bid. He added that he and Mr. Totten met with North Branch Construction and Dave Ely, owner's representative, and Mr. Ely asked them to open the unit so he could inspect it to ensure it was the actual model. Mr. Ely took pictures of it and recorded it. Dr. Jette noted that Mr. Ely reviews every invoice submitted and matches it back to what he observes on the job site and ensures we are paying for what we are getting.

Mr. Totten added that once Mr. Ely signs off on the invoices, he has to sign off on it to cut the check(s). He indicated that it was confirmed today that we will get invoices that will include breakdowns from the subcontractors.

Dr. Jette commented that this is the quality control of the project. He indicated that Joe Campbell, North Branch

Mrs. Ames expressed concern that she does not know what she is looking at as it is too detailed for someone with no expertise. She is concerned that the Superintendent has to take the time to do this work, which takes him away from the business of the district that he should be doing. She asked about the process going forward, specifically, if someone has a question about the project details. She indicated that we should not be taking twenty minutes of the Board meeting to explain these things. Mrs. Ames commented the person that had a question is one person in the community that works in the trade and questioned the authenticity of this detail. She indicated that she understands people are concerned about the project, but it was approved by the voters. She noted that transparency is paramount, but not at the Board level.

Mr. Cutter commented that this is answering the question. Mrs. Ames indicated it is not the public asking; it is one person and he should not bring it to the Board.

Mrs. MacDonald commented that the Superintendent's job is to be in the schools. She indicated the Business Administrator is overseeing the project as well.

Mr. Totten added that there is a commissioning agent and owner's representative overseeing the project as well. He noted that he needs to be at that level so he can answer questions that may be asked.

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Mrs. Ames commented that she encourages questions, but they should be directed to the appropriate person and not be asked at the Board level.

Dr. Jette believes that we have to stay on top of the project, especially when accusations are made of being shady, we have to back it up and prove that is not what is happening. He commented that the public has to recognize that we are watching this carefully and we are not “going crazy” with Litchfield tax dollars. He indicated that the district was tasked with maintaining and fixing the schools and we need the public to understand and the Board to recognize it.

Mrs. Ames commented that she believes the district is doing a good job with the project.

o Graduation Report 2022

Dr. Jette provided a report on the CHS graduates for the Board. He reported that there were 96 students in total: 90 who graduated from CHS and 6 who graduated from Londonderry Adult Night School. He added that 74% are going on to post-secondary education, 7% to career education, 16% to workforce/career training, 2% to an apprenticeship, 1 to the military and 1 taking a gap year.

• School Board

Mrs. Hershberger commented that according to US News, CHS ranks 5th in NH for graduation rates. She expressed congratulations to the faculty and staff at CHS.

II. GENERAL BUSINESS

A. Public Minutes:

- June 16, 2022
- June 29, 2022

Mrs. Hershberger made a motion to approve the public minutes of June 16 and June 29, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

• School Board Audit Questionnaire

The School Board completed a risk assessment questionnaire for the annual audit, which is done collectively during the Board meeting and it was signed by the Chair.

• Budget Transfers FY22 Quarter 4

Mrs. Harrison made a motion to approve the budget transfers for the last quarter of fiscal year 2022. Mrs. Hershberger seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator’s Report (Verbal only)

Mr. Totten reported that he has envisioned how he will prepare his report for the Board. He will provide an overview and explanation of how the funds work and where the funds go to organize for the Board. He indicated that at the Future Planning Meeting with the two representatives from the Budget Committee, we talked through the budget process and the Committee would like to get the budget delivered earlier and it is his goal to get it to them at least a week earlier. He noted that during that week we will ask if the Budget Committee can provide questions on a prescribed document so we can form our budget presentation. He commented we will move everything up a week as we work with administrators and form the Superintendent’s budget.

Mr. Cutter asked for a Google Sheets or Excel version of the budget so that he can interact with it in real time and that showcases changes as they happen.

Mr. Totten indicated the financial software used by the district is not that interactive.

Dr. Jette indicated that the budget we posted has recorded changes within. He noted that the Future Planning Meeting held today was productive. He commented that he wanted to make sure with the transition occurring in the town that we were ready.

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Mrs. Hershberger mentioned that when she met with the Town Administrator, he informed her that the document he provides to the Budget Committee is not connected to the finance software and was more work for the town to produce and provide.

B. Board Communications

Board members discussed communication topics and the development of a communications plan.

Mrs. Harrison provided direction through a list of topics the Board asked to discuss with regard to communications.

Mrs. Hershberger commented that we need a communications template to offer our comments and turn it back over to the district to incorporate that into our goals.

Mrs. Harrison commented that the district should have a communications plan. She indicated that we need to focus on what our roles as a board are with communications, such as dealing with emails, social media, community forums, open meetings, and meetings with groups.

Mrs. MacDonald commented that when a board member goes to a group's meeting as a citizen, that member is viewed as a board member and not as a community member. She indicated group attendees will always ask us questions and the situation is challenging.

Mrs. Harrison commented that Mr. Cutter mentioned Board members attending group meetings when he reported that some groups in town reached out to him regarding Board member attendance at those meetings. She feels that is a good idea, but cautioned that it must be done appropriately.

Mr. Cutter commented that the Board Code of Ethics policy seems to be crafted to Litchfield. He noted that the third bullet [*support the superintendent and help him/her be as effective as possible*] and indicated that it is not the role of the Board to support the Superintendent, but to govern or lead the Superintendent. He mentioned that he has already been "called out" as not supporting the Superintendent.

Mrs. Ames indicated that the Superintendent is the only employee of the Board and it is the Board's responsibility to support him. She commented that the reason it is an ethical conversation is because it is a problem if an individual Board member criticizes him in public.

Mr. Cutter commented that he felt that he was forced to sign the Code of Ethics when he attended his first board meeting because he did not have time to fully digest it.

Mrs. Ames commented that no member was forced to sign the Code of Ethics and that Mr. Cutter could have opted not to sign it.

Dr. Jette clarified that, according to law, the Superintendent is a part of the governance team. He indicated that the Board hires the Superintendent to execute directives from the Board and invite the Superintendent to the team. He noted that the Board supports the Superintendent in performing those duties the Board directs by policy.

Mrs. Hershberger was curious about what would happen if a Board member does not sign the Code of Ethics. She commented that the support the Board provides the Superintendent is not unconditional, but supports his role and to point out if he does do something questionable.

Mr. Cutter felt that the Code of Ethics policy should be reviewed and discussed.

Mr. Cutter made a motion to review policy BCA, Code of Ethics. Mrs. MacDonald seconded. The motion failed 2-3-0, with Mrs. Harison, Mrs. Ames, and Mrs. Hershberger opposing.

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Mrs. Ames was concerned that individuals may feel, as she did before becoming a board member, that the Board is the venue to voice concerns and expect a response, discussion, or resolution. She wanted to know how the Board can make sure folks understand they are being heard, but that the Board does not take action on administrative issues.

Mrs. MacDonald commented that any time she had a concern or someone told her of their concern, she sent it to the Superintendent and he always responded.

Mrs. Harrison noted when the Board discussed this previously we voted to have an automatic response for emails to the Board.

Mrs. Ames believes there should be an automatic response on Board member individual emails as well. She indicated that she wants people to understand that we do read every email, but that it may not be brought to a meeting or put on the agenda.

Mrs. Harrison commented that individuals that do not get things resolved at the lowest level may feel that emailing a board member incentivizes action.

Mr. Cutter felt that the Google Meet community input is not being utilized by the public and that it should be discontinued.

Mr. Cutter made a motion to discontinue offering a Google Meet opportunity for community input. Mrs. MacDonald seconded. The motion carried 3-2-0, with Mrs. Harrison and Mrs. Ames opposing.

Mrs. Ames commented that if a person emails an individual board member, it should be viewed as communication that person does not want to share with the public. She indicated that if they want to share their communication publicly, they need to send it to the entire Board or come to the meeting.

Board members discussed adding an auto reply to individual board emails and adding a link to the Public Complaints policy.

Board Consensus: add auto reply to individual board email and add link in the auto reply to policy KE.

Mrs. Harrison commented that reading emails addressed to the entire Board at the meetings can lead to misinterpretation in summarization of those emails.

Mrs. Ames believes if people feel deeply enough to send an email, there is opportunity for public input at all meetings.

Mrs. Harrison believes that the Board procedures need to be consistent. She indicated that community input is for public communication at the meetings and correspondence is email.

Mr. Cutter mentioned that when he chaired the Budget Committee meetings, emails were summarized by the subject as correspondence.

Mrs. Harrison commented that correspondence should be summarized with the person's name and the topic.

Mr. Cutter commented if it is from the public then it should be read into the minutes in its entirety.

Mrs. Ames disagreed that the entire message should be read into the minutes.

Mrs. Harrison made a motion that correspondence be summarized [individual's name and topic] at the Board meetings and included in the minutes in its entirety. Mrs. Hershberger seconded. The motion carried 3-2-0, with Mr. Cutter and Mrs. MacDonald opposing.

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Public Input

Mr. Cutter commented that he is not in favor of putting a time limit on public input. He feels people should not be limited to three minutes.

Mrs. Harrison indicated that does not typically happen unless there is a crowd of people who want to speak.

Mrs. Ames commented that she likes having a set time for public input regardless of where a board is on the agenda, such as the method the Select Board utilizes. She feels that there should not be a time limit on community input.

Scope of Public Input Items

Mr. Cutter does not believe there should be any restriction on comment topics.

Dr. Jette explained that it is done because the Board is holding a meeting in public, not a meeting with the public. He indicated that the first public comment period is specific to what is being discussed on the agenda so that the Board can get its business done and receive feedback to it. The second period is parsed out to hear other comments that are not on the agenda.

Mr. Cutter felt that the Board should review the policy on public participation.

Dr. Jette suggested that the policy (BEDH) be shared with the Board as a Google Doc for Board members to suggest revisions.

Community Groups

Mrs. Hershberger suggested that community groups fill out an invitation form for meetings.

Mrs. Harrison commented that it might be helpful to have groups fill out an invitation form as suggested by Mrs. Hershberger.

Mr. Cutter commented that the idea is for Board members to go and listen to those groups.

Mrs. Harrison agreed that the Board needs to get out more in the community. She felt that there should be some type of invitation from the group first.

Mrs. Hershberger indicated it should be an invitation to the Board and the Board decides which members should attend and what information to prepare.

Mrs. Harrison indicated it is important to have two members in attendance at a group meeting and the understanding that they are not directed to make commitments or direction on behalf of the Board.

Social Media

Mrs. Harrison indicated that the Board does have a Facebook page and the Vice Chair is responsible for reporting correspondence. She believes that social media for the Board should be informative only with comments turned off.

Mrs. Hershberger disagreed that comments should be turned off because having two way communication is fundamental.

Mrs. Harrison commented that if Board members are not responding to individual emails, we should not be responding to comments on social media.

Mr. Cutter mentioned that the Budget Committee stated on their Facebook page that the public can comment, but the committee will not respond.

Board members discussed social media guidelines with regard to public comment and Board response.

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Mrs. Ames made a motion to the School Board Facebook page for informational purposes only with comments turned off. Mrs. Harrison seconded. The motion carried 4-1-0, with Mrs. Hershberger opposing.

Faculty & Staff - Communications and Outreach

Mrs. Hershberger commented that communication to faculty and staff has to happen before public communication. She indicated that there have been certain public communications before staff had an opportunity to be informed.

Mr. Cutter indicated that he would like to know if staff have any concerns one on one. He commented that is how it is in the company where he is employed.

Dr. Jette indicated that we have monthly meetings with union leadership where we discuss concerns and issues and discuss resolutions. He commented that they have worked toward trying to make headway with issues that come up and every time an employee's concern is brought to his attention we try to respond. He noted that there are times when we cannot respond, but we listen. He pointed out that part of staff complaints that they are not being heard is because the leadership did not do what they wanted. He indicated there are multiple avenues for staff to be heard and express themselves to all levels of leadership in the schools and district.

Mr. Cutter commented that he wants to make sure staff is heard through skip meetings. He raised concerns regarding the amount of retirements in the district. He indicated that in May we received a report of staff retirements and in the past five years 89 staff have left our district.

Mrs. MacDonald asked if exit interviews are done. Dr. Jette indicated that exit interviews are done with all staff.

Mr. Cutter believes that staff retirements and resignations are a problem that he wants to address. Mrs. MacDonald indicated that it is typical for staff to jump districts for salary increases.

Dr. Jette agreed and noted that the last teacher contract was not approved by voters and the district had to re-enter negotiations with the LEA. That was the contract that included the step increases that the faculty missed. When a revised agreement was reached and ratified, we held a special meeting and the contract was approved; however, the missed steps were not included in that contract. He noted that several staff pursued positions in other districts for a higher salary.

Mr. Cutter repeated his concern regarding the number of staff that have left the district in the last few years.

Dr. Jette indicated that we have hired Bill Preble to work on the culture in the district. He commented that this year the district has been aggressive in hiring and are bringing rock stars on board. He mentioned that he read an article that stated that culture begins at the Board/Superintendent level and sets the attitude and environment for the district. Dr. Jette noted that these resignations are happening in every industry.

Mrs. Harrison commented that she is not opposed to having discussions with staff for improvements.

Mrs. Ames asked if the LEA or LSSA had input during Superintendent evaluations. Mrs. Harrison did not believe that was the case.

Dr. Jette indicated that the first year of his term all teachers and staff were surveyed for the Superintendent's evaluation. He noted that during the pandemic it did not occur, but those surveys can be resumed.

Board members discussed other options to hear staff input without meeting with staff individually.

Mrs. Hershberger suggested that Board members volunteer in the schools and mentioned that a Board member can shadow students for a day.

Dr. Jette indicated that volunteering in the schools would be an organic way to gather input as people will talk to you, but there will always be complaints.

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Mrs. Harrison suggested that Board members inform the Superintendent and the building administrators when and where they want to volunteer.

Mrs. Ames suggested treating the LEA and LSSA as outside organizations. The Board agreed.

Communications Plan

Mrs. Hershberger indicated that there should be a written communications plan that brings clarity to anything that is an assumption by the public.

Board members discussed community engagement by the district as relates to School Board goals.

Mrs. Ames commented that it will help to have a fully functioning and well established website, with oversight by a committee.

Mrs. Hershberger commented that it is a district action that needs to be taken and that a communications plan template from the NHSBA would be helpful to use as a starting point.

- **Finalize Community Forum - 9/14/2022**

Board members discussed the topic for the first of four forums that will be held by the Board to discuss community member concerns. Members decided to change the date of the first community forum to 9/28/2022 at 6:30 p.m. in the CHS Auditorium. Topics will include: PowerSchool, Competencies, and Grading. LCTV will be invited to record the forum.

C. School Board Goals Annual Review

- **2021-2024 School Board Goals**

Board members reviewed three year goals to evaluate and determine if indicators have been met, not met or need to be updated.

Dr. Jette reported that the Board will get end of the year reports from the schools regarding their goals. He indicated that building principals spent time in Live2Learn on building goals for next year. He went through the goals and indicators and noted that the Administrative Team discussed the following:

- Love of Learning: Culture/Climate work has been proposed by Bill Preble.
- Great Teachers, Great Staff: How to implement ideas for supporting PLC models across the schools.
- Post Secondary Pathways: Challenging goal; work to infuse this going forward.
- Facility Improvements: Much progress in this area creating safe and effective learning environments to meet the needs of students and staff.
- Community Engagement: Planned School Board forums; increase public outreach.

Mrs. Hershberger commented that she would like to revise some language and include empowering staff to communicate directly and address how to track concerns.

Dr. Jette indicated the intent is not to revise the goals, but to give clarity on the intent and what our team should produce.

Mr. Cutter commented that the goals do not need to be adjusted. He indicated that the Board needs to hear the school goals and how they align with the Board goals. He noted any adjustments can then be made if necessary.

Mrs. Ames commented that the goals are well developed and the district is doing a good job.

Mr. Totten commented when he was researching whether he wanted to work in Litchfield, it was these goals that helped him make the decision that Litchfield was where he wanted to be.

Dr. Jette noted that the Board will receive school reports in August.

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D. Committee Reports

● **Facilities Improvement Committee**

Dr. Jette invited Board members to join a walkthrough of LMS on 7/13/22 at 3:30 pm.

● **Website Committee**

Mrs. Harrison reported the committee held its first meeting during which they reviewed websites from other districts and discussed components for the new website and compatibility with mobile devices.

The following committees did not meet: Budget Committee, Emergency Management, Grading & Reporting, Joint Loss Management, PERC, School Start Time, Wellness and Town Capital Improvement Committee.

IV. OLD BUSINESS

A. Policies - 2nd Reading/Approval

- **GBK, Staff Concerns & Complaints**
- **KA, School, Family & Partnerships**
- **KBB, Title I Family & Community Engagement**
- **KE, Public Complaints**

Mr. Cutter made a motion to approve policies GBK, KA, KBB and KE. Mrs. Hershberger seconded. The motion carried 5-0-0.

B. Policies - 1st Reading

- **KEB, Public Complaints About School Personnel, Employees, Students or Administration**

Mrs. Harrison made a motion to approve policy KEB for a 1st Reading. Mrs. MacDonald seconded. The motion carried 5-0-0.

C. Policies to Rescind

- **KAA, Communication with Parents**
- **KMA, Relations with Parent Organizations**
- **KMB, Relations with Booster Organizations**
- **KN, Relations with Governmental Authorities**

Policy KAA has been incorporated into KA, School, Family & Partnerships and can be rescinded. Policies KMA, KMB and KN are outdated and do not exist any longer in the NHSBA policy manual.

Mr. Cutter made a motion to rescind policies KAA, KMA, KMB and KN. Mrs. MacDonald seconded. 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 made by Mrs. Harrison, the Board entered into non-public session at 8:07 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.

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VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 8:31 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

Mrs. Ames made a motion to adjourn the meeting at 8:32 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, New Hampshire 03052

C Harrison, Chair

E MacDonald, Vice Chair

Approved Minutes for August 3, 2022

Location: Litchfield Town Hall

In Attendance: C Harrison, Board Member, Chair
E MacDonald, Vice Chair
H Ames, Board Member (*remote*)
T Hershberger, Board Member
A Cutter, Board Member
Dr. Michael Jette, Superintendent
Doug Totten, Business Administrator
Jacob Hess, Principal, CHS
Jennifer Grantham, Principal, LMS
Daniel 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

Dr. Jette explained that some enhancements were made to the agenda.

D. Summary of Non-Public Actions from July 6, 2022:

Mrs. Harrison made a motion to approve the non-public minutes of June 16 and June 22, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Ames made a motion to accept the resignation of Michael Gaumont, LMS Grade 8 Social Studies teacher, effective August 5, 2022. Mr. Cutter seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● **Performing Arts Trip - Disney**

Brittney Milligan and Carolyn Leite presented a trip proposal for students in Performing Arts. This would be a trip to Disney with opportunities to not only attend music and recording workshops to learn from professionals and sharpen their skills, but they will also have an opportunity to play what they learn and how recordings work. Students will bring this knowledge and skills back to their high school experience and use what they learned in their performances. Participation in the trip would include 40 students and 5 adults, with 4 students per room. Chaperones will monitor the arrangements. The trip will occur during the February break with no school missed.

Mrs. MacDonald asked if students would be able to use the mattress fundraiser funds toward the trip. Mrs. Milligan indicated that they would be able to do so.

Mrs. Ames asked if there would be a Covid contingency plan with respect to the deposit. Mrs. Milligan indicated that she would look into that.

Mr. Cutter asked about medical emergency protocols for students. Mrs. Leite indicated that a nurse or someone with a medical background typically accompanies the group on the trip. Mrs. Milligan noted that all student medical forms are taken on the trip.

Mrs. Hershberger made a motion to approve the Performing Arts Disney trip. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

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F. Community Comment on Agenda Items

Mrs. Harrison opened community comment.

Hearing no comments, Mrs. Harrison closed the community comments segment of the meeting.

G. Correspondence

Mrs. MacDonald reported that correspondence was received from:

Betty Vaughn, Stark Lane, regarding inviting School Board representatives to a Democrat Committee.
[Tara Hershberger](#), Naticook Avenue, regarding a letter to the Governor Sununu regarding poor cell service in Litchfield.

Tara Hershberger, Naticook Avenue, regarding a letter to the School Board to ask to speak to Governor Sununu about the cell coverage.

H. Comments:

- **Superintendent**
 - **Substitutes**

Dr. Jette provided a proposal for an increase in the substitute pay rate and the inclusion of five paid holidays for current substitute teachers who provide service to the schools in Litchfield on a regular basis annually. He indicated that this proposal, should it be approved, will incentivize retention.

Mr. Cutter asked where this increase falls in the budget. Dr. Jette indicated that there is a general substitute line and we should be able to absorb it.

- **Governor's Visit**

Dr. Jette reported that Governor Sununu came to CHS on Tuesday to see the completed lighting project. There were 35 to 40 staff members in attendance, including teachers that were in the building working on curriculum. The Governor made brief comments. He thanked Board members that were in attendance.

- **School Board**

Mr. Cutter asked what the next steps would be to change the Board meeting times.

Mrs. Harrison indicated that we need to discuss it and we need a motion.

Mr. Cutter made a motion to change the Board meeting times to a 6:00 p.m. start and a 9:30 p.m. end. Mrs. MacDonald seconded.

Mrs. Hershberger commented that before any change is made she would like to see if we can consolidate the meetings and then vote for a new start time. She suggested starting the meeting at 5:30 p.m. and try to consolidate the business on our own.

Mrs. Harrison commented that she understands the concern about starting later because some people cannot be home at 5:00 p.m. to watch the meeting or participate.

Mrs. MacDonald agreed that a 5:30 p.m. start would be better since meetings are long.

Mrs. MacDonald amended the motion to change the Board meeting start time to 5:30 p.m. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

Mr. Cutter commented he would like non-public to begin at the start of the meeting with a recap of business during public session.

Mrs. Harrison indicated she would not be in favor of that change at this point.

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Mrs. Hershberger indicated that she is not ready to support that change.

Mrs. Ames commented that she understands the discussion, but she would like to understand why it is at the end of the meeting. She asked Dr. Jette and Mrs. Flynn for clarification.

Mrs. Harrison suggested looking into what other school boards do.

Dr. Jette indicated that every board has their own climate and how they operate their meetings. He noted you cannot compare board to board because some have policy committees that make that decision.

Mrs. MacDonald commented that the golf outing was a huge success and a lot of fun, with much money raised for CHS.

Mrs. Harrison reminded parents to be sure to enroll their children in school in Litchfield.

II. GENERAL BUSINESS

A. Public Minutes:

- July 6, 2022
- July 13, 2022 Informal

Mrs. Harrison made a motion to approve the public minutes for July 6 and July 13, 2022 as amended. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

B. Business & Operations

- Monthly (July 2022) Budget Transfers FY23

- Financial Overview

Mr. Totten provided an overview and explanation of the different district funds, as well as reserve and trust funds.

He provided the June invoice from North Branch Construction. He reported that at LMS construction is moving forward with the digging of the perimeter trenches and installation of perimeter insulation, plumbing and electrical in the locker rooms, framing for the locker rooms and new classrooms with drywall beginning on 8/1, duct work and HVAC is being installed, and preparation for concrete pads and dumpster enclosure is commencing.

Mr. Totten reported that occupancy phasing was discussed and LMS administration is working on developing a plan.

Mrs. Grantham reported that the construction project is going well. She indicated her focus is on a safe environment for the students and staff and announced that LMS will be able to open with all four grades in the school.

Mr. Totten reported the main focus for GMS is finding suitable land and fine tuning the message for a new school.

- Primex CAP

Mr. Totten provided the Primex CAP Agreement for the Board Chair to sign. He reported that the agreement would extend the membership in property and liability insurance for three years and guarantees our annual contribution will not exceed 9%. In FY22 and FY21 we had a 4.8% increase.

Mr. Cutter asked if we can shop around to compare rates.

Dr. Jette indicated that there are very few, if any, insurance providers that provide this type of insurance to school districts.

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Mrs. Harrison made a motion to approve the Primex CAP Property & Liability Agreement with a cap of not more than a 9% increase. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

Mr. Totten provided a presentation regarding accounting practices in the district and information on the different funds, how data can be tracked and how they all flow through the “bank account” -

Mr. Cutter mentioned that he visited with Mr. Totten yesterday and he walked through the finance operations. He encouraged Mr. Totten to walk the Board through capital projects and expenditures as well.

○ **FY22 Audit Engagement Letter**

Mr. Totten provided the FY22 audit engagement letter for the Board Chair to sign. He explained that according to policy DI, expenditures are not provided in the summer until the audit adjusting entries are provided. He explained that the more you can tie the financial board reports to what comes out of eFinance, the better. He noted that reports will be detailed and a summary attached and will be more factual reports going forward.

○ **Letter from NH DRA SB239**

Mr. Totten commented that the district received a notification about failure to complete an audit, which was required to be sent out by the State. He indicated that we are in compliance as we have completed audits each year.

III. REPORTS

School principals provided a report on school goals and objectives for 2021-2022, as well as their goal proposals for 2022-2023.

A. School Goals

- **21/22 Report**
- **22/23 Proposal**

Dr. Jette reported on the District Goals for 2021-2022.

FACILITY IMPROVEMENTS

The Litchfield School District will provide exceptional school facilities and learning environments that give students, parents and staff a strong sense of community pride and safety.

Indicators:

- Create a safe, effective learning environment that meets the academic, social and physical needs of all students.
- Ensure district facilities are energy efficient and support the needs of the students and staff.
- Develop a comprehensive facility plan that will encourage student, staff and community participation.

COMMUNITY ENGAGEMENT

The Litchfield School District will work in partnership with student families, staff and the broader community to increase awareness of school strengths and needs.

Indicators:

- Increase public outreach and opportunities for participation in positive school and community activities.
- Develop a targeted communication strategy and plan to engage the community with the district’s growth efforts.
- Create community partnerships that provide real-world application of learning for all students.

Facilities Goal: Dr. Jette indicated that under the Facilities Goal, indicator #1 has been completed; indicator #2 has been partially completed; indicator #3 was completed with building aid. He noted that NH DOE Building Aid representatives will be visiting on August 26 to see the deficiencies at GMS.

Community Engagement Goal: Dr. Jette indicated that the district has increased opportunities through social media for public outreach in the community.

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District Goals	Linked to SB Goal(s)	Indicator Alignment	Action Steps
LMS Building Upgrades	4. Facilities Improvement	> Safe Learning Environment > Energy Efficient Schools	> Complete Phase II (HVAC, Solar, Lighting, etc.)
NLES Project	4. Facilities Improvement 5. Community Engagement	> Safe learning Environment > Energy Efficient Schools > Targeted Communication	> Purchase and Sales Agreement on Land > Complete Building Design and Guaranteed Maximum Price
Culture and Climate Action Research	1. Love of Learning 2. Great Teachers & Great Staff	> Positive Culture in Every School and Classroom > Positive, Collaborative Culture of Data-Informed Decisions	> Engage CSCL to Work with Climate Teams at All 3 schools > Implement Findings at Each School to Improve Overall District Culture and Climate

Facilities Goal Proposals: Dr. Jette indicated that proposals for 2022-2023 are: 1) the LMS building upgrades for Phase II will be completed on time and on budget; 2) the new elementary school project goal to acquire land and community buy-in with a guaranteed price, and a successful bond vote.

Community Engagement Goal Proposals: Dr. Jette indicated that school climate work will commence and the district will engage the Center for School Culture and Learning at all three schools. He noted that the district and school teams will make any improvements necessary once the data is received.

Mr. Cutter commented that he is not sure how reasonable the timeframe for completion of the LMS building upgrades is because of supply shortages.

Dr. Jette indicated that he may change the completion of that goal to September 2023.

Mr. Cutter asked about the data and how it will be measured for the school culture and climate goal.

Dr. Jette indicated that Bill Preble at the Center for School Culture and Learning has tools and data he has collected from thousands of schools from surveys. He noted when the data from the survey of students and staff comes back that is the data we are talking about.

Mr. Cutter commented that he would like to see a goal on increasing the custodial staff. Dr. Jette indicated that he can say with confidence that is a daily goal.

GMS

Mr. Mitchell reported on the goals for GMS.

School Goals	Linked to SB Goal(s)	Action Steps	Current Progress	Year End Status
Professional Learning Communities (PLC): Create a system to better identify learning gaps and provide supports to classroom teachers to address learning gaps and needs	1. Love of Learning 2. Great Teachers & Great Staff	>Reinitiate PLC process at grade levels to identify common assessments, student needs and differentiation strategies.	PLC Work:Grade Levels have determined group norms. Discussions around the power of collaborative teams. Next steps is determining process for decision making, topic creation, data usage, and accountability. Data and Learning: Grade Levels have worked with iReady Assessment Program to identify student learning needs, create groups, and use iReady pathways of Learning to address student levels. Additionally, unit assessments are used to track student learning and progress.	Complete
		>Create process to discuss and strategize student needs prior to the CAT or Sped processes.	Updated CAT referral form to be introduced at the start of the 2022-23 school year. Continued discussion with grade level teams regarding classroom interventions and support.	Partially Complete
Social Emotional Learning (SEL): Identify ways that SEL skills may be addressed as part of the classroom and regular ed experience, utilizing the new SET teacher to bring enhanced lessons that address student independence, self reliance, organizational skills, cooperation and collaboration.	1. Love of Learning 2. Great Teachers & Great Staff	>Familiarize with Center for the Advancement of Social and Emotional Learning (CASEL) framework (Self-Awareness, Responsible Decision Making, Relationship Skills, Social Awareness).	CASEL framework was used as a guide post for all work with SEL lessons both in the SET scope and sequence as well as classroom guidance lessons.	Complete
		>Identify grade level appropriate competencies or approach towards competencies.	School Counselor uses CASEL, ASCA (American School Counseling Association) and Portrait of a Learner alignment in order to develop monthly whole class lessons for each grade level.	Complete
Work Study Practices: Begin the process of creating Progression of Learning charts, first focusing on Work study Skills and Practices.	1. Love of Learning	>Student Support Committee work collaboratively with SET teacher and School Counselor to create lessons and manner in which competencies will be addressed at each grade level.	Student Support Committee met for 2 days last summer to develop framework for monthly virtual all-school assemblies. SSC meets each month to determine activity (i.e. Bingo game on responsibility, making posters about school behaviors, watching a video to identify the expected and unexpected behaviors displayed, etc.) that classes will participate in after the virtual assembly. School Counselor and SET teacher are members of this committee. Annual Initiatives SET Scope	Complete
		>Create a list of all skills students should have before leaving GMS.	Staff Created list of 156 skills has been narrowed down based on whether or not they were essential to learning.	Complete
		>Work in grade levels to identify progress towards these skills.	New list of essential skills were studied by grade levels to determine whether skills were expected, covered, mastered, or not covered at each grade level.	Partially Complete
		>Create a scope and sequence of skills from introduction to mastery.	Next Steps: Continue work until scope and sequence is created.	Partially Complete

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Mr. Mitchell indicated that school Goal #1, Revamping PLCs, has been completed, with the exception of creating a process to discuss/strategize students needs prior to the CAT or Special Education process, which has been partially completed;

Goal #2, Social Emotional Learning, has been completed;

Goal #3, Work Study Practices, has been partially completed, with the exception of creating a list of skills students should have before leaving GMS, which has been completed.

GMS Proposals

School Goals	Linked to SB Goal(s)	Indicator Alignment	Action Steps	Measurements
Professional Learning Communities (PLC): Create a system to better identify learning gaps and provide supports to classroom teachers to address learning gaps and needs Utilize and enhance the data collection and analysis processes to guide the Collaborative Team Process (CTP) as well as streamline the CAT and SpEd referral processes.	1. Love of Learning 2. Great Teachers & Great Staff	>Highly engaged, in-person learning >Whole child >Supports teacher needs >Collaborative culture	>Utilize the CTP meetings to identify opportunities for data collection, use of data in decision making, and data analysis for content delivery and student progress discussions and decisions. >Create process to discuss and strategize student needs prior to the CAT or SpEd processes.	>Identification of assessments and other measures used to determine student strengths and weaknesses and create intervention groups. >Implementation of small groups targeting specific skills within the general education classrooms for a certain period of time. >Reassessment of students to measure progress - changes in groupings and/or instruction based on those results and the Collaborative Team Process.
Social Emotional Learning (SEL): Identify ways to empower regular ed teachers to address SEL skills as part of the classroom and regular ed experience, further identify staff members to act as connections with students in need of enhanced school connections through an on going student connections program.	1. Love of Learning 2. Great Teachers & Great Staff	>Highly engaged, in-person learning >Whole child >Supports teachers needs >Collaborative culture	>Familiarize with Center for the Advancement of Social and Emotional Learning (CASEL) framework in creation of lessons and activities to be incorporated as part of the regular ed experience >Identify grade level appropriate competencies or approach towards competencies. >Increase Student Support Committee Participants to work collaboratively with the School Counselor and Social Worker to identify students and match staff connections and oversee program with continual support of ideas and guidance for connection opportunities.	>Results from DESSA (Devereux Student Strengths Assessment). >Anecdotal evidence of SEL progress in classrooms and school interactions. >Program consisting of at least 20 students connected with adults with multiple check ins for success, adjustment, and engagement
Work Study Practices: Begin the process of creating Progression of Learning charts, first focusing on Work study Skills and Practices. Continue work to create a progression of work study skills and practices. Using the list that was identified and determined in 2021- 2022	1. Love of Learning	Highly engaged, in-person learning	>Continue to reduce initial list down to list of essential skills >Continue work in grade levels to identify the addressing and progress towards these skills. >Create a scope and sequence of skills from introduction to mastery.	Progress towards the creation of a well articulated scope and sequence of work study skills and practices.

Mr. Mitchell indicated that in 2022-2023, the focus will be on usage and data collection and having it influence practice for PLCs; teachers will be empowered to make Social Emotional Learning a bigger part of the classroom experience; and Work Study Practices work will continue with refining the essential student skills and having a general scope/sequence to provide to parents.

LMS

Mrs. Grantham reported on LMS goals.

School Goals	Linked to SB Goal(s)	Action Steps	Current Progress	Year End Status
Personalization: Examine learning blocks at the middle school at how to best meeting the needs for students.	1. Love of Learning 2. Great Teachers & Great Staff	>Leadership team will keep focus of monthly meetings on how programming will affect learning blocks.	Our leadership team meets, consisting of a team leader representative from each grade level and our UA team, monthly to discuss impact of programming and how to increase efficacy of learning blocks. Teachers and administration take this opportunity to brainstorm together and focus on how our students can work and learn together successfully. These meetings allow for representation of all stakeholders in our building regarding feedback from teams and what is working.	Complete
		>Dedicate one day/week for PLC time for interdisciplinary planning.	PLC time at each grade level is allotted to allow for interdisciplinary planning amongst teams of teachers. These occur daily with our teams of teachers both by grade level and with Unified Arts as their own team. An area where we can continue to improve, is the area of providing cross-grade-level content area PLCs more regularly.	Complete
Personalization: Plan and instruct with curriculum connections across content areas.	1. Love of Learning 2. Great Teachers & Great Staff	>Track student supports/interventions using PS (i.e. social skills)	We have had some success with utilizing Adaptive Scheduler within PowerSchool. Each team has approached this concept in slightly different ways. As we look and evaluate how this works in the future, we hope to align practices across all grade levels.	Complete
Personalization: Personalize support for students during BEST block.	1. Love of Learning 2. Great Teachers & Great Staff	>Identify areas for remediation and extension using standardized data (SAS/iReady) and anecdotal evidence.>	iReady has been a welcomed addition to LMS. Teachers and students are using this tool to meet individual needs and benchmark growth. The data from iReady has been utilized to help teachers meet with targeted groups of students to help them progress. https://docs.google.com/document/d/1OzMePF5reVti3Wf6uDD1NT0gQTL_03wolGZ6QTPzus/edit?usp=sharing	Complete
Community: Increase awareness of strengths and needs at LMS.	5. Community Engagement	>News & Notes will be linked to our website weekly. >Recognition of work study practices (WSP) achievement >Update our mission, vision and values.	Our weekly newsletter has changed to Lynx in the Loop, and has been shared weekly with parents, staff at LMS, district admin, Board Members, and is also posted weekly to our website for archives. https://sites.google.com/litchfieldsd.org/lynx-in-the-loop/home We have prepared certificates recognizing students who have demonstrated the ability to earn a 3 or above on all WSP. We celebrated the semester and will again at end of year. During second semester, we worked to begin to evaluate what our primary goal is for our mission, vision, and values. We completed staff-wide conversations and reviewed and began edits on our mission statement. This work will continue into next year.	Complete Complete Partially Complete

Mrs. Grantham indicated that Goal #1, Personalization, has been completed; Goal #2, Personalization Plan, has been completed; Goal #3, Personalization of support for students during BEST, has been completed; Goal #4

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Community Engagement, has been completed, but the updating of the mission, vision and values is partially completed.

LMS Proposals

School Goals	Linked to SB Goal(s)	Indicator Alignment	Action Steps	Measurements
SEL: Integrate SEL strategies through our Responsive Classroom, Counseling programming, PBIS program and PLC model	1. Love of Learning 2. Great Teachers & Great Staff	Whole Child	<ul style="list-style-type: none"> >All staff will work on implementing basics of Responsive Classroom, including meeting times incorporated through BEST block <ul style="list-style-type: none"> >Counselors will work with grade level PLCs to provide resources/strategies for implementation with students during BEST block and/or class time. >Social /Emotional and behavioral data analysis will drive PBIS program/rollouts. 	<ul style="list-style-type: none"> >Implement daily brief meetings with students and staff as part of Responsive Classroom >Once/quarter counselors will provide lessons on SEL strategies >Counselors will continue to provide resources, guide conversations on SEL strategies. >Analyze student behavior, counselor interventions data monthly using PS and counselor data. >Implement tracking system so each student on grade level caseloads are following using academic, social/emotional data. >Analyze student behavioral data monthly using PS (CHAT/PBIS) minutes. >PBIS minutes will record rollout data.
Personalization: BEST Block supports, and examine learning blocks at the middle school at how to best meeting the needs for students. Personalization: Plan and instruct with curriculum connections across content areas.	1. Love of Learning 2. Great Teachers & Great Staff	Highly engaged, in-person learning	<ul style="list-style-type: none"> >Leadership and Staff will work on refining offerings through BEST block to further the possibilities for Student Personalized learning based on student interests and needs >Student learning will be personalized and driven by data in regular classroom settings > Refine use of Adaptive Scheduler so that teachers can self-select students when and where needed. >Leadership team will keep focus of monthly meetings on how programming will affect learning blocks. 	<ul style="list-style-type: none"> >GMS parents will be included in the Principal's weekly Lynx in the Loop to parents to aid in transitioning students from GMS to LMS. >Communication will occur through multiple methods and parents will have the opportunity to participate in modes of communication >All stakeholders (staff, students and families) will have an opportunity to participate in discussions to refine mission and vision.
Community: Increase awareness of strengths and needs at LMS.	5. Community Engagement	Increase public outreach/opportunities Create community partnerships	<ul style="list-style-type: none"> >Lynx in the Loop will be linked to our website weekly. >Update website to have more clearly defined expectations >Continue to refine communication strategies including parent forums, construction updates, and other methods >Update our mission and vision. 	<ul style="list-style-type: none"> >GMS parents will be included in the Principal's weekly News & Notes to parents to aid in transitioning students from GMS to LMS. >Use NEASC 2020 Standards to guide our work in the process of articulating our mission, vision and values. >Grade level assemblies each term will recognize WSP achievement.

Mrs. Grantham indicated that in the 2022-2023 school year, staff will work on implementing the basics of responsive classroom including meeting times incorporated through BEST block; continue to personalize BEST supports; refine BEST block to further the possibilities for student personalized learning; improve on the way we schedule the remediation blocks determining what worked and what can be improved upon; improving the website and continuing to report to the public through multiple vehicles.

CHS

Mr. Perez reported on the goals for CHS.

School Goals	Linked to SB Goal(s)	Action Steps	Current Progress	Year End Status
PLC: Utilize data regularly in PLCs to address curriculum and instructional needs to meet or exceed statewide averages for student scores on the SAS-Science, SAT's, and AP assessments.	1. Love of Learning 2. Great Teachers & Great Staff	>Utilize Data and Assessment committee to regularly analyze school wide data for use within PLCs.	*	Complete
		>Analyze 2020-21 SAS Science Assessments and provide data to the Science Department for targeting gaps in student performance. Science PLCs to meet and target identified gaps. Science to provide student access to interim assessments for awareness and practice.	This is upcoming in the next term meeting in March. Science currently is working with Counselor Jeff Parsons and Science CF Joanne Ray to begin using the modular assessments in anticipation of the May/June testing window. Here are the school-wide scores for the NH SAS Science assessment taken juniors in the Spring/21: https://drive.google.com/file/d/1Im9KfEVxehYQeZ7EJnFDexYQ6w0SkzA/view?usp=sharing	Complete
		>Analyze AP scores and provide data to AP teachers to identify gaps to target for student performance.	That occurred at the end of the 20-21 school year as Jodi Callinan was completing her final work. Teachers were provided scores and have been looking at student successes/challenges. https://drive.google.com/file/d/1r501sFJQEbojai51JEHYVs4TX18VVzy/view?usp=sharing	Partially
		>Analyze 2020-21 SAT, PSAT and PSAT 8/9 scores and provide data to the Math/English Departments specifically, as well as present to the entire staff.	PSAT and PSAT 8/9 data from the fall '21 assessments results schoolwide have been analyzed and then provided to the core departments. Student specific data has been provided to the teaching staff for targeting student specific concerns. We have talked about how to get the sample SAT questions from the College Board and the importance of using those to set up PSAT and SAT practice type questions. Doing this in all departments will help familiarize students more with the academic language and types of questions they will see on these tests. https://docs.google.com/document/d/1tA4vhB7FbmwfFcUnrBY6aJZJ0xoCaBWM2yTfScw/edit?usp=sharing	Partially
Advisory: Redevelop the CHS Advisory Program/Curriculum by grade level and time of year to address "whole child" needs, including intervention/enrichment, CHS core values reinforcement, Portrait of a Learner targets, College & Career Readiness, Social Emotional Learning, student academic programs and other counseling needs.	1. Love of Learning 3. Post Secondary Pathways 5. Community Engagement	>Review current Advisory curriculum and create a 2 semester plan of needs, activities and resources by grade level.	Mike Perez has been meeting montly with the Advisory Committee to move forward regular themes to the Advisors primarily based on broadly holistic needs. Future goals will be to direct more specific themes based on grade level. Themes for advisory include: Advisory Norns, Safety Protocols, Student Handbook Policies and procedures, Topics from Guidance, Team Building Activities, School Wide Advisory competitions (i.e. Door Decorating, Canned Food Drive), Class Elections. The committee has met to develop a potential / proposed "Flex Block" schedule which will help with student interventions and reteaching/reassessment. This group will also be working with a Stu Co Advisory Sub Committee.	Partially
reinforcement, Portrait of a Learner targets, College & Career Readiness, Social Emotional Learning, student academic programs and other counseling needs.		>Create a 5 year college/career planning program in Naviance to be implemented with the Class of 2025.	The Counseling department has been working through existing curriculum with 9th-12th graders. Naviance is a great tool that CHS uses to streamline College and Career Readiness goals for the future. With summer work and regular meetings, the Director will work with school counseling staff to create a concrete comprehensive plan moving forward. By examining the ASCA standards and streamlining with CHS graduate expectations, benchmarks can be created for each grade level through Naviance and classroom presentations. The goal is to have these in place with the Class of 2026.	Partially
		>Utilize the Assessment and Data Committee to provide other data to teachers/staff related to student activities, including CTE enrollments, extra-curricular activity enrollment, sophomore/senior project information, ELO opportunities, and senior data including college acceptance rates, career/military employment rates, senior survey data and National Clearinghouse data on CHS graduate performance in colleges and universities.	A timeline has been created to forward data regularly to the school community. https://docs.google.com/document/d/1YLCSixT2IC57x7JvR6lqcmG_2u7EztheH6VIAGZlk/edit?usp=sharing	Partially

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Community Engagement: Increase parent and community participation in CHS activities.	3. Post-secondary Pathways 5. Community Engagement	>Increase administrative/staff participation in meetings/activities of CHS PTO, Athletic Booster Club and Friends of Performing Arts.	The principal has been regularly attending PTO meetings and provides a monthly update about important CHS activities. Josh Knight meets with the Athletic Booster Club on a monthly basis to ensure regular communication and updates between the Boosters and the Principal and the CHS community. - Of note this year, youth teams come out to varsity games to watch along with interact in pregame and halftime festivities - Also varsity coaches meet with youth coaches to help build more K-12 cohesion within each sport Val Nelson has begun attending FoPA meetings in 21-22 to ensure regular communication and updates between FoPA and the Principal and CHS community. - Input from FoPA and passed along through Val about the challenges of the winter drama has led to significant changes for the spring programming which will help lead to a renewed focus on the drama program for the 22-23 school year. Staff has been encouraged to join and participate to support these groups with limited success for the 21-22 school year. Greater emphasis will be placed on this from 22-23 on.	complete
		>Utilize and promote LCTV when possible for school based student activities.	LCTV has decreased filming CHS events due to decreasing hours of LCTV staff availability as well as increased live audiences at athletic events. However, LCTV did film and post our winter music choral and instrumental concerts on the Litchfield Community TV websites. It is anticipated they will provide coverage for our spring District music concerts. Our planning is that they also will livestream our graduation ceremony to the community as they have in the past two years. That is currently in the planning stage.	Complete
		>Create administration/parent meetings scheduled around student events and activities, advertise and promote them through PS Messenger, the Principal Weekly Update and other social media resources.	Increased opportunities will be created during 22-24 for coordinating more active parent involvement as COVID becomes less a factor as a pandemic and more endemic to daily life. Exploring ways to increase excitement and involvement will be a process for the new Principal and current administrative team to move forward. All three formal parent organizations (FoPA, PTO, and Boosters) meet monthly and continue to support CHS programs.	Complete
		>Continue to improve and distribute a succinct and up-to-date Principal's Weekly update to staff, students and parents.	Regular communication has occurred through PS Messenger from all CHS Administration. This is communicated to teachers, students, parents, and the Board on a weekly basis. Attempts to make the Principal's Weekly Update more succinct and easier to follow is ongoing.	Complete
		>Utilize social media platforms (specifically Twitter and Facebook) for more regular reporting of school events and activities by administration, directors, advisors and coaches.	Bill Lonergan communicates information through the Twitter account @vlonerganchs. Mike Perez communicates through Twitter via @mperezCHS. Val Nelson has regularly communicated important counseling information through PS Messenger, the Principal's Update, and through a Twitter account. @CHScounseling21 and through Instagram via chs_schoolcounseling. Josh Knight communicates through PS Messenger, the Principal's Update, and through FinalForms, an AD/student/coach communications program.	Complete

Mr. Perez indicated that the the goal for PLCs is complete; the AP goal is partially completed as teachers will analyze AP scores and identify gaps to target; the PSAT goal is partially completed; the Advisory goal is partially completed with an agenda to include items for teachers to discuss monthly; CHS is looking forward to developing an intervention block.

Mrs. Nelson indicated that counseling continues to develop the Portrait of a Learner targets; provide college and career resources for students and parents; defining how to incorporate Social Emotional Learning as we work on pulling together a comprehensive school counseling plan; discussed streamlining the counseling process across the district and supporting each other among all buildings.

Mr. Perez indicated that an annual reporting schedule for CHS data was outlined, but they fell short on implementation. With regard to community engagement, CHS has utilized the PTO and Boosters, LCTV, Messenger and Facebook.

CHS Proposals

School Goals	Linked to SB Goal(s)	Indicator Alignment	Action Steps	Measurements
PLC - Create true collaborative PLCs that foster reflection of practice, shared ideas, feedback loops, and common assessments. These will focus analysis of many types of data (both qualitative and quantitative) to drive creation and change in practice.	1. Love of Learning 2. Great Teachers and Great Staff	>Highly engaged, in-person learning >Whole child	>Revisit the purpose of PLCs while setting new norms, missions, and outcomes >Administration join in on PLCs to model and direct "new direction" and to encourage true collaboration	>Through observation of collaboration and use of common assessments. >A shift from "my student" to "our students". >Kept and shared agendas and minutes to review, reflect, and grow
Advisory: Redevelop the CHS Advisory Program/Curriculum by grade level and time of year to address "whole child" needs, including intervention/enrichment, CHS core values reinforcement, Portrait of a Learner targets, College & Career Readiness, Social Emotional Learning, student academic programs and other counseling needs.	1. Love of Learning 3. Post Secondary Pathways 5. Community Engagement	>Highly engaged, in-person learning >Whole child >Multiple opportunities for post secondary plan. >Encourage pathway to meet needs. >Engage community with student growth needs.	>Continue to review and create an Advisory curriculum and create an Advisory Binder with general activities and topics per grade level. >Pilot a 30 minute Extended Advisory to assist in Enrichment / Intervention Time - This time will be used for students to gain access to teachers and make up summatives, receive extra help / instruction. >Utilize the Assessment and Data Committee to provide other data to teachers/staff related to student activities, including CTE enrollments, extra-curricular activity enrollment, sophomore/senior project information, ELO opportunities, and senior data including college acceptance rates, career/military employment rates, senior survey data and National Clearinghouse data on CHS graduate performance in colleges and universities.	>Creation and implementation of a new Enrichment / Intervention Block. Pilot the new Enrichment / Intervention time once per month starting in November after the first grade check for eligibility. >Creation of an evolving Activities / Topic Binder separated by Grade Level.
Increase awareness and usage of multiple data types	1. Love of Learning	>Promote a Positive Learning Culture >Whole child >Data informed decisions	>Utilize Data and Assessment committee to regularly analyze school wide data for use within PLCs. >Analyze 2021-22 SAS Science Assessments and provide data to the Science Department for targeting gaps in student performance. Science PLCs to meet and target identified gaps. >Analyze AP scores and provide data to AP teachers to identify gaps to target for student performance. >Analyze 2021-22 SAT, PSAT and PSAT 8/9 scores and provide data to the Math/English Departments specifically, as well as present to the entire staff.	>Through regular use and analysis of SAS science interim assessments. >Through student performance on 2021-22 SAS, AP, SAT, PSAT and PSAT 8/9 assessments.

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Increase awareness and usage of multiple data types	1. Love of Learning	>Promote a Positive Learning Culture >Whole child >Data informed decisions	>Utilize Data and Assessment committee to regularly analyze school wide data for use within PLCs. >Analyze 2021-22 SAS Science Assessments and provide data to the Science Department for targeting gaps in student performance. Science PLCs to meet and target identified gaps. >Analyze AP scores and provide data to AP teachers to identify gaps to target for student performance. >Analyze 2021-22 SAT, PSAT and PSAT 8/9 scores and provide data to the Math/English Departments specifically, as well as present to the entire staff.	>Through regular use and analysis of SAS science interim assessments. >Through student performance on 2021-22 SAS, AP, SAT, PSAT and PSAT 8/9 assessments.
Foster a Positive Staff Climate and Culture	1. Love of Learning 2. Great Teachers and Great Staff	>Highly engaged, in-person learning >Positive Learning Culture >Attract and retain high quality staff. >Supports teachers' needs and growth. >Positive, collaborative culture.	>Principal being active presence in classroom and meeting with teachers throughout the school year to listen and to get feedback on decisions. >Continue with informal gatherings to foster collegiality >Increase opportunities for staff to celebrate being part of the Campbell community	>Increased feeling of staff ownership seen through staff participation in school events and collaboration with colleagues. >High teacher retention >Overall positive attitude and relationships between staff and administration.

Mr. Hess reported on goal proposals for the 2022-2023 school year at CHS. He indicated that he met with the high school administrative team and discussed what we wanted for goals. He would like to return to what a true PLC is (true collaboration between teachers) that includes revamping, setting norms, missions, outcomes, and expectations, as well as looking at data and discussing solutions for improvement. With regard to Advisory, Mr. Perez will continue work with the leadership team and to morph it into what we need it to be at CHS; Celebrate the community, set up time for interventions, and how to use that time for students and staff. With regard to Increasing Awareness and Use of Multiple Data Types, CHS will use the data and assessment committee to analyze school wide data regularly. CHS will Foster a Positive Climate/Culture by implementing active presence in classrooms and meetings and continuing with informal gatherings; get a “feel” of the staff and foster positive experiences for teachers.

Dr. Jette thanked school administrators for presenting their school goal reports and proposals. He indicated that the expectation is to provide a report to the Board prior to March.

B. Class Sizes

Dr. Jette asked principals to discuss class sizes and staffing based on the most current enrollment numbers. He reviewed current enrollment numbers as of 8/3/2022: K: 66; Grade 1: 89; Grade 2 77; Grade 3 82; Grade 4 87; Grade 5 93; Grade 6 83; Grade 7 89; Grade 8 93; Grade 9 97; Grade 10 97; Grade 11 121; Grade 12 110.

Mr. Mitchell indicated that GMS is adequately staffed for what is planned.

Mrs. Grantham indicated she is comfortable with the staffing at LMS.

Mr. Perez indicated he will be reviewing enrollment numbers at CHS with Mr. Hess and Mrs. Nelson, and discussing the sections that are running to be sure they are rationally scheduled.

Mr. Cutter commented that he is concerned about the declining enrollment. He indicated that enrollment was projected higher and he is seeing 50 less students in the district.

Mrs. Flynn indicated that the projections include Preschool enrollment as well. Dr. Jette commented that October 1 are the accurate enrollment numbers that we use for our projections.

C. Committee Reports

- **Facilities Improvement Committee** (C Harrison / H Ames)

Mrs. Ames reported that everyone is working very hard at LMS. The committee discussed GMS issues and the architect provided a recap of building needs, and Mr. Ross provided an outline of deficiencies. She noted that the meeting was not broadcast, but we are working on information to distribute to the community.

IV. NEW BUSINESS

A. School Handbooks

School administrators presented the 2022-2023 student handbooks to the Board for review and approval.

Dr. Jette indicated that In order to have parents sign the handbook acknowledgement electronically, the handbooks need to be approved by the Board at this meeting. He commented that they are the most unified handbooks than what we had.

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Mrs. Hershberger commented that in the CHS student handbook, clarification on competency make up at the end of the semester is needed. She indicated that there is confusion as to who can make up competencies at the end of a semester.

Mr. Perez commented that there is a minimum of one non-passing competency for a course (if you do not pass 3 of 4, you cannot make it up). He noted that competency recovery is typically one day in January. He indicated that there should be no doubt in anyone's mind that there is a competency recovery in January.

Mrs. Hershberger commented that the CHS student handbook indicates that 3 math credits are required for graduation, but in the policy it states 3.5 credits.

Mrs. Nelson commented that students have to have 3 years of math and a math experience to qualify for 4 years of math.

Dr. Jette indicated that we will look into the policy and align the graduation requirements in both the handbook and policy.

Mrs. Grantham commented that the progressive discipline law prompted the alignment of the progressive discipline charts across the three schools and all administrators worked on this collaboratively.

Dr. Jette asked administrators about cell phone usage in the schools and what their handbook reflects regarding this issue with students.

Mrs. Grantham commented that a study was completed in 2020 in Virginia in which a teacher had students track their cell notifications and it was discovered that students received over 800 notifications in one 25 student class. She indicated that she does understand the safety concerns of parents after December 17 and the need for their children to have a cell phone, but issues at LMS are mounting and students are taking bathroom breaks, but are using their phones instead. She noted that the procedure at LMS will be that phones will be off and away during the school day. Mrs. Grantham observed that during the incident on December 17, students were texting their parents, which resulted in parents pulling into the parking lot consistently and compromising the safety of the students and staff trying to get students on the buses and counted.

Mr. Perez indicated that cell phones will be off and away during academic time at CHS.

Mr. Cutter made a motion to approve the 2022-2023 GMS, LMS and CHS handbooks. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

B. Co-Curricular Job Descriptions

Dr. Jette presented four co-curricular job descriptions to the Board for approval. He explained that these co-curricular jobs are slated to begin this fiscal year and have not been approved by the Board for FY23.

- **Debate Club Advisor; National Senior Honor Society Advisor; Youth in Government Advisor; Chess Club Advisor**

Mrs. Hershberger made a motion to approve the four job descriptions presented. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

C. Policies - 1st Reading: 2022 Legislative Changes

- **JLCB, Immunization of Students**
- **IHBA, Programs for Students with Disabilities**

Mrs. Hershberger made a motion to approve policies JLCB and IHBA for a 1st Reading. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

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V. OLD BUSINESS

A. Policies - 2nd Reading/Approval

- **KEB, Public Complaints About School Personnel, Employees, Students or Administration**

Mrs. Harrison made a motion to approve policy KEB. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

VI. MANIFEST

The manifests were circulated and signed by the Board.

VII. COMMUNITY INPUT

Mrs. Harrison opened community input.

Kate Stevens, 9 Evergreen Circle, spoke to the Board on behalf of the Planning Board. She indicated that they applied for the Transportation Alternative Pathways grant to build a sidewalk from Pinecrest Road to Albuquerque Avenue to finish the sidewalk that goes to LMS, but they were not successful. She mentioned that the State of NH is updating its 10 year transportation plan and the Planning Board will be applying that pathway to that plan. She asked for the School Board's support with that effort.

Mrs. MacDonald made a motion for the School Board to support the Planning Board proposal to the State of NH to add a sidewalk from Pinecrest Road to Albuquerque Avenue. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

Hearing no further public input, Mrs. Harrison closed community input.

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

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

Upon a motion made by Christina Harrison, the School 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 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. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the School Board returned to public session at 10:03 p.m. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

X. ADJOURN

Mr. Cutter made a motion to adjourn the meeting at 10:04 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

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 August 17, 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
Doug Totten, Business Administrator
Mary Widman, Director CIA
Jacob Hess, Principal, CHS
Jennifer Grantham, Principal, LMS
Daniel Mitchell, Principal, GMS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

5:30 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 5:33 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from August 3, 2022:

Mrs. Harrison made a motion to approve the non-public minutes of July 6, 2022. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

Mrs. Harrison made a motion to accept the nomination of Megan Connors as LMS Social Studies teacher at a salary of \$41,612 for the 2022-2023 year. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

Mrs. Ames made a motion to approve the LSSA MOA for the carryover of unused personal time between the period of July 1, 2022 and June 30, 2023. Mrs. Harrison seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Community Comment on Agenda Items

Mrs. Harrison opened community comment.

● **Close Community Comment**

Hearing no comments, Mrs. Harrison closed community comment.

G. Correspondence

Mrs. MacDonald reported that there was correspondence from Betty Vaughn, Stark Lane, inviting the School Board to one of the Democratic group's meetings.

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H. Comments:

- **Superintendent**
 - **Opening Day Schedule**

Dr. Jette reported that all teachers and Board members are invited to the opening day activities, which will open with a teacher workday on 8/24; district day on 8/25 that includes recognitions, school based culture discussions and a barbeque; building day, training and meeting students on 8/26.

- **Class Sizes, Campbell HS**

Dr. Jette provided a list of CHS class sizes and sections. He indicated that if there are multiple sections a breakdown is provided. He noted that classes are well populated, all staff is being used, and he has discussed the study hall numbers with Mr. Hess.

- **COVID Guidelines**

Dr. Jette reported that the CDC has issued new Covid guidelines on Friday and the Administrative Team is digesting those. He indicated that they continue to discuss as a team how we can stay on top of the numbers.

- **LMS Project**

Dr. Jette reported that the LMS project is moving along; however, a slight setback has occurred with shipping of some equipment. He indicated that when opening school the systems will not be operating at the level intended, but they are working with North Branch to resolve this. He noted that the project is ahead of schedule and they will be demoing part of the building ahead of time.

- **School Board**

Mrs. Hershberger asked if Board members would read a letter that is sent anonymously.

Mrs. Flynn indicated that according to law the communication has to have a name and address to be read.

Dr. Jette noted that if anonymous allegations are received, we will look into it, but we will not read it into the record.

Mrs. Harrison recognized that Nathan Kasprzak has achieved the honor of Eagle Scout and will receive a letter of recognition from the Board. She congratulated him on his achievement.

Mrs. Ames asked if Board members can be of assistance getting LMS prepared for opening school. Dr. Jette indicated that assistance is always appreciated if Board members are available.

Dr. Jette commented that many districts across the state are lacking teachers, but Litchfield is in good shape. He noted that there is a critical need for custodial staff in the district and a need for paraprofessionals.

II. GENERAL BUSINESS

A. Public Minutes:

- **August 3, 2022**
- **August 2, 2022 Informal**

Mrs. Harrison made a motion to approve the public minutes of August 3 and August 2, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

B. Business & Operations

- **Financial and Operations Update**

Mr. Totten reported that he is working with the auditors to clear up a few things and should have reports at the next meeting.

Mrs. Hershberger asked about the trust funds and where they fall on the chart provided.

Mr. Totten indicated that trust and reserve funds accumulate by the approval of voters. He noted that he receives monthly reports and would be happy to provide that information to the Board.

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III. **REPORTS**

- **Annual Data Reports**
- **Overview**

Ms. Widman reported that grades 3-8 took the Spring SAS Reading & Math tests; grades 5 and 11 took the SAS Science tests; and grade 11 took the SATs. She indicated that we look at this data to identify gaps, students that are on the bubble, give insight into curriculum progression and make modifications, ensure current classroom models include similar language and the level of rigor as the state programs.

Overall performance: Gr 3-8 SAS ELA: 50% at or above proficiency; 13% above proficiency; 24% below proficiency

Overall performance: Gr 3-8 SAS Math: 60% proficient; 28% below proficiency; 12% above proficiency

Overall performance: Gr 5, 8, 11 SAS Science: 48% proficient; 45% below proficiency; 7% above proficiency.

[Link to Overall Assessment Data](#)

Mr. Cutter commented that the numbers are not great and you are saying that near students testing near proficient are proficient.

Ms. Widman indicated that the goal is to move those students near proficient toward proficiency with iReady. She explained that they are on the bubble of proficiency and our cohorts seem to be right in line. She noted that the numbers reflect that there is growth.

- **GMS Assessment Results Presentation**

Mr. Mitchell provided a presentation of test results and data from the SAS tests for ELA and Math for Grades 3 & 4, and the iReady results for ELA and Math for Grades K-4. He explained that we use this data to identify what the data tells us: context of assessments, to compare results with other measures, to identify factors relating to the results, what do we do well in and what should be targeted, specific student needs, and changes to methods or delivery to consider. Data, teacher observations and student feedback guide our actions.

[Link to GMS Assessment Results](#)

- **LMS**

Mrs. Grantham provided a presentation of test results and data from the SAS tests for ELA and Math for Grades 5-8, SAS Science tests for Grades 5 & 8, and the iReady results for ELA and Math for Grades 5-8. She explained that SAS results in ELA and Math provided data to help us focus on students' areas of weakness and teachers will focus on helping students understand vocabulary in order to make progress in the comprehension of informational text and writing. She noted that overall there was 125% of growth met from the baseline placement to grade level growth.

Mrs. Grantham added the iReady results reflect 132% overall growth in ELA and Math as 72% of students met the goals. Work will be focused on developing summative assessments in the classroom and math tutoring. She commented that SAS Science results were not as good as expected. She indicated that we will continue to provide support to students in science concepts, examine trends during PLC time, and develop rubrics to assess students and calibrate our expectations.

[Link to LMS Assessment Results](#)

- **CHS**

Mr. Hess provided CHS assessment data to the School Board, which included SAS Science results for Grade 11, SAT results and data, and AP testing data. He indicated that there was growth in the SATs, but AP test results were not as good as expected due to the fallout of Covid. He indicated that he will sit with teachers and discuss the AP scores, send teachers to the AP institute for further training, recruit students to take the exams and examine students who register, but do not take the exam. He noted there will be quarterly AP collaboration.

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Mr. Hess commented that students who participate in sports are succeeding academically. Co-curricular participation is trending upward over the prior year. He noted that he is looking to see how test scores impact instruction. Students are involved and engaged and perform average or just above in comparison to the state, but there is always room for improvement.

[Link to CHS Assessment Results](#)

Dr. Jette commented that in our retreat we spent time focused on outlining all the data and what to do with it. He indicated that we have the right people in the right spots to drive this going forward.

B. Committee Reports *(all committees will be listed on agendas; however, all may not have a report)*

- **Budget Committee:** meets August 25.
- **Facilities Improvement Committee:** meets August 24 for tour of GMS and LMS.
- **Emergency Management Committee**

Mrs. Hershberger reported the committee met on August 5 and discussed Emergency Operations Plans.

- **Grading & Reporting Committee:** did not meet.
- **Joint Loss Management Committee:** did not meet.
- **PERC:** did not meet.
- **School Start Time Task Force:** did not meet.
- **Website Committee:** did not meet.
- **Wellness Committee**

Mrs. Hershberger reported the core group meets regularly to keep this committee going and the committee will meet quarterly.

- **Town Capital Improvement Plan Committee:** did not meet.

IV. NEW BUSINESS

A. Policies - 1st Reading:

- **JLDBB, Suicide Prevention**

Mrs. Harrison suggested different wording with regard to training for designated volunteers and any other personnel who have regular contact with students.

Mrs. Harrison made a motion to approve policy JLDBB for a 1st Reading. Mrs. Ames seconded. The motion carried 5-0-0.

- **IKF, High School Graduation Policy & Academic Requirements**

Dr. Jette explained the policy was revised to reflect more accurate course credits. Board members had some concerns over the alignment of credits to the program of studies as well as revision suggestions for diplomas with distinction criteria. The policy will be revisited for a first reading at the next meeting.

B. Job Descriptions:

- **School Nurse - Updated**

Dr. Jette indicated the job description has been aligned with policy JLC and changed to reflect what the policy states regarding assessment and treatment of students and staff.

Mrs. Hershberger made a motion to approve the School Nurse job description. Mrs. MacDonald seconded. The motion carried 5-0-0.

C. Invitations to Community Groups

Mrs. Harrison started a discussion regarding board members invited to attend community groups. She indicated that the Board has received an invitation from Betty Vaughn to attend the Litchfield Democrat Committee on 8/22. She noted that there were email discussions about the purpose of the meeting and the role in which the Board would attend these types of meetings.

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Mrs. Hershberger commented that we all have to commit to being open to go to any event or group we are invited to, schedule permitting. Mrs. Harrison noted that attending as a Board representative would be different than going as a community member.

Mr. Cutter believes that the Board should commit to the community groups and be able to answer questions and discuss topics. He mentioned that there is a Veterans' meeting this Saturday.

Mrs. Harrison commented that she is open to it if we are staying away from a political agenda. She believes we are here to serve all the people of Litchfield.

Mrs. Hershberger expressed concern with going to a political group when political candidates are present.

Mrs. Ames agreed with community outreach by the Board. She commented it is important for us to rotate who goes to these meetings, which allows us to hear what is being talked about.

Mrs. MacDonald did not support the Board attending these types of meetings with political groups. She believes it will be detrimental to the Board. Mr. Cutter commented that the people will appreciate the outreach.

Mrs. Hershberger suggested starting with accepting invitations from non-political groups first. Mrs. MacDonald suggested waiting until after the elections in September.

Dr. Jette commented that the School Board is not political and represents all families. He indicated we are always seeking feedback.

Board Consensus: a total of two Board members may attend any community group meetings, schedule permitting. Individuals may attend, but not as representatives of the School Board.

Board Consensus: Mrs. Harrison and Mr. Cutter will attend the Veteran Group meeting; Mrs. Hershberger and Mrs. Harrison will attend the Democratic Committee meeting.

V. OLD BUSINESS

A. Policies - 2nd Reading/Approval

- JLCB, Immunization of Students
- IHBA, Programs for Students with Disabilities

Mr. Cutter made a motion to approve policies JLCB and IHBA. Mrs. MacDonald seconded. The motion carried 5-0-0

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. COMMUNITY INPUT

Mrs. Harrison opened public input. Hearing none, community input was closed.

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 8:42 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. 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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A. Approval of Non-Public Minutes:

- August 3, 2022

Mrs. Harrison made a motion to approve the non-public minutes of August 3, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

B. District Business

- Land Purchase

The Superintendent discussed a potential land purchase with the Board.

C. Staff Issues

- Insurance Buyout

The Superintendent discussed an insurance buyout for custodians who do not wish to carry the district's health insurance as a retention incentive.

The School Board was in agreement.

D. Student Issues

- Tuition Requests:

Dr. Jette presented two tuition requests to the Board.

- Parent Request

Mrs. Harrison made a motion to approve a parent request to pay tuition for their student to continue attending CHS. Mrs. Ames seconded. The motion carried 5-0-0.

- District Request

Mrs. Harrison made a motion to approve the tuition of a student to attend CHS, which will be paid by the sending district. Mrs. Ames seconded. The motion carried 5-0-0.

- Update - McKinney-Vento

Dr. Jette updated the Board about a McKinney-Vento case.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. Ames, the Board returned to public session at 9:47 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. Ames made a motion to adjourn the meeting at 9:38 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 Public Hearing Minutes for September 7, 2022

Location: Litchfield Town Hall

- In attendance:**
- C Harrison, Chair
 - E MacDonald, Vice Chair
 - T Hershberger, Member
 - H Ames, Member
 - A Cutter, Member
 - M Jette, Superintendent
 - D Totten, Business Administrator
 - G Graham, Attorney
 - ME Flynn, Executive Assistant

PUBLIC HEARING - ACCEPTANCE OF GRANT FUNDS

PART I

6:00 p.m.

Public Hearing, RSA 198:20-(b) – Call to Order

Mrs. Harrison called the public hearing to order at 6:05 p.m.

RSA 198:20-(b) – Appropriation for Unanticipated Funds Made Available During the Year.

Superintendent’s Report

- **To accept and expend the following grant funds:**

The New Hampshire Department of Education has been authorized by the United States Department of Education to distribute additional monies, known as ESSER (Elementary and Secondary School Emergency Relief) funds to New Hampshire school districts across the State as part of the American Rescue Plan Act.

1)	ESSER II	\$332,949
2)	ESSER III	\$748,784.06

- **To accept and expend the following grant funds:**

The New Hampshire Department of Education has received SEP (State Energy Program) grant funds to issue to school districts as part of the New Hampshire Department of Energy SEED Grant Program (School Energy Efficiency Development).

1)	SEED GRANT	\$80,000
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The SEED grant that was awarded to the Litchfield School District was specifically for energy efficient lighting at Campbell High School.

Board Comments

Mrs. Hershberger asked if the district already received ESSER I funds.

Dr. Jette indicated that they were received and expended in FY2021.

Open Public Hearing

Mrs. Harrison opened the public hearing to public comment.

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Community Comments

There were no public comments.

Close Public Hearing

Mrs. Harrison closed the public hearing to public comment.

Board Action

Mr. Cutter made a motion to accept the ESSER II Grant of \$332,949; the ESSER III Grant of \$748,784.06, and the SEED Grant of \$80,000. Mrs. Harrison seconded. The motion carried 4-0-0.

The first part of the Public Hearing closed at 6:12 p.m.

**PUBLIC HEARING
ACCEPTANCE OF HEALTH PREMIUM HOLIDAY CREDITS**

PART II

6:12 p.m.

Public Hearing, RSA 198:20-(b) – Call to Order

Mrs. Harrison called the public hearing to order at 6:12 p.m.

RSA 198:20-(b) – Appropriation for Unanticipated Funds Made Available During the Year.

Superintendent’s Report

- **To accept health insurance premium holiday credits:**

1)	FY22	\$203,393.12
2)	FY23	\$152,581.30

Dr. Jette explained that the funds are insurance premium credits that are returned to the district.

Board Comments

Mr. Cutter asked why they received two years of premium credits.

Dr. Jette indicated that the credit for FY22 was not accepted in that year.

Open Public Hearing

Mrs. Harrison opened the public hearing to public comment.

Community Comments

There were no public comments.

Close Public Hearing

Mrs. Harrison closed the public hearing to public comment.

Board Action

Mrs. Hershberger made a motion to accept health insurance credits of \$203,393.12 for FY2022 and \$152,581 for FY2023. Mrs. Ames seconded. The motion carried 5-0-0.

The second part of the Public Hearing closed at 6:17 p.m.

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**PUBLIC HEARING
EXPENDITURE OF TRUST FUNDS**

PART III

Public Hearing, RSA 198:20-(c) – Call to Order

Mrs. Harrison called the public hearing to order at 6:18 p.m.

RSA 198:20 (c) Trust Funds Created for Specific Purposes; Expenditures; Administration

Superintendent’s Report

- **Consideration of withdrawal and expenditure of funds from the Litchfield School District Capital Improvement Expendable Trust Fund**

- Business Administrator’s Recommendation: Not to Exceed \$619,626

Mr. Totten provided information regarding the Capital Project expenses. He indicated that there were various vendors, contractors and consultants that were hired to work on the LMS project: DDH Energy Consulting, Introspective Systems (Solar), North Branch Construction, Windy Hill Associates (Owner’s representative), Resilient Buildings (commissioning agents), and various one time vendors. Also Barker Architects was hired as the architect for the new elementary school project.

Mr. Totten explained that the goal of capital project funds is to match revenue with expenses. As we engaged in the audit for FY22 there were identified revenues that went into the Capital Projects Fund balance for FY21 that resulted in a positive revenue to start FY22. He indicated that it was discovered that when netting revenues against expenses, we had more expenses than revenues resulting in a deficit of \$1,508,471, which was confirmed by the auditors. He noted that a negative balance in the Capital Projects Fund was carried over from FY22 that resulted in the deficit.

Mr. Totten reported that the district is working with the auditors and attorneys and identified monies to apply toward this deficit. He recommends rescinding the encumbrance for the booster pump from FY22 end of year funds and using high school impact fees to pay for that; rescind the vote for the adaptive swing; and rescind monies approved for end of year funds.

Mr. Totten reported that \$285,348 will be returned to the taxpayers as planned. The district is looking for \$527,947 to apply toward the capital project deficit, which should come over from the end of year fund balance and \$49,494 in LMS impact fees. He indicated there are options to allocate funds to the remainder of the deficit: withdrawal from capital reserve or trust funds, holding a special meeting, or a warrant article at the annual meeting.

Dr. Jette noted that we are just suggesting a solution with these funds, but it is for the School Board to decide.

Board Comments

Mr. Cutter believes we should not use either capital reserve or trust fund because it is against the will of the voters.

Mr. Totten clarified that the use of those funds would not be totally against the will of the voters because we used funds from the trust account to pay for architectural fees, pre-bond work and design work for the new elementary school.

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Mr. Cutter commented that we have a \$1M deficit and the voters trusted the School Board with the trust funds and the reserve funds to be stewards of that money. He believes that we should go to a special election and ask the voters for more money.

Dr. Jette clarified that one scenario would be waiting until March and building a question on the warrant to vote to back fund this and if the voters do not approve, we are back to square one. A more immediate way is holding a special meeting by petitioning the court, which is a long process and will delay the setting of the tax rate. He suggested we work within the funds we have to try to balance this out.

Mrs. Hershberger was hesitant in holding a special election since we held one in 2019 for the teachers contract, which did not go over well with the voters.

Gordon Graham, Attorney, commented that the timing for a special meeting puts it right around Christmas time and it cannot be later than that because you cannot have a special meeting after December. He noted that would delay the town and school district sending out tax bills and put the town and school district behind in collecting taxes.

Mrs. MacDonald indicated that she appreciates Mr. Cutter's input, but she believes that we made the mistake and we have to figure out how to solve it. She commented that a special election is not the answer.

Mr. Cutter commented that we need to explain to the voters that we spent too much money and we need to fill that gap. He also suggested that we can modify the scope of what the voters approved for LMS Phase II and remove the solar piece and save \$1M.

Dr. Jette clarified that the solar project is a power purchase agreement and is not included in the numbers we are looking at. The PPA will put the array on the roof and it will result in drastically reduced electric bills and we count on that savings to help pay for the purchase agreement.

Mr. Cutter commented that we can still cut some parts of the LMS project.

Dr. Jette indicated that we made a commitment and we will stick with it; however we aggressively pursued a new elementary school and have now put a hold on that due to this situation. He commented that we need to continue to do our due diligence on state building aid, but we will defer going to a bond vote next year.

Mrs. Ames commented that she is not ready to make a decision on this tonight as she needs to process the information.

Gordon Graham commented that the Board has to have a public hearing on expending any withdrawal from the reserve or trust funds.

Mr. Cutter recapped that there are three options: hold special election/delay of tax setting; defer to the March election; or use funds within our current reserve and trust funds.

Dr. Jette indicated we can take the funds we have available to close out the books and get tax rate set and we have to make sure we have available funds in the budget to repair what may break down.

Mrs. Ames commented that does not address the question of the wording of the trust fund article intention.

Mr. Totten indicated we are in a deficit in the FY23 capital project fund of \$226,295 and that will grow.

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Mrs. Harrison asked what can be said about how we got into this situation.

Dr. Jette commented that Mr. Totten started in the district on July 1 and has been working on this since before July 1. He indicated that Mr. Totten identified this and started asking questions. He noted as the business office was working on the books, budgeting, etc. there was a belief you could carry a negative balance forward and in this case you cannot do that. He indicated that it was a mistaken belief that brought us to this point.

Mrs. MacDonald commented that there is no evidence of embezzlement.

Dr. Jette agreed and commented that there is nothing fraudulent. He clarified that it was just an unfortunate misunderstanding that we have to figure out.

Mrs. Ames asked about the next step if the Board does not make a decision tonight.

Mr. Totten indicated there are some motions that could be made to rescind previous motions to encumber funds from FY22 end of year funds.

Open Public Hearing

Mrs. Harrison opened the public hearing to public comment.

Community Comments

There was no public comment.

Close Public Hearing

Mrs. Harrison closed the public hearing to public comment.

Board Action

Mrs. MacDonald made a motion to rescind \$53,500 that had been designated for booster pumps at CHS from the end of year FY22 encumbrances. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Hershberger made a motion to withdraw \$59,820 of CHS impact fees to pay for the acquisition and installation of booster pumps and electrical work associated with these pumps. Mrs. Harrison seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to rescind \$44,155 that had been designated for the purchase of a gator, an accessible swing and a desk from the end of FY22 encumbrances. Mr. Cutter seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to request the release of middle school impact fees in the amount of \$49,494. Mrs. Ames seconded. The motion carried 5-0-0.

It was clarified that the request must be made to the Select Board for expenditure for LMS project expenses.

Mr. Cutter made an amended motion to request from the Select Board the release for expenditure of \$49,494 of middle school impact fees for expenses related to the renovation of LMS. Mrs. Harrison seconded. The motion carried 5-0-0.

Public Hearing closed at 7:29p.m.

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

C Harrison, Chair

E MacDonald, Vice Chair

Approved Minutes for September 7, 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
Doug Totten, Business Administrator
Mary Widman, Director CIA
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION 5:00 p.m.

A. Call to Order & Pledge of Allegiance

Mrs. Harrison called the meeting to order at 5:00 p.m.

I-A. NON-PUBLIC SESSION: RSA 91-A:3II (a-d, I)

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

Upon as motion made by Mrs. Harrison, the Board entered into non-public session at 5:01 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. (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. (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. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Cutter, the Board returned to public session at 6:02 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.

I-B. PUBLIC HEARINGS

- PART I: ACCEPTANCE OF GRANT FUNDS - RSA 198:20-b
- PART II: ACCEPTANCE OF HEALTH PREMIUM HOLIDAY CREDITS - RSA 198:20-b
- PART III: EXPENDITURE OF TRUST FUNDS - RSA 198-20-c

I-C. PUBLIC SESSION (Public Session resumed at 7:30 p.m.)

B. Review & Revision of Agenda

There were no revisions to the agenda.

C. Summary of Non-Public Actions from August 17, 2022:

Mrs. Harrison made a motion to approve the non-public minutes of August 3, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

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Mrs. Harrison made a motion to approve a parent request to pay tuition to the district for their student to continue attending CHS. Mrs. Ames seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to approve the tuition of a student to attend CHS, which will be paid by the sending district. Mrs. Ames seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Community Comment on Agenda Items

Mrs. Harrison opened community comment. Hearing no comments, she closed community comment.

G. Correspondence

Mrs. MacDonald reported correspondence was received from:

Denise McHugh, Litchfield, regarding concerns about bus transportation from CHS to Alvirne.

Christie McQuesten, Litchfield, regarding concerns about bus transportation from CHS to Alvirne.

Dr. Jette reported that the issue regarding high school students who are unable to arrive at CHS before the vocational shuttle departs has been addressed and solved. The bus routes have been modified to accommodate the student(s).

Correspondence continued:

Stacy Leary, Vice President of the LEA, expressed concerns with a newly created building substitute position and the salary for that position. The correspondence was signed by 36 GMS staff members.

Andrew Cutter, Board member, questioning the start time for this meeting.

Tara Hershberger, resident, regarding the condition of the fields at CHS.

Dr. Jette provided a clarification regarding the field situation at CHS. He reported that the irrigation system at CHS was installed using inferior products and cannot withstand high pressure. The pipes have deteriorated over time and leaks occurred and the pumps are not working correctly. The district has asked for quotes on the actual repair costs for the irrigation system.

Mrs. Hershberger commented that she wrote that letter because she is passionate about it. She indicated that the practice field is like concrete and is not safe if someone falls on it.

H. Comments:

- **Superintendent**
 - **Opening Day Report**

Dr. Jette reported that the enrollment numbers on August 29, 2022 were consistent with the numbers we were looking at during the summer. He indicated that there were 22 students absent and 1,182 physically sitting in classes on the first day of school.

- **Planning for Community Forum**

Dr. Jette reminded the Board that there is a community forum scheduled for September 28 and the topic will be grading and reporting. He asked Board members how they would like to set up the format of the meeting.

Mrs. Heidi commented that this is more for the public to provide input and the presentation should be first and then comments from the public.

Mr. Cutter commented that this forum should be open with no topic.

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Mrs. Harrison felt that there should be a topic or it will go very late. She suggested that it is more of an information night.

Mrs. Hershberger commented that she was under the impression that the idea was to have people come and talk about anything.

Mrs. Ames indicated that she believes the goal was to present something useful to the people.

Dr. Jette suggested that instead of a presentation we can say the main topic of conversation is competency based learning, PowerSchool, etc. and just have dialogue.

Mr. Cutter suggested that the name 'Community Forum' be changed to "Community Information Night", stating the topic is "X", but we would like to hear what other topics you would like to hear about.

o COVID

Dr. Jette commented that there has been some confusion about the Covid guidelines that were recently published. He indicated that the goal of the district this year was to simplify the protocols, which may have added to the confusion. He provided a revised Covid protocols chart that reflects three categories:

- Been Exposed and What to Do
- Presumed Positive: I Have Symptoms and What to Do
- Tested Positive and What to Do.

He noted that we decided that if a person tests positive they will have to mask for 10 days if coming to school.

Mrs. Ames asked if other schools are doing nothing.

Dr. Jette commented that he checked with Bedford who put out a short statement about follow CDC guidance. He indicated that we felt that outdoors masks are not needed, but in a bus with other students sitting next to someone, that a person or student should wear a mask if they tested positive. Dr. Jette asked Board members to review the Covid plan and revisit it on 9/21. He also shared the tracking information, which was simplified to only track our own students and staff.

● School Board

Mr. Cutter commented that he was disappointed with the meeting start time this evening. He believes that other Board members should be asked by the Chair if they can be available for an earlier start.

Mrs. Harrison commented that she did apologize for not consulting the Board; however, policies BBAA, BBB and BEB provide that latitude to the Chair. She indicated that this was a special meeting because it was necessary to meet with legal counsel and hold public hearings.

Mrs. Ames commented that if links to agenda items are not available on Friday that those items not be linked when it comes to complex and in depth information. She feels that she is not in a position to vote or discuss these types of items because she does not feel prepared.

Dr. Jette committed to post presentations ahead for the Board if the Board does not inundate the district with questions prior to presenting.

II. GENERAL BUSINESS

A. Public Minutes:

- **August 17, 2022**

Mrs. Harrison made a motion to approve the public minutes of August 17, 2022. Mrs. Ames seconded. The motion carried 4-0-0.

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B. Business & Operations

● Financial and Operations Update

Mr. Totten presented a financial and operations update to the Board. He reported that July invoices and expenditures from North Branch Construction were included in the report, which were paid with \$234,727.77 in ESSER III funds and \$634,186.35 from Bank of America. He reported that August expenditure reports were included in the report as well.

Mr. Cutter commented that there are questions from the Budget Committee regarding capital funds.

III. REPORTS

A. Curriculum

Ms. Widman presented her curriculum report to the Board. She reported:

- Live2Learn 2022 was held over 7 days and 58 staff members attended
- CBL (Competency Based Leadership) Group met three times and presented to staff on opening day
- Freshman Seminar Group met twice
- GMS Student Support Team met twice

Ms. Widman reported on Portrait of a Learner work study practice rubrics and indicated that classroom resources from the CBL summer work were included for Board review, which included The Why, 7 Design Principles, and a 4 Point Rubric Conversion. She noted that the staff is focused on educating students, staff and parents. She encouraged teachers to take risks this year and step out of their comfort zone with rubrics and assessments. She reported that PERC will be meeting on September 28. She explained that the Process/Procedure of programs flows through committees at each building who examine and research the programs and recommend them to her and then we make the decision to go with it or not.

Ms. Widman provided a presentation on work that occurred over the summer with teachers and staff.

B. Special Education

Mrs. Fowler reported that one of the special education laws changed recently that states children that are identified or students with a disability are held until they are 22 instead of 21. She indicated that the State will be reimbursing districts for the holding year as this would have a financial impact. She commented that she is hoping at the end of next year we can start a transition program so we do not have to contract out services.

C. Committee Reports

● Budget Committee

Mr. Cutter commented the committee will return to meeting weekly after September 22.

Mrs. Hershberger attended the last Budget Committee meeting where the town reported on the fire truck.

● Facilities Improvement Committee

Mrs. Ames reported that the Committee was invited to a walkthrough at GMS and LMS in preparation for the building aid tour.

Dr. Jette reported that the building aid tour went well and many good questions were asked.

- **Emergency Management Committee** - will meet on September 15.
- **Grading & Reporting Committee** - has not met yet.
- **Joint Loss Management Committee** - will meet on September 29.
- **PERC** - has not met yet.
- **School Start Time Task Force** - has not met.
- **Website Committee** - has not met. Designers are working on the new site.
- **Wellness Committee** - has not met yet.
- **Town Capital Improvement Plan Committee** - will be meeting September 22 and 29.

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IV. NEW BUSINESS

A. NHSBA Delegates Assembly

Dr. Jette commented that the NHSBA Delegates Assembly is being held on October 1. He asked for a Board representative to attend. He asked Board members to review the resolutions and be prepared to provide votes on their position at the next meeting to provide the delegate with direction on voting at the assembly.

B. Policies - 1st Reading:

Dr. Jette addressed the revisions to the policies and the rationale for the revisions.

- **FF, Naming of Facilities**

Mrs. Harrison made a motion to approve policy FF for a 1st Reading. Mr. Cutter seconded. The motion carried 5-0-0.

- **IKF, High School Graduation Policy & Academic Requirements**

Mrs. Harrison made a motion to approve policy IKF for a 1st Reading. Mrs. Ames seconded. The motion carried 5-0-0.

- **EBBC/JLCE, Emergency Care & First Aid**

Mrs. Hershberger noted that she has some questions on policy EBBC that she shared with the Board. Board members decided to revisit policy EBBC at the next meeting.

- **JLC, Student Health Services & School Nurses**

Mrs. Hershberger made a motion to approve policy JLC for a 1st Reading. Mrs. Harrison seconded. The motion carried 5-0-0.

V. OLD BUSINESS

A. Policies - 2nd Reading/Approval

- **JLDBB, Suicide Prevention**

Mrs. Harrison made a motion to approve policy JLDBB, Suicide Prevention. Mrs. Ames seconded. The motion carried 5-0-0.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. COMMUNITY INPUT

Mrs. Harrison opened public input. Hearing none, she 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 made by Mrs. Harrison, the Board entered into non-public session at 9:45 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Cutter, the Board returned to public session at 10:39 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.

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X. ADJOURN

Mr. Cutter made a motion to adjourn the meeting at 10:40 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 September 19, 2022

Location: CHS Auditorium

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
 Doug Totten, Business Administrator
 Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:30 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 6:30 pm

B. Pledge of Allegiance

C. Presentations

Mrs. Harrison made some opening remarks and indicated that the mission of this forum is to inform the community of the district's financial situation.

• Financial Situation

Dr. Jette made the following statements:

In explanation of where the district stands financially for FY22 (2021-2022 year), the capital project fund (which is used to track construction projects) had expenses that exceeded its revenue. Expenses for FY22 were \$1.56M and we need to close that and offset those expenses with funds we have on hand. The amount of the unassigned fund balance to be applied to this deficit is \$527,947, which leaves \$978,524 to cover. The purpose of this meeting is to go over the details of the capital projects fund, hear public comment on solutions identified, and receive a final decision from the School Board. A public hearing was held on this two weeks ago, but there was no public in attendance. We decided to have public comment at this special meeting regarding consideration for using previously appropriated funds to solve the expense issue. How did we get here over last year? We identified two drivers: 1) a belief that overspending capital projects can be carried year to year and paid off over time; 2) not clearly stating the total cost associated with the various projects, which includes items such as design and development costs.

Business Administrator Doug Totten provided an overview summary of the current financial situation.

- Fiscal Year 2022 (July 1 to June 30)
- Four funds: general fund, food service fund, grants fund, capital projects fund
- Reserve fund is held by the Trustees - current balance \$359,401
- Capital Improvement Expendable Trust is held by the Trustees - current balance \$619,626 - \$125,000 to be deposited (voter approved in March 2022)
- Capital Improvement Expendable Trust article was written to be able to be applied to any school project, although the goal was for this fund to be used toward the new elementary school
- Capital Projects Fund expenses: \$3,020,049.14
- Vendors:
 - Barker Architects, July 2021-May 2022 \$207,744; June 2022 \$37,872
 - new elementary school, needs assessment, specifications, public outreach, planning/pre-design, pre-bond project management, schematic design
 - Charles Niebling Consulting, July 2021-May 2022 \$5,580.96; June 2022 \$920.00
 - PR consulting for construction/improvement projects

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- DDH Energy, July 2021-May 2022 \$84,203; June 2022 \$3,225
 - consultation focused on reducing energy costs in all 3 schools/transportation; application for multiple grants, rebates to offset the costs
- Introspective Systems, July 2021-May 2022 \$48,287.50; June 2022 \$1,443.75
 - solar design LMS, microgrid optimization
- North Branch Construction, July 2021-May 2022 \$1,570,814.29; June 2022 \$715,521.41
 - general construction manager Phase I and II
- Resilient Buildings, July 2021-May 2022 \$5,665
 - blower door test, drone camera, commissioning services
- Windy Hill Associates, July 2021-May 2022 \$284,833.50; June 2022 \$27,690
 - architectural services, mechanical design services, owner’s representative for projects
- Other Vendors (used one time):
 - Premiere Home Inspection \$450, drone videography
 - Nobis Engineering \$9,813.86, civil/geotechnical engineering
 - Stark & Webster Valuations \$2,400, land appraisal
 - Verticals, Etc. \$10,759.50, window blinds LMS
 - Viking Controls \$329.37, HVAC remote access device / pressure reducer device LMS
- Matched expenses with Revenue
 - Revenues known before June 2022: \$1,147,902; Expenses: \$2,233,377; Difference: \$1,085,457
 - July 2022: Revenue (add back \$349,864 to general fund; ESSER II \$332,949; ESSER III \$382,572: \$1,513,578; Expenses: \$3,020,049 (cumulative); Difference: \$1,508,471
- Projects that are continuing into FY23 already in the negative
- Some work is on hold (elementary project)
- Costs to finish Phase II of LMS will increase (due to delays on building products the owner’s rep fees have increased because of more hours)
- Revenue MLP \$4,950,000 (solely for phase II)
- Total Revenues FY23: \$5,167,725; Total Expenses to date: \$5,394,020; Difference (\$2,26,925)

● **Three (3) Possible Solutions (Sheet 6 of above)**

Dr. Jette commented that it is important to recognize that the funds went toward fixing our schools. Once we became aware of this we began to dig deep to understand how this had occurred and what we can do to fix it. Working with the auditors and attorneys, we identified three possible solutions:

- Use capital reserve and capital improvement trust funds previously appropriated by the voters to close the gap
- Hold a special meeting in the late Fall for residents to vote on funding the deficit, which requires Superior Court approval and will delay the tax rate setting
- Supplemental appropriation at March 2023 annual meeting, which requires voter approval

Dr. Jette indicated that the district is recommending the use of available funds for school construction projects that will cover existing expenses and close FY22 without additional appropriation. \$285,348 will be returned to the taxpayers, which comes from the additional adequacy aid that was not appropriated by the district.

Mr. Totten indicated that \$527,947 is available from the general funds fund balance, which will reduce the deficit to \$978,524. It is recommended to apply \$358,900 from the Capital Reserve Fund and \$619,525 from the Capital Improvement Expendable Trust Fund, which will resolve the deficit.

Using these funds will not leave the funds without any money. \$125,000 will be transferred to the Capital Improvement Expendable Trust Fund; \$104,608 will be reimbursed from the MLP loan for the first invoice from North Branch Construction for Phase II (confirmed); \$49,494 in Impact Fees was requested from the Select Board and we are waiting for approval. Applying these two latter amounts to the Capital Reserve Fund means we would only have to withdraw \$204,798, leaving \$154,603 in the fund.

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D. Public Comment

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board will entertain comments and questions once the floor is open to the public. Individuals who wish to provide commentary to the Board shall be allotted three minutes. The Board encourages public speakers to respect the decorum of the meeting. The Board reserves the right to enter into a non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

Bill Spencer, 9 Cranberry Lane, supported using the reserve and trust funds. He indicated that is the right way to go and these funds can gradually be built up again.

Matt Shoemaker asked how we avoid this in future, how the Superintendent and Business Administrator oversee the budget, how do we use an auditor to catch something like this in the future.

Dr. Jette indicated that the primary responsibility for the books rests with the Business Administrator, with whom the Superintendent meets throughout the week to review reports, situations that come up, and the financial situation. The Business Administrator then reports to the School Board, which consists of one thorough report each month and other sub-reports each month. Our goal is to drill into the way we conduct those meetings. Mr. Totten has already implemented changes in the way he communicates with the Board and the Superintendent will be asking different questions of the Business Administrator going forward to have complete understanding. He indicated that this comes down to a misinterpretation of the rules as the belief was that the district can carry an overspend going forward. That was what led to this and we will not let that happen again.

Mr. Totten commented that the responsibilities of Business Administrator and how he anticipates working with Superintendent and School Board to make sure this does not happen on your watch:

- 1) help make sure that schools have resources
- 2) adults have resources
- 3) respect dollars from taxpayers

He indicated that the problem that we are having is not with the general fund or what was presented to voters, but it is with the capital projects fund that comes from these types of projects. He noted that he will track everything and present all invoices and costs to the School Board and the public. He encouraged people to send him an email with information that may help with his job.

Dr. Jette clarified that we have had preliminary discussions on how to provide oversight on this, such as discussion of an oversight committee, looking at the role of the Budget Committee and how the Budget Committee and School Board communicate going forward. He noted that we are using some of those steps currently.

Diane Plansky, 144 Talent Road, expressed she was deeply disappointed. Dr. Jette said the Business Administrator is responsible and you oversee that position. The Chair of the School Board oversees the Superintendent. She stated that she was astounded that he would stand before the population here and say the former employee is the one that did this. The Budget Committee has asked you for years for more information. Disagreed with using the money the voters approved for reserve funds. We asked about the \$1.5M request for LMS and now there is a deficit with the same amount. Children are saying that programs and sports are going to be cut and that the arts program is over.

Mrs. MacDonald commented that she has not heard programs would stop in the schools.

Samantha McCullough, 21 Chasebrook Circle, commented that this seems more of a misunderstanding in how to account for a multiyear project. She asked if this year has a negative balance, you want to pay for it with the rainy day funds.

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Mr. Totten clarified that if the middle school goes net zero we will realize savings in energy costs (\$67,000 rebate) each year.

Samantha McCullough indicated that it is worrisome, but she understands that mistakes happen.

Marsha Finnegan, 147 Talent Road (to Dr Jette), you are the Superintendent and required to oversee all the money. You cannot blame the guy that left or the new guy because you exceeded the budget. You cannot do that because it is against the law. She exclaimed that she would like to make a citizen's arrest on Dr. Jette for breaking the law. Vote him out or arrest him. Stop running the School Board meetings. This is our town. The School Board needs to put their foot down.

Marion Godzik, Robyn Avenue, asked what projects are going on now. When did the School Board become aware of this deficit because in my home budget, when I write a check, the bank will say not enough funds or the check won't clear. This wasn't something that just happened in the last few weeks. Who looks at the books on a routine basis to see this money going in and out? This had to have been noticed somewhere by someone. If any school needs redoing it would be GMS. We have to look realistically at things and this has been abominable.

Dr. Jette indicated that the best place to look for information is on the website. He noted that CHS is 22 years old and systems have started to fail; the irrigation system stopped working a couple weeks ago and the pumps failed. We replaced two pumps for \$6,500 each. He agreed that GMS is in the roughest shape and the community has been wrestling with it for 30 years. He noted that they are trying to come up with a solution and the School Board is committed to that. LMS is 40 years old and needed repairs and maintenance; the HVAC system failed. The pandemic prompted the HVAC work in the schools and the School Board strategically selected long term solutions to decrease the costs of energy in the district. This is all about fixing the schools so children can attend school in a safe environment. When did we know about this? The first awareness was limited in April when the School Board learned that there was a deficit that was pointed at an oversight regarding the LMS security project a year ago, and it was suggested that an adjustment can be made to correct it. Then in May it was reported as a larger amount and in June we became aware of the full amount of this when the new Business Administrator came and dug in deeper.

Andrew Cutter, 6 Moose Hollow Road, commented that there was a change to the agenda that the majority of the School Board was not aware of. He asked for Board comment and revision of the agenda. As the Board is aware, we are governed by RSA 32, the administration and the Board are in violation of 32:7A, 32:8, 32:10, 32:11, 32:12, 32:22, 32:23, and current violations of the Ed Rules. The administration and the Board are not overseeing the budget and this is a tangled web of accounting understandings. At the 9/13 Select Board meeting, the Superintendent stated there has never been a time of non-transparency, but the Superintendent has withheld information from the Budget Committee for years. If we received that information sooner would it have led to a deficit being identified far sooner than now? He asked the Board Chair, what else don't we know? As a school board we have a profound responsibility to get this right and we need change on the board right now. He asked for the Chair to resign.

Mrs. Harrison commented that the School Board and Budget Committee have been seeing the same information. She reminded Mr. Cutter that he is a member of the Board and also has to take responsibility. She noted that the Board's focus should be on fixing this. She announced that she will be stepping down as Chair at the next Board meeting.

[Gail Barringer](#), 98 Charles Bancroft Hwy, mentioned that she worked as a special education director in Nashua in the past and the Superintendent there had two assistants with whom he met regularly. There were never any issues and schools were constructed without a problem. She believes the Superintendent should take charge.

Ray Peeples, 205 Charles Bancroft Hwy, commented that he feels very badly for the School Board at this time. He indicated that their responsibility is to lead and to put someone in charge whose sole purpose is to make sure this runs right. The Superintendent's contract mentions that he can be removed for incompetence and he should be removed because let the Business Administrator make the mistake.

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Joe Cabral, commented that the School Board needs to go because they are not doing their job and the Superintendent should be fired.

Amber Flindt, 123 Hillcrest, commented that she did not vote for the LMS project because we knew what was coming with this project. She supports using the reserve funds and thanked the Board for the solution and not asking the taxpayers for more. She asked if any programs or sports will be cut this year.

Dr. Jette indicated no programs or sports are being cut. He noted that he met with the Administrative Team and discussed that the district has to tighten its belt, but we are not cutting experiences for children, which he made clear with the Team. He found it unfortunate that there are those saying that will occur to excite emotion.

Mr. Totten added that there is an unemployment problem in the state and we have not been able to hire many staff in the district, such as paraprofessionals, custodians, and others as well. As we go into FY23 with those open positions, we do not have to go into a budget freeze and we have not mentioned a budget freeze. If a freeze did occur, it would not impact experiences and learning would still occur.

Scott Taylor, 6 Lilac Court, agreed that taxpayers should not have to pay additional taxes, but the funds have to be replenished. He asked what that tax impact would be.

Mr. Totten indicated that it would come from the unassigned fund balance and be transferred over to the reserve fund. That money would not offset taxes, but would also not create additional taxation.

Dr. Jette indicated that it would be taken on a case by case basis during the year. He noted the reserve funds would be replenished year by year and that the district and Board are always mindful of caution with amounts we ask for on warrant.

Scott Taylor commented that the budget has been lean for the last couple of years and he was concerned there will not be anything left at the end of year to put in that fund.

Dr. Jette agreed. He indicated that one thing that worries us is that the budget is tight and we need to identify savings during the year.

Andrew Cutter commented that he is not comfortable clearing out the rainy day fund; however, if we can identify dollar for dollar in the FY23 budget, we can earmark it and put it aside so that we can put it all back in that account.

Paula Izbicki, 3 Kokokehas Drive, thanked the Board for the time that was put into this. She indicated that she supports their decision on what you do going forward. She noted that she respects Dr. Jette. She expressed disappointment that the Board has to be here under these circumstances. She commented that she cannot live with the talk behind the scenes. She directed her comments to the Board: you are professionals and there was a manifest in May that every board member signed, except for one member who did not sign it. Everyone here had the opportunity to own the problem and still does. It does not matter when you were elected and how long you have been there. We are never going to find out what really happened and that is life. I hope whatever changes are made or whomever decides to run will get together. This town deserves better than pettiness shown by the board because things are falling through the cracks.

Kerri Picone, 8 Lund Street, agreed with Mrs. Izbicki's statements. She thanked the Board for their work and coming up with a solution.

Jim Norton, Woodhawk Way, thanked Mrs. Harrison for her work and service.

Greg Richardson, 14 Mike Lane, thanked Mrs. Harrison for taking responsibility and encouraged others to join her. He indicated the Business Administrator mentioned ongoing work and costs to be incurred and asked if the work in progress can be stopped until we are under control with expenses.

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Dr. Jette indicated the GMS project has been stopped and we are monitoring expenses going forward, but applied for building aid and the architect needs to work with the state to get that revenue. With regard to LMS, that project has been bought out and we cannot stop the project because we need to deliver the project as promised to the voters, and hopefully under budget. He noted we will make sure there are no escalating change orders.

Susan Haley, 60 Pilgrim Drive, commented that with a \$1.8M deficit, she would think additional money is needed.

Mr. Totten indicated no additional money is needed.

Dr. Jette commented that we have weekly construction meetings to monitor the projects. He noted that the solar purchase will be coming later in the year and those are not expenses we can eliminate at this point. He added that the oil tank in the ground needs to be removed because it will not pass inspection.

Niel Gaspar, 1 Evergreen Circle, commented that the warrant article explanation for the Capital Improvement Expendable Trust Fund says the district plans to use the money for the new building. He noted that this says what the intent of the district was and that was the intent the voters voted on.

Dr. Jette commented that it was the intent, but that is not what the article states. The actual language does not include the intent. He noted that we did intend to use it for the new school, but given where we are that is the pathway we are on.

Neil Gaspar commented that is what the voters saw when they cast their vote. He suggested a legal opinion to review it to avoid a lawsuit.

Mr. Cutter commented that he raised that concern at the School Board meeting two weeks ago. He noted legal counsel is present this evening. He stated it is his understanding that it is against the will of the voters, but legally the way it is written, gives the Board the ability to withdraw from it.

Peter Plansky, 144 Talent Road, asked about the public hearings on September 7. He indicated the descriptions were vague and wanted to know how ESSER funds were counted as revenue before being accepted. He asked what amount can be spent by department heads, approved by the Business Administrator, Superintendent and School Board.

Dr. Jette indicated department heads submit requisitions that are approved by the Business Administrator. Before any checks go out, the School Board reviews the manifest and once it is signed by the Board the checks get mailed out. He reiterated that the point made earlier was that there was a mistaken belief that a negative balance in the project fund could be carried and paid off over time. When the issue appeared in April it was explained as an oversight of the accounting for the LMS canopy project. When Mr. Totten came to the district, he dug deep and uncovered the situation. There is a cash reconciliation that is done internally by the Business Administrator and Accountant with the Treasurer.

Mr. Totten commented that auditors will call invoices paid in arrears for contractors typical.

Keri Douglas, 9 Pheasant Street, thanked the Board for their hard work and thanked Mr. Cutter for running for School Board. She expressed disappointment over what is being heard tonight. She commented that she asked in May about any deficit after reading the financial report provided to the Budget Committee. She does not believe there is any effort in transparency. Mrs. Douglas commented that we had someone who was responsible for the books, and we knew he was leaving and he did not care. She indicated that people should consider resigning. The warrant article explanation for the Capital Reserve Fund states for catastrophic failures. How is draining these funds not having an impact on the taxpayers who have to replenish these funds. It is irresponsible to say there is no tax impact. There will be an article this year to remove the School Board as agents to expend the reserve funds. If there are no resignations or terminations, she would expect to see a no confidence vote on the ballot.

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Mark Morrison, 8 Bear Run, expressed appreciation for the people taking on this responsibility. He commented that you all care or you would not be here. He indicated that some are frustrated because we are at the end of the budget season and in a fiscal crisis. He asked what amount was approved for the LMS project and what it will cost in the end.

Mrs. Hershberger indicated that \$4.9M was approved by the voters.

Mr. Morrison asked Dr. Jette how long he has been an administrator.

Dr. Jette indicated that he started teaching in 1991, became assistant principal in 2001, promoted to principal in 2004, was Assistant Superintendent in Bedford in 2014 and became Superintendent in Litchfield in 2018.

Mr. Morrison asked if Dr. Jette has, in all the years of being an administrator, ever operated under a misunderstanding of municipal budgeting and allowing a deficit to occur.

Dr. Jette indicated that has never been part of his practice as administrator. He noted as soon as he learned of the depth of the situation he acted upon it.

Mr. Totten commented that since coming on board and working with the School Board on this situation, we worked with auditors to get to the bottom of this and we called the legal team as well. He also noted that this was reported to NH DRA and the State. He indicated that as soon as this was reported to the School Board, they have taken it seriously and taken steps to move forward. There is no great solution, but we have been public with this.

Tom Scofield, 6 Parker Circle, commented that the School Board has crushed the trust in the town. He accused the Board of being stumbling blocks to Mr. Cutter. He suggested asking the town for money instead of using the reserve funds.

Ray Peeples, 205 Charles Bancroft Highway, believes that in Dr Jette's experience he does not understand budget law and urged him to resign.

Laura Gandia, 3 Chamberlin Drive, commented this is the Superintendent's responsibility as he oversees the Business Administrator. She indicated that he should have exercised more authority and administrative judgment to ensure this did not happen. She believes he failed in his responsibility and job description.

Dr. Jette indicated that he received the same information and reports as the School Board. He commented that the Business Administrator oversees those pieces. Dr. Jette indicated he did not have access to the financial software to get the direct information that was not furnished to him.

Matt Shoemaker commented that we all agree that the budget should be monitored. He noted that he sees a lot of deficiencies in the buildings when he walks around, but we cannot fund all of them. We need to understand the schools have changed and not everyone here does understand. We need to understand so we can properly budget for the needs. We need to come together as a town, but with a good understanding.-

Brian Bourque, 1 Westview Drive, asked Mr. Totten if the Superintendent should have seen this.

Mr. Totten indicated that it is difficult to answer since the role of the Superintendent is so vast that it would be hard to catch everything. That is why you have directors and building principals. It is impossible to do this job even for 80 hours per week.

Chris Clorite commented that it seems design fees did not get added into the cost of the project. Consultants were brought in, and there was a push for a net zero project to hide costs. He believes that the people that were piping were not the right ones and that the costs were deceptive.

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Dr. Jette indicated that there was never any deception or intent to deceive what the cost of the project was. He commented that he still believes in the project.

Paul Rose, 93 Page Road, commented that you are saying you do not know where the money went, but someone does. Someone allocated money somewhere that the voters didn't vote for. You are not trusted.

Robin Corbeil, 4 Nesmith Court, commented that she thought the consultants, designers, etc. were paid for by something that we voted on. She heard about \$1M to design the elementary school, but does not remember a warrant article for it.

Mrs. Harrison indicated that there seems to be confusion between the new elementary school project and the LMS project. She commented that the Capital Improvement Trust Fund was intended to be used for the new elementary school. She noted that costs were budgeted for consultants, etc. for the LMS project, but there was a misconception that a negative balance in the project fund would be balanced by savings over time.

● **Close Public Comment @ 9:42 pm**

At this time, we thank everyone who provided the board with comments on tonight's agenda. We have now ended public comment, and the board will conduct its business in view of the public. No further comments can be made by the public during the meeting.

The Board took a 10 minute recess before deliberations.

The Board resumed the meeting at 9:52 p.m.

E. Board Deliberation on Closing FY'22 Financials

Dr. Jette recommended, in collaboration with the Business Administrator, that the Board approve the use of Building & Maintenance Capital Reserve Funds, as well as Capital Improvement Expendable Trust Funds toward the deficit. He indicated that there will still be monies in these accounts to cover some emergencies.

Mr. Cutter challenged the administration to identify \$650,000 in the FY23 budget to deposit back into the Capital Improvement Expendable Trust Fund.

Dr. Jette commented that the Board tasked the administration to do that at the last Board meeting. He indicated that he will be meeting with the Administrative Team to work on identifying the funds. He emphasized the importance of closing this issue tonight because the deadline to complete the FY22 DOE 25 to close the books and submit the paperwork to the State is fast approaching.

Mr. Cutter made a motion to approve Option 3, for a Supplemental Appropriation in March 2023. Mrs. Ames seconded.

Mr. Cutter believes the deficit appropriation protects the district because he sees a high probability of lawsuits if we drain the Capital Reserve accounts. He commented that he does not believe it was the will of the voters to use for that purpose. He believes that we have a responsibility to follow the will of the voters and that money should stay in those accounts unless we have an identified source to replenish them.

Mrs. Ames recalled at the May 18 or maybe the June School Board meeting, Mr. Cutter was advocating for accessing the reserve funds to use to pay off the construction costs for LMS before we used any underspend. She asked Mr. Cutter what has changed between now and then that you do not think is a good idea to use the funds for LMS.

Mr. Cutter commented that he does not recall that conversation. He indicated that he would never be using these accounts for a purpose other than the purpose the monies were put into these accounts. He commented that he can see using the reserve funds (\$350,000) only if they can be encumbered and put back into the account.

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Mrs. Hershberger commented that she believes that option kicks the problem down the road and does not agree with Mr. Cutter. She indicated that we are accountable for this and it needs to be resolved. She noted we need to try to move forward. She mentioned meetings that the Select Board and the Capital Improvement Plan Committee meetings were a wreck last week and we have internal quarrels right now. She added if you think waiting with this until March is going to help, it will not. She indicated it needs to be resolved here and now.

Vote on the motion to have a Supplemental Appropriation in March 2023: The motion failed 1-4-0, with Mr. Cutter in support.

Mrs. Harrison made a motion to authorize the withdrawal of \$619,625 from the Capital Improvement Expendable Trust Fund to use toward the FY22 deficit. Mrs. Hershberger seconded.

Mrs. Hershberger asked for clarification that there will still be \$125,000 left in that fund if we withdraw the \$619,625 from the trust fund.

Dr. Jette confirmed that once the books are balanced and closed for FY22, that \$125,000 will be deposited into the trust fund.

Mrs. Ames asked what the options are for replenishing the funds in the future.

Dr. Jette indicated that funds from the unassigned fund balance at the end of the year can be requested via warrant article to be placed into the trust fund. He reminded the Board that the district received additional adequacy aid from the State that we deposited into that fund previously.

Mrs. Ames commented that she does not like any of the options. She indicated she went through every business report, facilities report, and the minutes to find any way to not spend down the trust funds, but she cannot see how we can close the books with a negative balance. She noted that she did not hear a lot of solutions tonight with all the public comment. She commented that asking the town for a loan is not an option legally and there is not a lot of choice on this. She indicated that she regretfully supports the motion, but not because she thinks this is the best choice. She noted that she understands we have a lot of work to do with the town.

Mrs. Hershberger attested that Mrs. Ames did a lot of research on this. She indicated she is appreciative of Kate Stevens, from the Budget Committee, for creating a timeline that was extremely helpful. She believes that the Board should reconcile their own timelines and develop an official timeline of what we know to be the facts, evaluate what happened and get it in a report by a third party with recommendations from that third party and build trust back within the community.

Mrs. Ames commented that she is disappointed this happened at all and intends to spend time trying to figure out where things broke down. She regrets not asking more questions when the word deficit was first used. She indicated that the first step in moving forward is figuring out how not to have a negative balance and that there will be some difficult conversations about steps for the Board.

Vote on the motion: The motion carried 4-1-0, with Mr. Cutter opposing.

Dr. Jette recommended that the Board approve the withdrawal from the Building & Maintenance Capital Reserve Fund of up to \$358,900. He indicated he used the phrase “up to” because there is verbal confirmation that we can be reimbursed \$104,608 from the MLP for two invoices from North Branch Construction for the first phase, as well as contingent approval of the use of impact fees from the Select Board, which will leave \$154,603 in that fund.

Mrs. Hershberger made a motion to authorize a withdrawal from the Building & Maintenance Capital Reserve Fund up to \$358,900 to use toward the FY22 deficit. Mrs. Harrison seconded.

Mrs. Hershberger commented that we need to have some money set aside for an emergency. She asked if there is a sense of anything for FY23.

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Dr. Jette indicated that the Administrative Team is meeting Thursday and will discuss it.

Mrs. Ames commented that she cannot support bringing that fund down that low. She indicated that there have been issues that have come up in the last couple of years where we had to withdraw from the fund. She noted she cannot support bringing that fund down to a \$501 balance without a guarantee that we will get that reimbursement from Bank of America.

Mr. Totten indicated that he called Bank of America on Friday and talked with them today and they said that is an acceptable way to use those funds and that we will get reimbursed. He noted that he is comfortable with a motion by the Board to withdraw \$254,292 from the reserve fund.

Mrs. Hershberger amended the motion to authorize the withdrawal of funds from the Building & Maintenance Capital Reserve Fund in the amount of \$254,292 to use toward the FY22 deficit. Mrs. Harrison seconded. The motion carried 4-1-0, with Mr. Cutter opposing.

Dr. Jette indicated those are the only two motions recommended. He noted that the matter is resolved. He thanked the School Board for a difficult situation. He apologized for the fact that we are in the situation and assured everyone that as soon as awareness was made we took all the steps we could take to resolve this. He commented that he does not like the fact that we are in this position and that he has been out in the public doing what the board asked him to do, which is making sure the schools are taken care of. Dr. Jette indicated that we are doing that with energy savings that will result in long term savings for the taxpayers. The fact that this oversight got to this point is regrettable. He thanked the Board for working with us to get it resolved and thanked the auditors and legal counsel for laying out possible scenarios to resolve this. He thanked the public and commented that we will begin to work on public trust.

II. ADJOURN

Mrs. Ames made a motion to adjourn the meeting at 10:20 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Executive Assistant to the SAU/School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

E MacDonald, Chair

H Ames, Vice Chair

Approved Minutes for October 5, 2022

Location: Litchfield Town Hall

In Attendance: E MacDonald, Chair
 H Ames, Vice Chair
 C Harrison, Board Member
 T Hershberger, Board Member
 A Cutter, Board Member
 Dr. Michael Jette, Superintendent
 Doug Totten, Business Administrator
 Jen Grantham, Principal, LMS
 Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

5:00 p.m.

A. Call to Order & Pledge of Allegiance

Mrs. MacDonald called the meeting to order at 5:00 p.m.

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. Ames, the Board entered into non-public session at 5:01 p.m. under RSA 91-A3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Harrison, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

III. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 6:00 p.m. Mr. Cutter seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Harrison, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

B. Review & Revision of Agenda

The LMS Principal's Presentation was moved ahead of the Performing Arts Fundraiser presentation.

C. Summary of Non-Public Actions from September 21, 2022:

Mrs. Harrison made a motion to approve the non-public minutes of September 7, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

Mr. Cutter made a motion to authorize the school district to enter into a purchase and sale agreement for an identified parcel of land for the location for a proposed new elementary school. Mrs. Harrison seconded. The motion carried 5-0-0.

D. Presentations and Recognitions

● LMS Principals Presentation

Mrs. Grantham shared her report with the Board. She reported that it was a great start to the year and staff and students are excited about what is going on at LMS. She noted that they are looking at changing the vibe of the middle school and staff members agree. She announced there will be a walkthrough the middle school on November 9 for anyone who would like to see what is going on in the school. Additionally, some rooms will be ready ahead of schedule. During construction a temporary hallway was constructed to allow students and staff to access rooms they needed to get to and for library activities. It was well received by both students and staff.

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Ms. Hathaway-Rube, LMS Spanish teacher, brought students from her classes to interact with the Board in Spanish. Ms. Hathaway-Rube spoke only in Spanish, students responded and the interactive activities were fun.

- **Performing Arts Fundraiser**

Jim Norton, Mrs. Milligan and Susan Haley presented to the Board a fundraiser proposal for the Performing Arts Disney trip. Mr. Norton explained that the fundraiser has two parts: a Cornhole board sale where students will sell the board to businesses. He noted for every board sold the student gets \$200; the second part is a Cornhole tournament event to be held at CHS. There will be concessions and raffles and all funds from the tournament and the board sales will go into the students' accounts.

Mrs. MacDonald made a motion to approve the Cornhole fundraisers for CHS Performing Arts. Mrs. Hershberger seconded. The motion carried 5-0-0.

E. Community Comment on Agenda Items

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 topics contained on the agenda. 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 community comment.

- **Close Community Comment**

Mrs. MacDonald closed community comment.

F. Correspondence

Mrs. Ames shared the following correspondence:

Jim Norton, request for a fundraiser proposal to be added to the agenda.

Tara Hershberger, Budget Committee feedback.

Derek Barka, disappointment with the selection of homecoming court based on a student's alleged behavior and involvement in bullying; subsequent response from Dr. Jette; subsequent response from Mr. Barka.

Andrew Cutter, concerned there is still a deficit of \$104,600 for FY22; subsequent response from Heidi Ames that the \$104,600 was paid by Bank of America MLP; subsequent response from Mr. Totten confirmed Mrs. Ames' response.

Andrew Cutter, formal request for expanded breakout of project costs; response from Dr. Jette that the impact will be discussed at the board meeting.

Kim Queenan on behalf of Select Board, the district may not present to the Capital Improvement Committee until the district can show 1) the FY22 deficit is clear, and 2) there is a process in place to address the potential FY23 deficit. The Select Board invited the district to present these two items at the October 17 Select Board meeting.

Stephanie Silver, concerns over the 1-4 grading scale that seems to have been implemented and some teachers are using; response from Ms. Widman; response from Ms. Silver; response from Ms. Widman.

Elizabeth MacDonald, Chair, sharing email correspondence from Budget Committee Chair to Budget Committee regarding questions to town legal and states: 'in summary, town legal has said no RSAs were violated by the school district'.

G. Comments:

- **Superintendent**

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o October 1, 2022 Enrollment

Dr. Jette reported that as of October 1, 2022 there are 1,206 students enrolled in the district. He noted that 22 students were absent on the first day of school. He indicated that by September 9 the absent students were recovered and there were an additional 3 students enrolled.

o 2022 Enrollment Projections

Dr. Jette reported that he and Mrs. Flynn prepared the enrollment projections once the October 1 enrollment report was received. Projections for 2022-2023 showed 405 students for GMS with actual enrollment at 394; 364 students projected for LMS with actual enrollment at 355; 421 students projected for CHS with actual enrollment at 412. He explained that the variable in elementary projections is Kindergarten since it is hard to predict the number of enrollments. He noted that a 3 year average is used to project enrollment and explained how projections are done and where the formulas tie in on the chart.

Mr. Cutter asked why the projections for grade were off.

Dr. Jette indicated that grades 5 and 9 are transitional years and enrollment projections are impacted by those transitions. He noted that enrollments are projected to decline over the next four years and that this is the trend in southern NH.

Mr. Cutter commented that there is discussion by the Planning Board regarding much development that may occur. He asked how that would figure into enrollment projections.

Dr. Jette indicated that the people we consult with for enrollment noted that the population is aging and families are getting smaller. He added that many young families are not moving into NH.

Mr. Cutter indicated that the Planning Board discussion involved approximately 200 more houses/condos/apartments being constructed. Dr. Jette indicated that the consultants feel enrollment will still trend down.

Dr. Jette reviewed the staffing projections with the Board. He noted that staffing in 2021-2022 for GMS was K-5, Gr 1-4, Gr 2-4, Gr 3-5, Gr 4-5; this year K-4, Gr 1-5, Gr 2-4, Gr 3-4, Gr 4-4; and next year staffing is projected at K-4, Gr 1-4, Gr 2-5, Gr 3-4, Gr 4-4. He indicated that the LMS model has been 4 staff for all four grades, which will follow in the foreseeable future. He reported that he informed administrators to use the align with the projected enrollment and class sizes for their schools when preparing their budgets.

Dr. Jette provided information regarding the models used by the NHSAA for enrollment projections. He indicated that we are in line with the 3 Year Weighted Average model. He noted that consultants looked at housing numbers and bursts, for which more detail is provided in the NHSAA enrollment report that was prepared last year and shared with the Board.

Mrs. Ames wondered if there would be some sort of boom in kindergarten due to the pandemic.

Dr. Jette indicated that nationally there is no boom predicted or trending from the impact of the pandemic. He believes that a bigger boom is coming with children that were born in the pandemic. He commented that the needs of students rising in our kindergarten are changing due to an unusual situation in children's home/education situations during the pandemic. He added that there is still research to come.

o GMS Plaque Request

Dr. Jette reported that Margaret Parent approached him on behalf of the Historical Society with a request to place a plaque on the front of the 1930s building. He explained that a few years ago the 1930s building was added to the New Hampshire historical register.

Mr. Cutter made a motion to approve the placing of a plaque on the front of the GMS 1930s building to signify it has been recognized as a historical building. Mrs. Ames seconded. The motion carried 5-0-0.

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- o **Emergency Operations Plans**

Dr. Jette reported that all Emergency Operations Plans have been signed by all parties, including Steve Webber, Select Board Chair and will be uploaded and submitted to the State prior to the October 15 deadline.

- **CIP Article**

Dr. Jette shared an article with the Board and asked them to read the article before presenting the capital plan.

Mrs. Hershberger commented that she attended the CIP meeting on Monday and discovered that the Capital Plan is meant to be a working document to be updated every year and should begin with our annual planning.

Mr. Cutter commented that the intention in 2020 was to keep it a living document if not for the pandemic. He indicated that it is an open plan and does not mean we are bound to ask for items on the warrant.

Dr. Jette commented that we should talk about how to respond to the email from the Select Board. He indicated that we were invited to the meeting on October 17, but he suggested not taking them up on that offer until we decide where we sit. He added that he has begun collecting data from other school districts and it is interesting that he has yet to find any district that brings their capital plan to any boards or committees.

Mrs. Hershberger reported that she attended the NHSBA Delegates Assembly and learned that the School CIP is customarily maintained by the schools and does not have to be approved by any town body or other committee.

Dr. Jette indicated that he has spoken with cooperative school districts who do not have the ability to present to five different boards in different towns to get their capital plan approved. He noted that they echoed that the plan is reviewed annually as needs arrive and items are pulled off the list when completed. Otherwise, districts build capital plans as a planning tool for the school boards to drive their facilities needs so towns are aware of it.

Mrs. MacDonald commented that she always thought the town took care of their needs and the school board took care of the school district's needs. She indicated that she is under the impression that the Select Board and the School Board are separate governing bodies.

Mrs. Ames commented that she believes the goal is cooperation and collaboration between the district and the town, but somewhere that broke down.

Dr. Jette noted that we will bring the CIP discussion back on October 19 under Old Business. He hopes the article helps. He believes that it is about the spirit of cooperation and collaboration. He shared that we used to have meetings with decision makers to discuss what would fit the town as a whole and those meetings have stopped.

Mrs. Hershberger commented that in a previous meeting we expressed we would like to start those meetings up again and she shared that at a Budget Committee meeting and the Chair said he would be willing to attend those meetings. She added that Mr. Leary was there and said he would bring it to Mr. Webber, Select Board Chair. She also noted that the town has a new Administrator.

- **School Board**

- o **Committee Assignments**

Mrs. Ames commented that it seems that the committee work is not shared as equally among members and she thought the process was to look at where everyone is landing and that the work is well balanced between the five of us.

Board members discussed assignments and asked if there is any further availability by any members to help distribute the assignment load. Board members confirmed their availability and assignments.

Mrs. Hershberger commented that the first speaker at the NHSBA Delegates Assembly presented an amazing process he developed to review policies. She reported that he indicated in his district there is a sub-committee of the Board that reviews policy, which is driven by the Board and not the administration.

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The NHSBA performs an audit on policies to see if they are in line with their model policies. She believes we should put together a sub-committee and put the policy tracking on a spreadsheet.

Mrs. MacDonald commented about the stipend discussion that was brought up at the last meeting. She indicated if a Board member chooses to return their stipend then that is their individual choice.

Mr. Cutter commented that the upcoming meeting section of the agenda still reflects that Board meetings start at 5:00 p.m.

Mrs. MacDonald indicated the Board meetings start at 5:30 p.m. and manifests are available at the Town Hall 30 minutes prior.

Mr. Cutter commented it would be helpful if the manifest summary were made available digitally in advance. He indicated that in order to have more control over the manifest process there has to be an early cut off. He suggested that the cut off be on Friday so members can have more time to look at them.

Mr. Totten confirmed that he will cut off the manifest by 5:00 p.m. on the Friday before the meeting and make the summary available digitally to the Board.

Mr. Cutter commented that on 9/21 an email was received from Mark Morrison and Derek Barka about the wifi signal not being available in the high school and that it is a safety issue. He asked if there had been any follow up.

Dr. Jette indicated that he spoke to the IT Director and the wifi is not available for two reasons: 1) we are trying to get students to focus more on their studies than their cell phones, 2) the old network setup created security concerns. He noted that we have the right to know who is using our network and students have already this year, within a matter of days, acquired the wifi password. He reported that the IT Director is concerned about it and is costing out the software that provides more security in this arena and for public wifi.

Mr. Cutter asked if there is a cell signal in the high school. Dr. Jette indicated there has never been a cell signal in the high school, but believes they are using wifi more. He commented that cell carriers are pulling service away from communities.. He noted he will follow up with Mr. Morrison and Mr. Barka.

Mrs. MacDonald asked about the radio coverage in the schools. Dr. Jette indicated that we can communicate within respective schools, but what is coming are the repeaters so we can talk between schools and to police and fire departments.

Mr. Cutter commented that a representative from Stage Crossing reached out to him expressing interest for the School Board to have an informal session with them. Mrs. MacDonald offered to reach out to them tomorrow.

Mr. Cutter asked about the Oversight Committee and where the Board has landed with that.

Mrs. Hershberger indicated that it will be discussed at the Budget Committee and based on that discussion we can get some feedback.

Mr. Cutter commented that, with regard to special projects, it was mentioned that the Facilities Improvement Committee is the oversight and wanted to know the next step. He thanked Mr. Totten for the letter advising that FY22 is closed and that the two funds have been used to close the year. He asked to see the DOE 25 to verify it.

Mr. Totten indicated that the DOE 25 was submitted to the State and we are waiting for their approval. He noted once we receive it we will share it with the Board who will have to sign it, along with the MS 25.

Mr. Cutter asked about the status of the new website.

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Mrs. Flynn indicated that it is still in the design phase and that she and the IT Director met virtually with the design team to provide further revisions. She noted that the designer said we should have their concept by the end of next week and then if we approve, it will move into the next phase of page creation for beta testing.

John Brunelle asked to clarify the discussion regarding cell service in town. He indicated that there is two way communications in the school and the town offered town wide repeaters. The first phase is that we got the radios and they are all programmed. There will be channels allocated for emergency and interschool communications. The other part is to improve the safety communications in the town. GMS and LMS are older schools and CHS is more modern. With regard to Cell service: it is true that every carrier has pulled service from this town. Towers are further away. He has been working with Verizon for the last 8 months or so and they found several areas of concern and are working to fix it. Verizon offered at no cost to put in a cellular repeater in the schools - first at CHS then the other areas where you want better service. He indicated that we will have a firm date in two weeks.

Mrs. Hershberger expressed condolences to the Hunter family for the loss of Gavin.

Mrs. Hershberger talked about the NHSBA continuing resolutions that were passed, but not recommended by the Board of Directors, such as permanent funding from the government to provide breakfast for students at no cost; advocating for legislative action to ensure local school boards comply with federal firearms laws.

IV. GENERAL BUSINESS

A. Public Minutes:

- September 19, 2022

Mrs. Harrison made a motion to approve the public minutes of September 19, 2022 and September 21, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

B. Business & Operations

- Financial and Operations Update

Mr. Totten presented finance and operations updates. He reported that since July, much of his time has been devoted to FY22 and after next week, he will be able to be at a point where the work demands are more routine. He provided the LMS July construction invoice for the Board and provided an outline of how he will report financials and capital projects to the Board. He noted that the final audit report will have negative findings. HE asked for Board direction on the independent report from the auditors.

Mrs. Ames commented that a year to year comparison budget expenditures report will be very helpful.

Mr. Cutter asked why the invoice from North Branch is not in manifest this evening.

Mr. Totten indicated it is shown on the summary, but it does not go through the district accounting system. He noted that we want to show that we are approving it for payment by Bank of America.

Mr. Cutter commented that past invoices have been paid through the district. Dr. Jette indicated that is because they were paid with ESSER funds.

Mr. Cutter commented that he would like to understand how all construction is being tracked. Mr. Totten indicated that will be part of the report for Fund 30 coming to the Board.

Dr. Jette asked Board members to note that part of the invoice is the GMP (Guaranteed Maximum Price). He asked Board members to be mindful that we will not exceed the GMP and that there will be no invoices after we reach the GMP because North Branch Construction has to deliver under the GMP.

Mr. Totten indicated that he will go over the change orders in the next financial report.

Mr. Cutter asked if the fund balance and capital fund balances will be included in the report. Mr. Totten indicated that he can include that information.

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Mr. Cutter wanted to have a conversation about the request for a breakout by project.

Mr. Totten indicated that as we look at Fund 30 from last year, every single invoice that got paid is in there, but if you drill down on those it will be more confusing to be generated by the finance software system. He noted that the only way to do it is manually and that is extremely time consuming. He recommends waiting until after the first budget season.

Dr. Jette commented that it is a lot of work to go back and recreate. He reported to the Board that he and Mr. Totten had their first round of budget meetings with administrators. He reminded the Board that the budgets have to be delivered to the Board and Budget Committee by the last week in October.

Mrs. MacDonald commented that the budget should be the number one priority.

Mrs. Ames agreed that the Board should wait for the report to come out and see what is on that and go from there. She does not believe that Mr. Totten should be doing that much work. She indicated that we need to focus on the FY24 budget while we monitor FY23.

Mr. Cutter commented that he heard that the purview of project funds is under the Facilities Committee. He asked if the Board can delegate the drill down to that committee.

Mrs. Ames indicated that all members are acutely aware of the situation and still have questions, but drilling that far down is more work than she can agree with for one person to do.

Mr. Cutter commented that in preparation for the November 1 and 3 budget review sessions, he would like a hard copy of the budget available and the standard Excel file.

Dr. Jette indicated that historically we provided that after the Board approved budget because you will be making changes until it goes to the Budget Committee.

Mr. Cutter indicated that without an Excel copy he will not be able to ask questions and not be able to approve the budget before it goes to the Budget Committee.

Dr. Jette commented that the understanding that needs to occur first is the needs at the levels presented. He explained that the concern we have had in the past is that this type of analysis shifts the conversation and changes the understanding and the way the Board has looked at the budget.

Board members feel that a top down analysis would be beneficial.

Mr. Totten commented that where we are in the budget process is that everyone is aware of the situation and mindful of their requests.

Mr. Totten indicated that the final part of his report was in reference to the audit. The auditors called and noted that a teacher retirement item was missed and options from them included paying for it next year or this year. We decided to take care of it next year (FY23). The Board asked if we want to go with the auditor's findings or an independent report. The auditors provided a glimpse of three major findings: acceptance and expense of unanticipated revenue; deficit balance in the Capital Projects Fund that needed significant transfers at the end of the year; cash management procedures that ensure that the district has adequate cash to cover all expenses.

Mr. Totten asked the Board for more direction about the goals and content of work to be performed in an independent report.

Mrs. Hershberger commented that she wants an independent report to drill down to the true root cause.

Mr. Totten explained that is why we asked for the analysis of cash management and the listing of significant transfers. He indicated that the root cause is that we spent more than we received.

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Mrs. Ames commented that the correct starting point is to answer those questions about the independent report.-

- **Approval of Budget Transfers**

Board members reviewed the budget transfers. Board members had a question regarding a transfer of funds for mowing services.

Mrs. Ames made a motion to approve the Aug/Sep 2022 budget transfers, with the exception of the transfer for mowing services for Dalton Farm. Mrs. Harrison seconded. The motion carried 5-0-0.

V. REPORTS

A. Committee Reports *(all committees will be listed on agendas; however, all may not have a report)*

- **Budget Committee**

Mrs. Hershberger reported the committee met last week and went through town budgets. She indicated that the Budget Committee members have submitted questions for the district and she has been keeping track of the questions and responses.

Dr. Jette reviewed the questions and responses with the Board and noted that he cannot answer the questions until we answer the Board's questions. He pointed out that many of the questions asked by the Committee members were beyond the scope of normal duty questions. He indicated that there was a questions about what would happen if ... that eluded to a delay in closing FY22. He noted that the district received a letter from the NH DOE indicated that the DOE 25 has to be filed by the deadline or the tax rate will be delayed, resulting in a supplemental tax bill.

Mrs. Hershberger commented that she will collect their questions every other week and we will go over them.

Mr. Cutter believes that the Committee will want a more direct response such as acknowledging their questions and saying we will get it for you next week.

- **Facilities Improvement Committee** *(C Harrison / H Ames)*

Mrs. Ames reported the committee met last week and discussed the district capital plan and completed further work on the plan. She noted there was also a construction update for LMS.

- **Emergency Management Committee** *(T Hershberger)* **Meets 10/20/22**
- **Grading & Reporting Committee** *(C Harrison / H Ames)* **Has not met**
- **Joint Loss Management Committee** *(E MacDonald)*

Mrs. MacDonald reported that the JLMC met last week and discussed building safety inspections. They decided that the committee will walk each school to do safety checks together.

- **PERC** *(E MacDonald)* **Has not met**
- **School Start Time Task Force** *(A Cutter)* **Has not met**
- **Website Committee** *(A Cutter)* **Has not met**
- **Wellness Committee** *(T Hershberger)* **Has not met**
- **Town Capital Improvement Plan Committee** *(C Harrison / H Ames)*

Mrs. Hershberger reported the committee discussed impact fees and the town capital plan.

VI. NEW BUSINESS

A. Policies - 1st Reading:

- **EG, District Communications Policy / Plan**

Dr. Jette indicated that this is a cleaned up version of the draft from the NHSBA. He encouraged Board members to continue reviewing the draft policy and provide feedback.

Mrs. Harrison made a motion to approve Policy EG for a 1st Reading. Mr. Cutter seconded. The motion carried 5-0-0.

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VII. OLD BUSINESS

A. Policies - 2nd Reading/Approval

- **EBBC/JLCE, Emergency Care & First Aid**

Mrs. Ames made a motion to approve policy EBBC/JLCE, Emergency Care & First Aid. Mrs. Harrison seconded. The motion carried 5-0-0.

B. COVID Plan

- **Covid Numbers 2022-2023 Sep 2022**

Dr. Jette updated the Board on the Covid numbers and absences at the end of September. He reported that the student absence rate is concerningly high and Covid numbers are lower. He indicated that the impact to the schools will now be based on student attendance numbers by percentage: 0% - 5%, low impact; 5.1% - 9.9%, medium impact; 10% or higher, high impact. He noted that during September there was mostly low to medium impact in the schools; however, after homecoming, CHS attained a high impact status.

- **October 2022 Covid Numbers**

Dr. Jette provided an update on the Covid numbers for the beginning of October and noted all schools were at the Medium Impact status.

VII. MANIFEST

The manifest was circulated and signed by the Board.

IX. COMMUNITY INPUT @ 8:00 pm

There was no public input.

X. NON-PUBLIC SESSION (CONTINUED)

Upon a motion made by Mrs. Ames, the Board entered into non-public session at 9:45 p.m. under RSA 91-A311 (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. Cutter seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Harrison, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

XI. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Cutter, the Board returned to public session at 10:20 p.m. Mrs. Ames seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Harrison, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

XII. ADJOURN

Mrs. Ames made a motion to adjourn the meeting at 10:21 p.m. Mr. Cutter seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Executive Assistant SAU/SB

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

E MacDonald, Chair

H Ames, Vice Chair

Approved Minutes for October 19, 2022

Location: Litchfield Town Hall

In Attendance: E MacDonald, Chair
H Ames, Vice Chair
C Harrison, Board Member
T Hershberger, Board Member
A Cutter, Board Member
Dr. Michael Jette, Superintendent
Doug Totten, Business Administrator
Jacob Hess, Principal, CHS
Michele E. Flynn, Administrative Assistant

PRE-MEETING MANIFEST REVIEW

5:00 P.M.

I. PUBLIC SESSION

A. Call to Order & Pledge of Allegiance

Mrs. MacDonald called the meeting to order at 5:31 p.m.

B. Review & Revision of Agenda

Mrs. Hershberger made a motion to move School Board Comments after Old Business. Mrs. Ames seconded. The motion carried 5-0-0.

C. Summary of Non-Public Actions from October 5, 2022:

Mrs. Ames made a motion to approve the non-public minutes of September 21, 2022. Mrs. Harrison seconded. The motion carried 4-1-0 with Mr. Cutter opposing.

D. Presentations and Recognitions

● **CHS Principals Presentation**

Mr. Hess shared his report with the Board and indicated that the English Department will present their trip to Salem, MA.

Mr. Hess recognized the CHS Student Council and Mr. McDonough for their hard work and efforts with events and planning to start the school year; high school staff, the administrative team and administrative assistants were recognized for their assistance at the start of the year. He reported that CHS is working on student engagement in learning and each department discussed the approach in classrooms during professional development. He mentioned that he and the faculty talked about project based learning as a component - some staff have jumped in and some are wetting their feet. Mr. Hess noted that upcoming events include: red ribbon week, parent/teacher conferences, toiletry drive for the military, and the Wizard of Oz production.

Aimee Gaspar and Patrick Keefe, along with Olivia Ashe and Emma Burns, spoke about the English Department trip to Salem, MA that will occur tomorrow. Mrs. Gaspar talked about starting this field trip a couple of years ago and tying the history of what the students learn in with the reading of MacBeth.

Patrick Keefe mentioned that literature that is read in Senior English includes The Crucible and The Scarlett Letter, which focus around persecution of those accused of witchcraft. He indicated that this ties into what the students are learning about accusation without fact and accusing, blaming and pointing fingers at innocent people. He

Mrs. Gaspar and Mr. Keefe spoke about the history of witchcraft accusations that occurred in Salem.

Mr. Keefe commented that they will alternate the field trips and next year will go to the Emily Dickinson Museum in Amherst MA. He noted that extending the classroom out into the real world provides incredible opportunities.

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Olivia Ashe commented that last year was the first year she went on the field trip and her favorite part was people watching. Emma Burns commented that last year was her first year as well and the trip helped her understand what was going on in the classroom. She noted that learning that what actually happened in that history made an impression on her when reading *The Crucible*.

E. Community Comment on Agenda Items

Mrs. MacDonald opened Community Comment.

- **Close Community Comment**

Hearing no comment, Mrs. MacDonald closed Community Comment.

F. Correspondence

Mrs. Ames reported that correspondence was received from:

Date	From	Summary
10/5/22	Doug Totten, BA	Sharing Document for questions about independent audit/report
10/5/22	Liz MacDonald, Chair to Board	Thanking board for a productive meeting
10/7/22	Elizabeth MacDonald <u>Replies from:</u> Andrew Cutter Tina Harrison Elizabeth MacDonald	Meeting with taxpayers from Stage Crossing development October 24 th at 7:00pm
10/7/22	Doug Totten, BA	Discussion of manifest procedures after conversation with Ann
10/7/22	Melissa Raikey, Community Member 10/9 – Aimee Gaspar response to Melissa Raikey	Use of 2024 Fundraising \$ for Salem Field Trip – follow up
10/11/22	Lauren Crowley, Director of Food Services Reply – Lauren Crowley	Wellness Committee meeting Canceled
10/11/22	Andrew Cutter, Board Member	Request for updated Solar Project Costs
10/11/22	Elizabeth MacDonald	Press Release re: Residency
10/12/22	Steve Webber, BOS Chair <u>Replies from:</u> Rich Lascelles Robert Leary Michele Flynn Steve Perry, Moderator Elizabeth MacDonald	Setting date for Deliberative Session
10/14	Michele Flynn	Circulating Agenda

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10/14	Melissa Raikey Reply from Superintendent 10/17	Disappointment with lack of response from admin to prior email
10/17	Heidi Ames/Liz MacDonald to board	Ideas for shortening board meetings
10/17	Andrew Cutter	Requesting invoices for Dalton Mowing
10/17	Kristen Patten	Scarecrow Jamboree
10/17	Doug Totten	DOE 25 and MS 25
10/18	Patrick Keefe	LEA Response to Budgetary Deficit – disappointment and concern
10/19	Doug Totten	Working Spreadsheet of Dalton expenses

G. Comments:

- **Superintendent**
 - **Washington DC Trip and Funding Questions**

Dr. Jette provided a detailed explanation of student funds with regard to the Washington DC trip in 2020.

- At least 3 parents inquired about the funds since the pandemic shut down time
- In Fall of 2019 LMS was planning for the Washington DC trip.
- There was a deposit of \$100 requested of parents and then a second request for another deposit of \$100.
- Some parents paid for the trip outright.
- We paid Capital Tours a required deposit of \$125/student x 112 students (\$14,000).
- Principal Lecklider collected the money from parents and sent deposit to Capital Tours with remaining funds deposited into student activity accounts.
- Students engaged in fundraising to earn money for the trip (cookie sale, subs, donuts).
- Money was collected and kept in student accounts.
- In March 2020 the schools shut down and had to cancel the trip.
- Principal Lecklider contacted Capital Tours about the deposit which he learned was non-refundable
- Mike spoke with Lecklider and asked him to call Capital Tours because a non-refundable deposit is not specified on a travel date.
- The rest of the money would follow the class of 2024.
- We refunded every parent their money with the fundraiser money and the only thing left up in the air was the \$14,000.
- 2021 Covid stops the trip again and we requested from Capital Tours to forward the deposit to the following year.
- Now they are saying we cannot use the full amount and we decided not to go to DC in 2022, but Mrs. Grantham planned trips in lieu of DC
- Dr. Jette spoke with the owner of Capital Tours and he said that money is now gone and we are not pushing the deposit out another year - some vendors we paid have gone out of business.
- Mr. Lecklider sent an email explaining where that money was but that money is not coming back.
- When talking with the owner he said no one took out travel insurance which would have reimbursed families for their deposit when the trip was canceled.

Key things: to understand that family direct investment was returned; the student effort fundraising is what is stuck; our stance has been that the Class of 2024 would be able to use that money.

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Dr. Jette commented that he understands it is upsetting to parents and we did not envision it going this way. He indicated that there is a spreadsheet that shows what the students raised, but we do not have the money because it is not available to us. He believes that we can think our way through what is the best avenue and response to this. He encouraged any ideas for pursuing this.

Mr. Cutter commented that it is a tough situation to be in and we are all part of the situation that happened over the last two years. He indicated that the concern is that there has been no communication on the lack of what we are going to do with the lack of the money as we knew about this in April.

Dr. Jette clarified that it was not known at that time that the funds were no longer available to us. He noted that he just found this out this week.

Mrs. Grantham commented that we had the contract last year and the intent of going, but when vaccine requirements became required in DC and we had 50/50 vaccinated, we decided not to sign the contract last year after the back and forth with the company. She indicated that the gentlemen's agreement Mr. Lecklider had with the owner of the company expired when he passed away last Fall.

Mrs. Ames asked if there is an option to budget the funds in the FY24 budget for DC for the Class of 2024. She indicated that it is not the fault of the students that it was a non-refundable deposit.

Mr. Hess commented that he likes that idea, but much time went into developing a fair, near level funded high school budget.

Dr. Jette suggested waiting for the budget presentation. He indicated we are struggling to get the budget where we would like to see it.

Dr. Jette commented we will get a communication out to the Class of 2024 no later than Monday and solicit other ideas.

o Deliberative Session Date

Dr. Jette commented that after several emails regarding dates for Deliberative Session, we mapped out a history of Deliberative dates. He indicated that historically the chart shows that the District Deliberative Session was held on the second Saturday in February as the Town Deliberative Session was held on the Friday night before. He noted that through the years Saturdays presentations were alternated between the Town and District, and only in the last two years have we held same day meetings. He explained that legal counsel is not available on February 4, 2023 as they are booked with other districts across the state. He recommended setting the date for the Deliberative Session for February 11, 2023 at 10 am in the CHS Gym.

Mrs. MacDonald commented that she prefers the Auditorium.

Mr. Cutter commented that there is value in having the sessions on the same day. He asked what if there is a snow storm.

Dr. Jette indicated that is why we post a snow date.

School Board members asked Dr. Jette to check with legal counsel regarding if the district will present in the morning or the afternoon.

o Contract - B Preble

Dr. Jette provided a copy of the contract for Mr. Preble who will be working with the schools with regard to culture and climate in the district. He indicated that the district will be using grant money for the contract.

Mrs. Harrison was concerned if \$6,692 would be enough for GMS. Dr. Jette indicated that Mr. Preble will meet with the team for 45 minutes. Mr. Preble will train them on how to collect data and how to respond to it; work on team building, the mission, understanding the youth action process, expectations, and analyze survey results.

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II. GENERAL BUSINESS

A. Public Minutes:

- **October 5, 2022**

Mrs. Hershberger made a motion to approve the public minutes of October 5, 2022. Mrs. Ames seconded. The motion carried 5-0-0.

B. Business & Operations

- **Financial and Operations Update**

Mr. Totten presented finance and operations updates. He indicated that much time is being devoted to developing the 2024 budget and level fund where we can. He noted that he has had good and tough conversations with administrators regarding their budgets. He commented they will be ready to distribute the budget on October 27.

Mrs. Hershberger noted there was a question from the Budget Committee regarding the LMS project on where we are projecting to be at the end of this year.

Mr. Totten commented that there is no way to fully narrow that down due to things that occur as they go and redesigns that have to be done because of these occurrences. He indicated that he is working on getting a better idea of what that will be. He noted that what is contributing to the difficulty is the delay on the materials ordered.

Mr. Totten reported that a public hearing has been scheduled on November 2 where we will be receiving \$105,161 in awards for the SAFE grant.

- **Donation to LMS and GMS**

Mr. Totten presented two donations to the Board for their acknowledgement:

- Donation of \$1,000 from the Law Offices of Richard Shea to LMS for Nature's Classroom
- Donation of \$1,500 from the GMS PTO to GMS for recess supplies (\$1,000), line painting (\$250), Bee Bots (\$250)

The Board expressed appreciation for the donations.

- **Audit Report or Independent Report**

Mr. Totten asked for Board thoughts or decisions regarding the independent report they requested.

Mr. Cutter commented that the objective is a third party evaluation on accounting practices, identification of root causes of the FY22 deficit, final opinion of the process, and violations of the law, if applicable.

Mrs. Ames agreed that it is important to understand the root causes of the deficit, but her concern is the cost of the investigation. She feels that the district will have more expenses than revenue and investigating it right now would be counter-intuitive.

Mrs. Hershberger commented that the report should include corrective measures, but how far back are we looking to go? She asked if the investigation will focus on Fund 30 only or interviewing current employees.

Mr. Cutter indicated each specific project should be called out in Fund 30.

Mr. Totten indicated some projects went through the general fund, such as CHS Lighting and Booster Pump replacement.

Mrs. Hershberger asked if we wanted this accountant to take the time to break out the actual costs for each project.

Mr. Cutter commented that he does not want to pay for that, but that it can be done after the budget process.

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Mrs. Ames asked Mr. Cutter to clarify his bullet point regarding laws and violations of our policies. She indicated our legal counsel and town legal counsel looked at it and said no laws were violated.

Mr. Cutter indicated that there were laws broken - there is a difference. He noted that the district is in violation of our own policies.

Mrs. Harrison clarified that policies are not laws.

Mrs. Ames indicated that there were no laws broken as determined by town and district legal counsels.

Mr. Cutter commented that there is a massive discrepancy between legally and technically. He indicated that legal counsel confirmed no laws were broken, but that does not mean to him that there are laws that were not broken.

Mrs. Harrison commented that violation of law is a fact and not an opinion.

Mr. Cutter commented that Mr. Taylor, Budget Committee member, asked a question that was not answered. He indicated that the question is, What would happen if we did not file the DOE 25 by the September 30 deadline?

Mrs. Ames indicated that the tax rate would be delayed.

Mrs. Harrison indicated the question is moot since the Board decided to remedy the situation and close the year with a zero balance. She noted that we need to find a way to move forward.

Dr. Jette commented that the Board needs to find someone to do whatever they think needs to be done. He indicated that there is confusion regarding what the Board wants. He expressed that he was frustrated with the continued allegations of law violations. He noted that the moment there was even a “whiff” of this, we handled it.

Mr. Cutter offered to research an independent auditor.

Mrs. Hershberger commented that the Board needs to work on a document first, take questions and come up with a request for proposals.

Mrs. MacDonald directed the Board to notate on a shared document what you would like and we can revisit it on November 2. She indicated that a cost is needed. She does not believe any laws were broken and that we need to find a better way to move forward.

Mrs. Ames read the document for the scope of the independent report aloud:

Questions...

1. What is the scope of the project
 - a. What is the overall goal of the independent report?
 - b. What questions are you looking for the person to answer?
 - c. How far back in years/months will the person be looking into?
 - d. Are they interviewing current employees and who would that be?
 - e. Is the focus solely on Fund 30?
 - f. How much are you willing to compensate for this work?

Questions added (definitely keep adding)

- What is the root cause of our recent situation?
- Conditions that this might happen in the future?
- What are the other flags we want to pay attention to?

10/19/22 Andrew Cutter thoughts:
Objectives of Independent Audit:

- 1) Third Party Evaluation of specifically project cost accounting practices associated with Canopy, Phase 1, Phase 2, GMS work/planning.
 - 2) Identification of root cause(s) for deficit in FY22 and continued deficit in FY23
 - 3) Final opinion of failures within process, laws in violation of, policies in violation of, etc.
- Fund 30

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Mrs. Ames feels that the district audit answers the questions. She was concerned about the third objective regarding violations of law. She commented that if Mr. Cutter would like to pursue the cost for an independent reviewer for the first two options, that is fine.

Mr. Cutter asked if the Board would like a policy review for the financial processes. Some Board members thought that would be fine.

Mr. Cutter commented that he would like the full Board to weigh in on this.

Mrs. MacDonald indicated that we will add to the shared document and revisit this on November 2.

- **2022 DOE 25 & 2022 MS 25**

Mr. Totten presented the 2022 DOE 25 and MS 25 to the Board for signature. He noted that he previously sent the reports to the Board for review.

- **Building Aid Motion**

Dr. Jette reported that the NH DOE Department of School Building Aid would like a clarifying motion with a dollar amount for the building aid application that was submitted in July 2022.

Mrs. Ames made a motion to authorize the Litchfield School District to apply for State Building Aid for a project up to \$32,000,000. Mrs. Harrison seconded.

Mr. Cutter asked if this assumes we would go forward with the elementary school project next year.

Dr. Jette indicated that the State is budgeting for the next biennium and asked for the motion to be more precise with a dollar amount.

The motion carried 5-0-0.

C. Budget Transfer for Mowing Services

The Board approved all budget transfers for the August/September 2022 timeframe, with the exception of a transfer for mowing services. Mr. Totten provided information for the transfer. He indicated that the goal of the mowing service transfer was to accurately account for maintenance (mowing) of GMS. He noted that money will be moving into the line that service would be coming out of and we would have a more accurate representation of that line. He mentioned that he also sent the invoices to the Board.

Mrs. MacDonald asked if the district will continue with him for lawn maintenance.

Mr. Totten indicated that although his services have been exceptional, we will not go forward with Dalton's services on the lawn maintenance unless we are not fully staffed.

Mr. Cutter commented that the cost he noticed (\$58,000) was shocking to him.

Mr. Totten explained some of that cost is plowing; some is helping out with moving classroom furniture in and out of LMS during construction.

Mrs. Ames made a motion to approve the budget transfer for \$3,076 for mowing services. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. REPORTS

A. Committee Reports

- **Budget Committee**

Mrs. Hershberger reported that the Committee starts voting on town budgets tomorrow night.

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- **Grading & Reporting Committee**

Mrs. Ames reported the Committee met yesterday and elected to divide the meeting into an elementary school meeting and a secondary school meeting.

- **Town Capital Improvement Plan Committee**

Mrs. Harrison reported the Committee met on October 12 and the Committee reviewed the Town Capital Plan matrix, prepared by the NRPC. The Committee made assumptions on the requests and discussed ARPA funds and where to allocate them. Town needs were prioritized. There was a request received from Kim Queenan that the Select Board decided the district would have to present that their financial issue has been resolved before presenting their capital plan. They feel that our needs are too important not to have our plan included with the town plan. They requested that we submit to the Select Board the DOE 25 and MS 25 to show we closed out FY22.

Mrs. MacDonald commented that the Select Board and School Board are two separate entities and we do not report to them under the law. She indicated that we would give our plan to the Planning Board.

Mr. Cutter asked does the school create its own capital improvement plan?

Mrs. Hershberger commented that is what she was explaining at the previous meeting. She indicated that the Monadnock Board presented information on Capital Plans and said they do not have to have any board or committee approve their plan; the schools manage their own plans. Attorney Will Phillips, NHSBA, also stated that the schools manage their own Capital Plans.

Mrs. Ames commented that there is not a reporting requirement and we can send an email back to the Select Board stating as evidenced by our DOE 25 and MS 25 that have been prepared and submitted, the District has resolved the FY22 financials and closed out the fiscal year.

Mrs. Hershberger commented that Dr. Jette shared an article with us two weeks ago that did not mention the Select Board in it at all, but mentioned that the Planning Board is responsible or can create a CIP Committee.

Mrs. Ames commented that Mr. Cutter can speak to the spirit of the CIP Committee, which she believes was to work collaboratively on a plan to address the needs of the town and school district, so as not to overwhelm taxpayers in any given year.

Mr. Cutter commented that FY22 is now closed and that is the response. He indicated that FY23 is now in question and we have to be able to fund our budget/

The Chair will reach out to the Select Board regarding the FY22 year close.

IV. NEW BUSINESS

A. Policy Tracking

Dr. Jette and Mrs. Flynn presented a policy tracking instrument that a Board member had inquired about at the October 5 Board meeting. The tracking instrument has been used for several years by the district.

Board members were appreciative of the policy tracking instrument and thanked Dr. Jette and Mrs. Flynn for their work.

B. Policies - 1st Reading

- **JCA, Change of School or Assignment, Best Interests & Manifest Hardship**

Dr. Jette commented that in accordance with RSA 193:3, I-III amended, this policy now merges the subject matter of the previous policy JEC to reflect the new statutory relationship between those two reassignment provisions.

Mrs. Hershberger made a motion to approve Policy JCA for a 1st Reading. Mrs. Ames seconded. The motion carried 5-0-0.

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- **JEC, Manifest Educational Hardship - withdrawn by NHSAA and included in Policy JCA**

Mrs. Flynn reported that policy JEC has been withdrawn by the NHSBA concurrently with the release of Policy JCA since both policies have been merged to align with the law. She indicated no Board action is needed.

- **JJ (formerly JF), Student Rights & Responsibilities**

Dr. Jette commented that in accordance with the inception of the student disciplinary code, this policy has been revised to reflect those changes. This policy was formerly coded JF. The former policy code is not required to be rescinded by the Board.

Mrs. Hershberger was concerned that there is no mention of what a student's rights are in the policy. She would like to research the handbooks to see what is in there.

The policy will be revisited at the November 2 meeting.

- **JJ, Student Co-Curricular Activities**

Policy JJ has been revised slightly to reflect the addition of a new sister policy required by law.

Mrs. Ames made a motion to approve Policy JJ for a 1st Reading. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **JJJ, Access to Public School Programs by Non-Public, Charter School and Home Education Students**

Policy JJJ is a new policy that is connected to Policy JJ and is required by law.

Mrs. Ames made a motion to approve Policy JJJ for a 1st Reading. Mrs. Hershberger seconded. The motion carried 5-0-0.

V. OLD BUSINESS

A. Policies - 2nd Reading/Approval

- **EG, District Communications Policy / Plan**

Mrs. Hershberger made a motion to approve Policy EG, District Communications Policy/Plan. Mrs. Ames seconded. The motion carried 5-0-0.

B. COVID Plan

- **Covid Numbers 2022-2023**

Mike - GMS had one high day on Oct 12 and everything else is medium status - there have been a lot of respiratory sickness lately - hospitals have seen a lot of this and it mirrors covid symptoms - covid positive numbers have been very low -

LMS - low to medium range - staff cases gone up - student numbers are staying even -

CHS - staff and students have declined and attendance rates are good - trending in right direction

C. Capital Improvement Committee - discussed earlier in the meeting.

D. School Board Comments

Mr. Cutter commented that it was agreed that a response would be sent to Derek Barka and Mark Morrison regarding their concerns about the wifi signal in the school.

Dr. Jette indicated that a response was sent today.

Mr. Cutter asked about updates on solar costs.

Dr. Jette indicated that after preparing a draft PPA with all the costs included, it was sent back to Kay Aiken for editing and then to legal counsel. He noted that the annual expense was originally projected at \$89,000, but he believes it is at \$95,000. He reported that we have used the oil and electricity costs in the budget to offset that cost in the budget. He commented that the increase is due to higher interest rates.

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Mr. Cutter asked if the Board needs to approve the revised agreement due to the changes and cost to the taxpayers. Dr. Jette indicated that he will bring the final PPA to the Board for approval.

Mr. Cutter asked about meeting end time in light of the email sent by Mrs. Ames regarding streamlining meetings. He asked about the next step.

Mrs. Ames explained that she sent the email for Board conversation. She indicated that meetings are running long and the Board needs to figure out how to adjust it. She asked if anyone else had comments or we can revisit it at the next meeting.

Mr. Cutter offered an explanation as to why he voted against the motion to approve the October 5 non-public minutes. He indicated that there was discussion held in that non-public session where he felt his character, judgment, and employment was questioned and he asked for that to be included in the minutes, but it was not.

Dr. Jette cautioned the Board not to discuss this further as any disclosure from non-public is a violation.

Mr. Cutter believes he has the right to disclose it in public session.

Mrs. Ames thanked the 6th grade team for Nature's Classroom. She indicated that it was fun and adventurous. She thanked all the chaperones and teachers who went on the trip. She commented that she is excited for LMS to have dances this and next week.

Mrs. Hershberger expressed congratulations to the newly inducted members of the Tri M Society. She indicated there was a great moment in Peterborough before the game at a restaurant where LMS soccer players were singing a motivational song. She expressed congratulations to LMS Volleyball.

Mrs. MacDonald commended the CHS Soccer team for wearing pink for breast cancer awareness. She indicated that the last game was dedicated to a player's mother and was very moving. She expressed to the public that she is trying to do the best she can to chair the Board and she appreciates the help from board members and community members.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. COMMUNITY INPUT @ 7:55 p.m.

Shana Dodge, 10 Heron Drive, commented that she saw as recap of the discussion of the Washington DC fundraising funds. She indicated that this was her husband's passion project and while he was emailing everyone it wasn't getting us to the bottom of it. She noted that this is the first time everything has been verbally explained. She was appreciative, but would like everyone to understand that the parents understood that this was individual fundraising and after hearing the recap, she found out everyone paid a deposit regardless of fundraising, but that it was a non-refundable deposit. She indicated that the fundraising money was used to pay all parents back for their lost deposit and we were not told that this was occurring. She commented that we were also told we would be getting our deposit back and the fundraising money will be in the student accounts. She noted that better communication at the time the trip was canceled would have been the appropriate thing to do. She asked if CHS parking fees or some other fees could be used to pay back some of the fundraising money.

VIII. NON-PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the Board entered into non-public session at 8:42 p.m. under RSA 91-A3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Harrison, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

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IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 10:25 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Harrison, yes; Mrs. Hershberger, yes; Mr. Cutter, yes.

X. ADJOURN

Mrs. Ames made a motion to adjourn the meeting at 10:26 p.m. Mr. Cutter seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Executive Assistant

**Litchfield School Board
Special School Board Meeting
November 30, 2022
Litchfield Town Hall**

Date Approved: 12 / 14 / 2022

In Attendance:

Members: Elizabeth MacDonald, Chairman; Heidi Ames, Vice Chairman; Andrew Cutter (remote); Christina Harrison; and Tara Hershberger

Superintendent: Michael Jette

Business

Administrator: Doug Totten (remote)

Absent: None

Also in

Attendance: John Brunelle, LCTV

I. Public Session:

A. Call to Order:

- i. 5:03 pm - Chair Elizabeth MacDonald called the meeting to order, followed by the Pledge of Allegiance.

B Vote to Allow Remote Participation:

Chair Elizabeth MacDonald stated that Mr. Cutter was remote for tonight's meeting.

Motion: Ms. Ames made a motion to allow Mr. Cutter to participate in the meeting. Ms. Harrison seconded the motion.

Discussion: None

Roll Call Ms. Ames - Yes; Ms. MacDonald - Yes; Ms. Hershberger - Yes; Ms. Harrison - Yes; and Mr. Cutter - Abstained.

Vote: The motion passed (4-0-1). (Mr. Cutter abstained)

Mr. Cutter noted that he is remote because of COVID-19, and was alone in his office.

C. Community Comment on Agenda Items @ 5:03 pm:

i. **Jim Morton, Wood Hawk Way -**

Mr. Norton stated that he was at the last School Board meeting regarding the budget and the discussion of cutting the funds to the Performing Arts Department Budget. He said that the vote did not go as they had hoped. Mr. Norton mentioned that the School District Budget had yet to be finalized, and he was hoping that if there were some money, the Board would reconsider and use the extra funds to keep a Performing Arts Teacher.

Mr. Norton commented that he had said it before but he noted that the cut would kill the Performing Arts

Department. He noted that the numbers are improving during what he considered a rebuilding period. He mentioned that as the Performing Arts Budget continues to have its budget cut, the District was bringing on new sports. Mr. Norton pointed out that the District is spending more on sports and reducing the amount spent on the arts. Mr. Norton said that he attended a meeting in August when the Board said they would rebuild the Performing Arts Department.

Mr. Norton mentioned that he and the parents supporting the Performing Arts were disappointed when the School Board made cuts to the Department, and the parents felt as if the Board did not support them. He commented that the parents are concerned that their children will lose their Performing Art Teachers.

Mr. Norton pointed out that the Performing Arts Department is a family, and the students that started the Performing Arts at GMS would have the same Teachers at LMS and CHS. By reducing the Arts Budget, the Board is hurting the students. Mr. Norton thanked the Board for their time.

ii. **Peter Plansky, 144 Talent Road -**

Mr. Plansky said that he saw the agenda for the meeting and noticed that the District could save some money regarding the insurance. He wanted to know if the savings was caused because of the District's inability to hire Paras and if the District would use the savings to replenish the trust funds that were exhausted to cover the shortfall. Dr. Jette said the Board would discuss the topic later.

Mr. Plansky asked why the Board was going to discuss moving their meetings to the Fire Station's Community Center. He noted that the meetings at the Community Center appeared to be cold.

Chair Elizabeth MacDonald said, "At this time, we thank everyone who provided the board with comments on tonight's agenda. We have now ended public comment, and the Board will conduct its business in view of the public. No further comments can be made by the public during the meeting."

It was closed at 5:11 pm.

D. Finalize FY2024 Budget:

Dr. Jette commented that Business Administrator Doug Totten has been doing a lot of work to finalize the budget. Dr. Jette noted that this is the first time Mr. Totten has been responsible for a \$25M budget and learning a new system he inherited on July 1. Dr. Jette wanted to give the Board one more shot at reducing the budget before tomorrow night's Budget Committee meeting. Dr. Jette mentioned that the FY2024 budget is up 5%, and believes the Board can reduce the budget by 1%.

Mr. Totten commented that Health and Dental started with a placeholder of a 10% increase. He stated that the inconsistencies with the health holidays were because of the pandemic. The use of medical insurance was less, and insurance companies were giving back money. He noted that the last time they recommended increasing the budget by \$43,393. Mr. Totten said that was a mistake and that the amount should have been decreased by \$82,060. The original amount budgeted for FY2024 health and dental insurance was \$2,848,997, and the corrected amount is \$2,766,937.

Motion: Mr. Cutter made a motion to reduce the budget by \$125,453. Ms. MacDonald seconded the motion.

Discussion: Dr. Jette said that it was important that the Board understand that this takes every single existing

employees choice and assumes that is where the employee's selection will be next year. It does not take into account an employee who is in a two-person plan and moving to a Family plan. Dr. Jette added that the District is requesting another vote to provide a little wiggle room if needed.

Ms. Ames pointed out that both votes are tied together. If the Board votes to cut the budget by **\$125,453**, then they need to provide the District with some financial flexibility. The Board discussed how they need to have a separate fund as they become more precise with the health and dental budget. Without a separate fund, the District would be required to find the funds within its budget.

Ms. Hershberger commented that the Town had an Earned Time Buyback Policy, and she asked Mr. Cutter if the Town had a trust to cover insurance change costs. Mr. Cutter said that he was not sure.

Roll Call

Ms. Ames - Yes; Ms. MacDonald - Yes; Ms. Hershberger; Ms. Harrison - Yes; and Mr. Cutter - Yes.

Vote:

The motion passed (5-0-0).

Motion:

Ms. Ames made a motion to establish a **\$50,000** pool of money that would offset any changes to elected benefits. Ms. Harrison seconded the motion.

Discussion:

Mr. Cutter asked the Board members if it was better to create the pool of money by a warrant article. He pointed out that it might be better to have the fund set aside instead of having it roll over from the budget year to the next budget year. Dr. Jette stated that if the District created a warrant article and failed, it would need to find the funds in its budget. He suggested that the Board approve the **\$50,000** for FY2024, and if there are leftover funds, then the District could move the funds into an account pending the voters' approval.

The Board discussed the options available and talked about how the District had a similar fund years ago, but did away with it. Ms. Ames commented that she believed the Board should approve the **\$50,000** this year, and make it a warrant article in the future. The **\$50,000** is an estimate, and the Board would know how much to request for a warrant article after FY2024.

Mr. Cutter commented that he did not favor voting to make the \$50,000 part of the budget. He believed that the taxpayers would support a warrant article.

Roll Call

Ms. Ames - Yes; Ms. MacDonald - Yes; Ms. Hershberger - Yes; Ms. Harrison - Yes; and Mr. Cutter - No.

Vote:

The motion passed (4-1-0). (Mr. Cutter voted 'No')

Chair Elizabeth MacDonald asked Mr. Totten if he was able to lock in the rates for electricity. Mr. Totten said that the electricity rates are locked in, and he noted that the Board authorized him to lock in the rates at **\$0.17**. The District was able to lock in the rates at **\$0.17368**.

Mr. Totten said that the propane is not locked in, but he received verbal that they would authorize **\$2.25**. They would also extend the propane cost until **May 2024**. Dr. Jette pointed out that the electricity was a six-month extension.

Motion: Ms. Ames made a motion to reduce the budget by \$60,000 for GMS for the price of electricity. Lowering the rate from \$0.45 to the contracted rate of \$0.17368 from December 2023 until May 2024. Ms. Hershberger seconded the motion.

Discussion: None

Vote: No vote

Motion: Mr. Cutter amended the motion to reduce the budget by **\$130,000** to encompass GMS and CHS.

Discussion: Dr. Jette pointed out that Mr. Cutter was combining the \$60,000 reduction from the GMS budget and also reducing \$70,000 from the CHS budget. Ms. Ames seconded the motion.

Roll Call Ms. Ames - Yes; Ms. MacDonald - Yes; Ms. Hershberger- Yes; Ms. Harrison - Yes; and Mr. Cutter - Yes.

Vote: The motion passed (5-0-0).

Motion: Mr. Cutter made a motion to reduce accounts 623 for both GMS and CHS by **\$39,475**. Ms. Harrison seconded the motion.

Discussion: Mr. Cutter stated that this was the price of propane at the contracted price of \$2.25 a gallon.

Roll Call Ms. Ames - Yes; Ms. MacDonald - Yes; Ms. Hershberger - Yes; Ms. Harrison - Yes; and Mr. Cutter - No.

Vote: The motion passed (5-0-0).

Motion: Mr. Cutter made a motion to add **\$94,878** to the budget. Ms. Harrison seconded the motion.

Discussion: Mr. Cutter noted that this increase was for the Music Teacher. He said that the Board is prioritizing vacant positions over staffed positions dedicated to the children. He pointed out that the District has budgeted **\$142,000** for vacant positions that he motioned to reduce on November 3, but the motion failed.

Ms. Ames commented that comparing the Music Teacher position to the vacant positions was unfair. She stressed that the vacant Paraprofessional positions are critical to running the School District. Ms. Ames stated that she supports the increase in the budget to pay for a Music Teacher. She noted that there would be savings based on the current reductions made tonight.

Mr. Cutter mentioned that the **\$142,000** for vacant positions did not include Paraprofessionals. He said the amount included Custodians, Speech, and PE Part-Time Teacher. Ms. Harrison agreed that the Music Teacher is a position that the District cannot afford to cut.

Board members mentioned that the administration brought the budget to them for one Music Teacher per school and not a total of four. A member also pointed out the declining number of students enrolled in the School District, and schools of similar size only have three Music Teachers. The Board continued to discuss the subject and mentioned whether Music was a required course.

Roll Call Ms. Ames - Yes; Ms. MacDonald - No; Ms. Hershberger - No; Ms. Harrison - Yes; and Mr. Cutter - Yes.

Vote: The motion passed (3-2-0). (Ms. MacDonald and Ms. Hershberger voted 'No')

Business Administrator Doug Totten said that the amount of the budget, after the increase of **\$94,878**, was **\$24,396,484, or a 4.4% increase.**

Motion: Mr. Cutter made a motion to vote on **\$24,396,484** as a bottom-line budget. adding **\$94,878** to the budget. Ms. Ames seconded the motion.

Discussion: None

Roll Call Ms. Ames - Yes; Ms. MacDonald - Yes; Ms. Hershberger - Yes; Ms. Harrison - Yes; and Mr. Cutter - Yes.

Vote: The motion passed (5-0-0).

Vice-Chair Heidi Ames stated that she wanted to answer the questions asked by Mr. Plansky. Ms. Ames noted that the Board is now planning for the FY2024 budget, and the current openings for Paraprofessionals would be under FY2023. She said that at the end of the School Year, if there are excess funds, the Board could talk about using some of those funds.

Dr. Jette said replenishing the funds would be a separate warrant article vote. Ms. MacDonald noted that returning the funds should be a priority, and the other members agreed. Ms. Ames stressed that she did not favor asking the taxpayers to replenish the funds.

E. Discuss Meeting Location (Fire Station Meeting Room):

Dr. Jette commented that the Board of Selectmen meeting that Ms. MacDonald and Ms. Ames attended, a Selectman mentioned that information from the Non-Public Session was known by the public. The Selectman was asked how the information was known, and the response was that people, in the lobby could hear the meetings.

Dr. Jette stated that he had several conversations with people regarding the confidentiality of the information discussed. He added that people told him that the School Board needs to move their meetings out of Town Hall. Dr. Jette acknowledged that the Board did not need to make a decision tonight, but it should be something the Board thought about.

Dr. Jette mentioned that the Community Center in the Fire Station is being used on Wednesdays, and the Board would need to change its meeting schedule. He pointed out that the School Board used to meet at Campbell High School, but moved to Town Hall because LCTV was set up to stream the meetings from the Conference Room. The only other room set up for streaming meetings was the Community Center in the Fire Station.

Ms. Hershberger stated that she liked the Community Center because the Board members could sit at one table facing the same direction. Ms. Ames pointed out that the television screens were better positioned to make presentations.

Ms. Harrison mentioned that she would attend the meetings wherever the Board decides to have them. Ms. Harrison added that she was disappointed that the Board has to be concerned that someone might be listening in on Non-Public Sessions in the Community Center.

Ms. MacDonald asked John Brunelle, IT Director, if he had any comments. Mr. Brunelle said that the sounds in the room carry, but someone would need to pay special attention to hear what was being said. He noted that there is a camera outside the room, and the Town could put a monitor in the meeting room. The monitor would allow the Boards and Committees to see who is in the lobby. Mr. Brunelle said it is a small investment and would solve the problem.

Mr. Brunelle commented that LCTV is considering mounting a screen in the meeting room for presentations. He noted that they are looking into how they could mount the screen. Mr. Brunelle mentioned that they would also like to move the television screen to a spot that is easier to see. He added that LCTV would prefer the School Board meetings remain in Town Hall.

Mr. Brunelle said that he had never seen anyone hanging around outside the meeting room windows. He added that when the Police Department is in the building, they watch the exterior of the building.

Ms. Ames said that she would like the Board to purchase a noise machine that they could bring in.

The Board thanked Mr. Brunelle for his help.

F. Other:

Dr. Jette said that he would meet with the Chair and Vice-Chair regarding the meeting agendas. He mentioned that they would be discussing the format of the agenda and the length of the agenda. Ms. Ames commented that this is a team effort and if someone on the Board has an idea regarding the agenda they should share it.

G. Supplemental Audit RFP:

Ms. Hershberger stated that she wanted to add this topic to the agenda because she was able to check in with Mr. Cutter regarding the compiled comments at the last meeting. Ms. Hershberger mentioned that she checked in with Mr. Cutter, and he said that he was good with it to go.

Ms. Hershberger commented that she is seeking approval to get the Request for Proposal (RFP) out. Ms. Hershberger noted that she would like to vote on it today. She mentioned that the deadline for RFP responses would be the end of the year. If the RFP is approved tonight, the Board could get it out this week. The following are the proposed dates:

- i. Board review and vote on proposals would be the first meeting of January.
- ii. The work could commence on the Special Audit on **January 9, 2023**.
- iii. The preliminary findings would occur on **March 8**.
- iv. A written report, after tax season, in June 2023.

Ms. Hershberger asked Mr. Cutter if he wanted to be the point of contact with her. Mr. Cutter suggested using the School email address. The Board agreed with Mr. Cutter's suggestion.

Dr. Jette commented that this topic was not on the agenda for tonight, and the public was unaware that this would be discussed. He noted that this was on the agenda for the December 7 meeting. The Board agreed to table taking any action until the Board members had time to review the RFP.

II. Upcoming Meetings:

- i. December 7, 2022 - Town Hall @ 5:30 pm
- ii. December 21, 2022 - Town Hall @ 5:30 pm
- iii. January 4, 2022 - Town Hall @ 5:30 pm

III. Adjournment:

Ms. Ames made a motion to adjourn the public meeting at **6:12** pm. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School Board
School Board Meeting
December 14, 2022
Litchfield Town Hall**

Date Approved: 01 / 04 / 2023

In Attendance:

Members: Elizabeth MacDonald, Chairman; Heidi Ames, Vice Chairman; Andrew Cutter; Christina Harrison; and Tara Hershberger

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Absent: None

Also in

Attendance: Mike O'Sullivan;

I. Public Session:

A. Call to Order:

- i. 5:34 pm - Chair Elizabeth MacDonald called the meeting to order, followed by the Pledge of Allegiance.

B Review and Revision of Agenda:

- i. None

C Summary of Non-Public Actions from November 16, 2022:

Ms. Ames motioned to approve the non-public minutes of November 2 and 3, 2022. Ms. MacDonald seconded, and the motion carried (4-0-0).

D Presentations and Recognitions:

- i. LMS Lacrosse Proposal

Mike O'Sullivan provided handouts to the School Board. Mr. O'Sullivan mentioned how he was excited to discuss an LMS lacrosse program and that he was the Litchfield Lacrosse Association (LLA) president. He said that the boys' and girls' lacrosse at CHS has been successful. Mr. O'Sullivan commented on the benefits of lacrosse and noted that the boys have the more physical game, whereas the girls have the more skilled game.

Mr. O'Sullivan commented that lacrosse is one of the fastest-growing sports in the country. He pointed out that the sport is big and competitive in college. He mentioned that the sport was created by indigenous tribes in North America and has been around for centuries.

Lilly and Leia introduced themselves to the Board as Grade 7 lacrosse players. They mentioned that having a lacrosse team at LMS is important because bringing the sport to the middle school would make students want to be part of the team and attend the games and practices.

Sage came forward and introduced himself to the Board. Sage said he was in Grade 8 and had played lacrosse since he was five. Sage noted that lacrosse provides some of the strongest team building of all the sports. He talked about having a lacrosse team at LMS and how it would allow him to mentor the younger players.

The Board thanked all three students for their speeches.

Mr. O'Sullivan said they had worked closely with LMS Principal Jen Grantham, Dan Dufourny, and Athletic Director Josh Knight. The format that is being used is the one that was used at CHS. He mentioned that the program would be financially supported through the Litchfield Lynx Lacrosse Booster Club (LLLBC), which will coordinate activities to include, but are not limited to, sponsorships, fundraising, and, if needed, modest participant fees. The goal for Spring 2023 will be to achieve a partial season – four weeks of practices with approximately four scrimmages for each team.

The Criteria for the team are

- a. Gender balanced, supporting separate boys and girls teams.
- b. 40 to 50 participants between the teams.
- c. Facilities
 - i. Practices: LMS Leach Field, Darrah Pond, Sawmill, and CHS Fields.
 - ii. Scrimmages: CHS Fields and Sawmill
- d. Self-Funded.
- e. Build the foundation to become an NHIAA sport in 2023-2024
- f. No Litchfield Lacrosse recreational program will compete in an LMS Program
- g. 4-5 scrimmages

Ms. Harrison mentioned that Ms. Bourque was on the mission of bringing lacrosse to CHS. Ms. Harrison asked how long the CHS team was self-funded before it was adopted into the budget. Ms. Matthews noted that the team was self-funded for five years. She added that it would be up to the Board to decide when to move the LMS sport from self-funded to in the budget.

Mr. Cutter asked how the school would transport the students from LMS to Darrah Pond, Sawmill Brook, or CHS Fields. Ms. Matthews stated that the boys' and girls' soccer teams hitch a ride to the high school, then walk over to Roy Memorial Field.

Mr. Cutter asked if there would be any impact on the other school sports. Ms. Matthews mentioned that they had lengthy conversations with Mr. Knight, and the belief is that lacrosse would allow more students to get involved in sports. She pointed out that the basketball teams only have 20 players but have at least 40 students try out for the sport. The players that do not make the basketball team would have a chance to make the lacrosse team.

Chair Elizabeth MacDonald commented on how expensive the equipment was and whether the school would require specific equipment. Mr. O'Sullivan said that the equipment requirements come from US Lacrosse. He

acknowledged that the sport is expensive but added that boys and girls have different requirements regarding equipment. He noted that the Litchfield Lynx Lacrosse Booster Club (LLLBC) intends to support families that need it.

Ms. Hershberger asked how much money needed to be raised and when for the program to move forward. Ms. Grantham said they would need to talk with Business Administrator Doug Totten and find out when the payment would be due. Ms. Grantham added that she believed the amount would be approximately **\$8,000**.

Ms. Harrison asked if the insurance would go through the School District or the Litchfield Lynx Lacrosse Booster Club (LLLBC). Mr. O'Sullivan stated that it would be advisable that they go through the School District. Mr. Totten mentioned that since it would be a club, it should go through the School District. Mr. O'Sullivan said that the Litchfield Lacrosse Association has its own insurance, and if the School District can absorb the cost, that would be the perfect setup.

Mr. Cutter motioned to approve the LMS self-funded lacrosse program as written. Ms. MacDonald seconded the motion. The motion passed (4-0-1) (Ms. Ames abstained).

ii. LMS Principal's Presentation

Jen Grantham, LMS Principal, asked Ms. Dionne to come to the table. Ms. Dionne is the new Art Teacher at LMS. Ms. Grantham commented on the fantastic job that Ms. Dionne has done getting the students to engage in the practice of art. Ms. Grantham mentioned that the students are working on a project to beautify the Art Room.

Ms. Dionne said she brought her energy and expertise to LMS and changed a bland room into an Art Room. She described how the students used their lessons to beautify the room. Ms. Grantham walked around the room and showed pictures of the updated Art Room while Ms. Dionne talked about the mural that the students created.

Ms. Dionne noted that the students did such a great job that teachers and students stopped by to look at the room.

Mr. Cutter mentioned that he noticed students were doing a lot of painting on the candy cane this week.

Ms. Grantham said she gets goosebumps when discussing the Giving Tree this year. She noted how everyone is excited about the Giving Tree, and the Litchfield community has been incredible. Ms. Grantham commented that it is typical to have approximately 20 names, but this year the number increased to 32. The school set a goal of \$2,000 to divide between the 32 names, and as of Thursday, December 8, the school had raised approximately \$1,700. She informed the students that the school only needed \$300 to reach its goal, and by the following day, the community helped to raise an additional \$1,200.

Ms. Grantham mentioned that LMS would be part of "Wreaths Across America." She noted that on **Monday, December 19**, they would walk over to the Pinecrest Cemetery and lay wreaths on the graves of Litchfield Veterans. She added that permission slips had been sent home already.

Ms. Dionne said that she had met Ms. Freeman. She noted that Ms. Freeman introduced herself and made herself available to Ms. Dionne.

Ms. Grantham stated that this month's Best of the Best is door decorating. She noted that Ms. Dionne has made the material available to the students.

Ms. Grantham highlighted where the LMS project is today. She noted that the construction had been a lot for the students, teachers, staff, and parents. Ms. Grantham mentioned that the construction is in the phase that made her previously think about moving Grade 8 students to CHS. She acknowledged that students and teachers have little room to move and noted that she and Ms. Thayer share the same office. Ms. Grantham commented that after the Thanksgiving break, North Branch gave back two classrooms; at the end of this week, three of the Grade 8 classrooms will be returned.

Mr. Totten mentioned that there will be work in the boiler room **from January 15 until February 15**. The boilers and the chimney will be removed, and the new equipment will be brought in. He noted that since the ground is frozen, it is unlikely that the oil tank will be removed until spring.

Mr. Cutter asked if Mr. Totten expected solar to be running in February. Mr. Totten said no because the solar installation is by a different company. He mentioned that LMS would use electricity from February through June, but the District has \$45,000 in the oil budget for a typical year, and the oil budget can be added to the electric budget.

The Board thanked Ms. Grantham for her report.

iii. LMS Principal's Presentation

Jacob Hess, CHS Principal, said he wanted to talk about two goals: Climate and Culture and Instructional Practice.

Mr. Hess said many fun things are happening regarding Climate and Culture. He noted that he had his first school assembly last Wednesday at CHS. Mr. Hess acknowledged that he had not had a lot of facetime with the students, so putting a name to a face is difficult. Mr. Hess commented that the first several minutes of the assembly were spent celebrating the first 13 weeks of school. He then spoke about gratitude and what it means to be a student at CHS.

The assembly is held during the 22-minute student advisory.

The second part of Climate and Culture was regarding the bills. The District brought in outside help to work on the Climate and Culture, and Mr. Hess commented that it has been fantastic. He mentioned that they have 15 students and five staff members that meet once a month and check in with the students every two weeks.

The second goal is Instructional Practice. Mr. Hess commented that he gets one faculty meeting a month, and the Departments have a meeting once a month. He mentioned what he covers during the faculty meetings and how he is going to take the Department meeting and make that a second faculty meeting,

Dr. Jette stated that the Commission was pleased to see the follow-up report. The school was given three things to work on, and the five-year report is due in October 2023. The three things are:

1. Increase opportunities for cross-disciplinary collaboration across the curriculum.
2. Ensure clear alignment between the written and taught curriculum.
3. Implement with fidelity a protocol for collaborative examination of a range of student learning to revise curriculum and improve instructional practice.

The Board thanked Mr. Hess for his report.

E. Community Comment on Agenda Items @ 5:56 pm:

Chair MacDonald asked if Emma Ducharme had something for the community. Ms. Hershberger then asked if she had anything to present for the Wellness Newsletter. Ms. Ducharme commented that last month’s newsletter focused on nutrition, and this month, she focused on emotional wellness. She will send out a self-care challenge for January and a healthy habits newsletter in February. Ms. Ducharme mentioned that she is planning an event for the spring.

The Board thanked Ms. Ducharme for her hard work.

Closed at 5:59 pm

F. Correspondence:

Ms. Ames read the correspondence into the meeting minutes.

LITCHFIELD SCHOOL BOARD – CORRESPONDENCE for 12/7/22 Meeting

Date	From/To	Summary
11/16/2022	Heather Portillo, Community Member	Concern about the direction of the School District and the number of complaints heard about Dr. Jette
11/17/2022	Doug Totten, Business Administrator	Circulating the “School Board and Budget Committee Changes” Spreadsheet
11/18/2022	Alyvia Ashe, Student Responses from Dr. Jette, Mr. Benoit and Mr. Gingras	Great experience at a conference for Student Councils at Waterville Valley – circulating reflection on what learned
11/18/2022	Dr. Jette to School Board Responses: Heidi Ames Tara Hershberger Liz MacDonald Tina Harrison	Availability for Special School Board Meeting to review final numbers for the budget
11/19/2022	Gail Barringer, Community Member Response by Dr. Jette	Questions about Special Education Budget Line Items

	3 Responses from Ms. Barringer copying Bud Comm and Selectboard with additional questions Responses by Dr. Jette with a document that addresses questions	
11/22/2022	Barbara Bielawski, Assistant to the Superintendent	Circulating Draft Agenda for November 30, 2022, Special Meeting
11/22/2022	Elizabeth MacDonald, Chair of School Board	Confirmation that the meeting scheduled for 11/30 at 5:00
11/23/2022	Douglas Totten, BA to School Board	Circulating Slides Outlining the Major Drivers for Increases in FY 24 Budget (LEA contract, LSSA contract, Transportation Contract, Special Ed Transportation Contract, Municipal Lease, Out of District Tuition, Health & Dental, Energy Increases)
11/23/2022	Douglas Totten, BA to School Board	Circulating a spreadsheet outlining Health Insurance increases in more detail
11/27/2022	Joceyln Raho, Community Member	Concern about a cut of position to the music/art department
11/28/2022	Douglas Totten to SB	Circulating Spreadsheet Comparing School Rankings for Building Aid – Litchfield #5 out of 17 but not including free/reduced lunch numbers, Litchfield is #2
11/30/2022	Douglas Totten to SB	Circulating updated spreadsheet reflecting verbal agreement with Eastern to extend lock-in for propane for FY24 at \$2.25 and updates to health insurance
12/1/2022	Michele Flynn, Former SB Assistant	Thanking us for the E3 recognition award, she received and wishing us well
12/2/2022	Ann Inamorati	Circulating Manifest
12/2/2022	Douglas Totten to SB/BC	Background information regarding financing programs used that resulted in a discrepancy between paper and PDF copies and circulating e-finance reports to show actual numbers
12/2/2022	Douglas Totten to SB/BC	Circulating folder with updated information for budgets that were changed
12/3/2022	Heidi Ames to SB/Superintendent Responses: Dr. Jette Andrew Cutter Tina Harrison	Changing December 7 Board meeting with Liz being out, Heidi remote on a plane, and Andrew remote to date where he can be in person. Changed to December 14 and combines 12/7 and 12/21 meeting
12/5/2022	Douglas Totten	Regarding signing and timing of the manifests and obtaining the necessary signatures

12/5/2022	Dr. Jette to SB	Circulating field report from David Ely regarding the LMS project
12/7/2022	Dr. Jette to SB	Press release regarding a land purchase that will be made public at 4:00 pm
12/8/2022	Heidi Ames to SB Response: Tina Harrison Andrew Cutter Doug Totten	Concern regarding public knowledge of specific purchase and sales agreement details not in a press release and part of a non-public session
12/12/2022	Andrew Cutter Response: Dr. Jette	Request to Circulate updated agenda The response indicates the same link as 12/7 has been updated.
12/12/2022	Douglas Totten	Circulating Spreadsheet with Budget Committee changes to Budget
12/13/2022	Lauren Crowley, Food Service Director	The Wellness Meeting is being held today (12/13) at 3:30 at CHS
12/14/2022	Kate Stevens, Community Member	Questions regarding long-term plans for land purchase if building continues to fail; request to consider the use for conservation or town facilities
12/14/2022	Tara Hershberger	Circulating updated Special Audit RFP
12/14/2022	Dr. Jette	Circulating agenda
12/14/2022	Doug Totten	Circulating updated BA Report

II. General Business:

A. Superintendent's Report

Dr. Jette presented the enrollment report and noted that the District is in a holding pattern similar to previous months.

Enrollment:

Grade 5	95
Grade 6	82
Grade 7	86
Grade 8	91
Total:	354

Attached is the picture of Michele Flynn, former Assistant School Board Assistant, receiving the E3 Award. Dr. Jette reminded the Board that Ms. Flynn founded the E3 Award and created the pin. The picture was taken in the SAU Office before Thanksgiving.

[Michele Flynn photo](#)**B. Public Minutes**

Dr. Jette commented that November 16 was Ms. Flynn's last meeting minutes. A new minute taker wrote the minutes on November 30. Dr. Jette mentioned that he was open to comment regarding the new minutes because the format is different.

a. November 16 - Public School Board Meeting

Ms. Ames motioned to approve the November 16 Public School Board Minutes. Ms. Hershberger seconded the motion. The motion passed (4-0-1) (Mr. Cutter abstained).

b. November 30 - Public School Board Meeting

Ms. Hershberger asked that more detail be provided regarding why two Board members did not support Mr. Cutter's motion. It was pointed out that Ms. Harrison seconded the motion, not Ms. Ames.

Ms. Ames motioned to approve the November 30 Public School Board Minutes, as amended. Ms. Hershberger seconded the motion. The motion passed (5-0-0)

C. Business and Operations**i. LMS Project:**

Business Administrator Doug Totten mentioned that his link was not updated to include the November financials. He emailed the financial documents to the School Board before the meeting. In the email was the October invoice for North Branch and where the District was regarding change orders for the LMS Project. Ms. Hershberger stated that she would forward the link to the Budget Committee.

Mr. Totten said that the November invoice would be uploaded for the next School Board meeting, but the total for the invoice was **\$413,240**.

Mr. Cutter asked what the remaining balance for the B of A was. He noted that it started at \$4.95M; Mr. Totten agreed and added that the District did earn some interest. Mr. Totten added that through October, the District had \$1.672M remaining.

Mr. Cutter said that one of his questions was, where does the District stand with addressing the deficit projected for FY2023? Dr. Jette mentioned that he would like to discuss this with the Board tonight because it would be projections. He also wanted to ensure that they update the Board tonight. The Board discussed whether the conversation should occur during a Public or Non-Public Session.

Mr. Cutter asked if the District was in a deficit for FY2023 by approximately \$280,000, and Dr. Jette said that they believed the District would not end up in a deficit. Mr. Totten noted that the project would still be in a deficit and would be covered by the General Fund at the end of the FY. In the Project Fund, the District knew that it had a deficit for FY2023 of approximately \$280,000 plus some offset of credit regarding personnel. The Board, Superintendent, and Business Administrator agreed that the District would not end the FY in a deficit, except for the LMS Project.

Mr. Cutter asked if the change orders impacted the deficit and what other change orders the District was anticipating. Mr. Totten said that the change orders were having an impact on the deficit. He noted that the District is expecting a fire stop change order. Mr. Totten pointed out that the contractors opened the ceilings and found it was not up to code. The contractor will get him a price, but the price will be a significant amount.

Mr. Cutter said that he was looking at four change orders:

a. A change order	\$ 10,384
b. A change order	\$ 108,856
c. A change order	\$ 16,712
d. A potential change order	\$ 40,500
e. Total	\$155,691.66
f. Reimbursement	\$ 24,595
g. Total	\$131,100.00

Mr. Totten reviewed the change orders and added that the fire stop change is not part of these numbers.

ii. Financial Report:

Mr. Totten added a cash balance to the financial reports, and this would show how much money the District has in the bank at any moment. He pointed out that the School District still receives money from the Town. He commented that if the Board believes something else should be added to the financial reports, it should let him know.

The Board agreed to table the financial report and bring it back for the January meeting.

Chair Elizabeth MacDonald mentioned that the Board would only meet once this month because she had a death in the family, Ms. Ames was traveling, and the agenda was a lot for three people to go through.

Mr. Totten commented that he had had productive meetings with the Budget Committee. He stated how, regarding oil, the Budget Committee members used \$3.39 compared to 4.15 per gallon as their guide. The District has locked in the electricity and propane, and the oil is the only thing not locked in for FY2024, which is only for GMS. He added that the District could lock in a price at any time, depending on the price.

Mr. Totten said that the District received a check as unanticipated revenue. He said the District signed a deal about a year ago to be linked to a hydroelectric plant. Mr. Totten described in detail how the District received the money.

III. Reports:

A. Committee Reports

- a. **Budget Committee** – Ms. Hershberger said that the Special Education account was reduced by \$51,800. She added that two other motions to reduce the Special Education budget by larger amounts failed. The gator was cut from the budget because the District could use year-end funds to purchase the gator.
- b. **Emergency Management Committee** – Ms. Herberger mentioned an Emergency Management Committee meeting would be held on Thursday.
- c. **Grading and Reporting Committee** – Ms. Ames said the Committee would meet next week.

- d. **Website Committee** - Mr. Cutter said he agreed to represent the Board, but he has yet to hear anything from the Committee members. Dr. Jette said he would have the IT Director send Mr. Cutter an email.
- e. **Wellness Committee** - Ms. Hershberger commented that there is a new policy that the Committee will forward to the Board in January.
- f. **Town Capital Improvement Plan Committee** - Ms. Harrison stated that the CIP presented the CIP Plan to the Select Board on Monday. A comment was made that members of the Select Board were concerned about the Plan, but Selectman Lascelles mentioned that the Select Board had a working meeting to review the Plan.

IV. **New Business:**

Dr. Jette said the Budget Committee is meeting tomorrow, and the Town and School District will present their warrants article. He noted that the Town would go first with the presentation.

Dr. Jette mentioned that the taxpayers need to vote for a new School District Moderator for a three-year term, a School District Clerk for a three-year term, and one School Board member for a three-year term.

Dr. Jette commented that the following warrant articles have x's where dollar amounts will be. The Budget Committee needs to provide an amount, and the District will present the School Board with a Default Budget number. The Board reviewed the warrant articles.

Mr. Cutter stated that after reviewing the warrant articles, he did not see how the School District would have any money left over for the warrant articles.

A. **FY2024 Draft Warrant Articles**

a. **ARTICLE 1**

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

b. **ARTICLE 2**

Land Article for \$497,000

c. **ARTICLE 3**

Shall the Litchfield School District vote to raise and appropriate the sum of **\$125,000** to be added to the Capital Improvements Expendable Trust Fund established in 2020 for the purpose of funding the study, planning, and cost of new construction or renovation of existing facilities in the Litchfield School District? This sum is to come from the June 30 unassigned fund balance available for transfer on July 1 of this year, with no amount to be

raised from taxation. *This amount is consistent with the Capital Plan adopted by the Town of Litchfield in September 2020.*

d. ARTICLE 4

Shall the Litchfield School District vote to raise and appropriate the sum of **\$125,000** to be added to the Building Maintenance Capital Reserve Fund established in 2005 for the purpose of funding school capital improvements, building maintenance, and repairs in the Litchfield School District? This sum is to come from the June 30 unassigned fund balance available for transfer on July 1 of this year, with no amount to be raised from taxation.

e. ARTICLE 5

Shall the School District establish a Capital Reserve Fund under the provisions of RSA 35:1-c called “The Employee Benefits Capital Reserve Fund” for the purpose of funding the payment of negotiated employee benefits, including but not limited to: health insurance reimbursements, changes in coverage or policies chosen by employees, severance benefits and such other benefits as are from time to time negotiated and become contractual obligations of the district, and further to raise and appropriate \$_____ to be placed in this fund (said sum to come from the June 30 fund balance available for transfer on July 1) (*optional*) and further to name the School Board as agents to expend from this fund?

Mr. Cutter asked the Board’s thoughts regarding adding the Athletic Director to a warrant article. The current Athletic Director is not a District-wide position.

Ms. MacDonald asked if the Athletic Director’s contract requires him to teach a class. Dr. Jette mentioned that the AD’s contract is silent regarding whether he needs to teach a class. He noted that the practice had been that the position was a part-time teaching position.

The Board discussed the pros and cons of creating a warrant article and asking taxpayers to make the AD position full-time. Ms. MacDonald pointed out that the District already has problems providing enough PE classes. Ms. Ames stressed that she has concerns with requiring the District to create a warrant article that, if passed, would make a part-time PE Teacher a full-time PE Teacher. She agreed that creating a new position should require a warrant article, but changing a part-time position to a full-time position should be left to the School District.

The Board discussed the need to take a half credit for Health and one credit of PE to graduate from high school. They then discussed the consequences of putting together a warrant article to make the AD position full-time and have the taxpayers vote against it. “No Means No.”

Mr. Cutter pivoted to talk about enhancing Wi-Fi in the school facilities for connectivity. He noted that the Board was told the District was looking at proposals to increase the facility’s Wi-Fi. Mr. Cutter asked where the District stood regarding the proposals. Dr. Jette said that the District needs to be compliant with the technology. Dr. Jette mentioned that if he walked into a building that provided Wi-Fi, he could have Wi-Fi access, but the technology in the building would have access to his cellphone information and know who he is. He noted that the District wants to be able to track who is using their Wi-Fi and why the person is using it. Dr. Jette said he would get back to the Board regarding the cost of the enhanced security.

Dr. Jette said that he and Mr. Totten would work more on the warrant articles and bring them back to the Board on **January 4**.

B. State Building Aid Ranking

a. Analysis by Scoring Category

Dr. Jette and Mr. Totten presented the analysis regarding the State Building Aid. Dr. Jette commented that the Litchfield School District received 642 out of 1000 points (fifth place), including free and reduced lunch. Colebrook Academy earned 772 points, and Concord RMS received 722 points.

Dr. Jette pointed out that the Litchfield School District received 642 out of 1000 points (second place), not including free and reduced lunch. Colebrook Academy earned 672 points, and Concord RMS received 622 points. This is important because the numbers show that the building is in bad condition, not including the alleged wealth of the community.

The Board reviewed the spreadsheet and discussed how the School District was penalized for spending money to ensure the facility was secure.

Dr. Jette mentioned that the School District would stay on the Building Aid list as long as Litchfield continues to make a good-faith effort to work on the project. A bond vote for land and putting money aside for architecture are considered good-faith efforts. Dr. Jette noted that historically there is **\$50M** annually in Building Aid. If the Districts ahead of Litchfield all pass bonds, then no money would be left for Litchfield. If one or two Districts do not pass a bond, Litchfield moves closer to receiving Building Aid.

Dr. Jette said he heard from the Concord Superintendent that there is a possibility of increasing the amount to **\$100M**. A Legislator said the State has a surplus of **\$450M**, and investing back into schools and the infrastructure would make sense.

Dr. Jette suggested that the School Board invite Selectman Rich Lascelles and Ralph Boehm to a meeting. Ms. Hershberger suggested inviting them to a School Facilities meeting, and Mr. Cutter pointed out that Mr. Boehm commented that he is not interested in helping the Litchfield School District. Dr. Jette said he would invite them to a meeting.

C. Final Power Purchase Agreement

Dr. Jette stated that this was the final Power Purchase Agreement (PPA). He noted that if the Board was not ready to vote on the agreement, then the Board could take its time.

Dr. Jette said that from the financial side, the District would pay approximately \$97,000 a year, but the actual payment would be \$95,000 because the District is getting the licensure for the roof. The District intends to purchase the equipment after year six because the company begins to lose the incentives it can qualify for.

Mr. Cutter asked what the buyout amount would be after year six, and the Board believed the amount owed would be **\$544,874.83 (Exhibit 4, Attachment A)**. The Board agreed to table the topic until the next meeting.

Mr. Cutter asked why the District created a shell company named Litchfield Power Investors LLC, 148 Middle St. Suite 1C, Portland, Maine, 04101. Dr. Jette said the investment group that purchased the equipment created the company. He pointed out that the District did not qualify for the Federal Tax Incentives.

Ms. McDonald motioned to table the discussion until the next meeting. Ms. Ames seconded the motion. The motion passed (5-0-0).

V. Old Business:

A. Policy Committee Discussion

Chair Elizabeth McDonald mentioned that the Board had expressed an interest in establishing a Policy committee at previous meetings. She noted that a majority of the Board's policies have been reviewed, revised, and approved through a comprehensive policy review for the past two years. She added that a policy tracking tool has been developed to track the policies' dates of approval and which policies remain to complete.

Ms. Ames said that her understanding was that the Policy Committee would review the District's Policies and compare them to the School Board Association's model language. The Policy Committee would review and edit the Policies, but the School Board would vote to approve new or updated District Policies.

The Board discussed who should be on the Committee. Ms. Ames said she would be interested in being a member of the Committee, and Mr. Cutter expressed interest.

The Litchfield School District Policies are located in [School Board Policy Manual](#).

B. Policy Regarding Special Education Underspend

Ms. MacDonald stated that the School Board had been asked to consider a policy that clearly states any underspend in the 1200 accounts, Special Education, would be returned to the taxpayers as an end-of-year fund balance.

Ms. Ames mentioned that the School Board did this for one year, but Mr. Son, Chairman of the Budget Committee, has requested that the School Board make this a standing policy. Mr. Cutter commented that this subject would be brought up every year. He noted that a policy regarding the underspend in the 1200 accounts being returned to the taxpayers as an end-of-year fund balance would be a good policy.

Mr. Cutter motioned where he would draft a policy regarding the return of Special Education funds for FY204. Ms. MacDonald seconded the motion. No vote (0-0-0).

The Board discussed the history of the District returning underspent funds from Special Education to the taxpayers. Mr. Cutter said that he believed the Board voted to return the underspend funds for FY2024, but his motion would make it a policy.

The Board agreed to table the discussion.

C. Independent Audit

a. Scope of Audit

- i. Fund 30 – Sole focus since this fund has been used off and on for many capital projects throughout the years.
- ii. Timeline: As far back as when the last time Fund 30 was zeroed out, believed to be the start of the LMS Canopy project (approx. September 2020).
- iii. Interviews – Current employees:
 1. Dr. Michael Jette, Superintendent
 2. Mr. Douglas Totten, Business Administrator;
 3. Ms. Ann Inamorati, Accountant
- iv. Interviews as needed – School Board Members:
 1. The five members of the Litchfield School Board had a fiduciary responsibility to oversee the District finances.

b. Target Timeline

- i. RFP Response deadline – 1/15/23
- ii. Board Review/Vote on Selected Proposal – 1/18/23
- iii. RFP Selection Notification – 1/20/23
- iv. Work Commences – 1/23/23
- v. Preliminary Findings – 3/8/23 (6 weeks from commencement)
- vi. Written Report – June 2023

Additional consideration will be given for RFPs that can expedite this timetable.

Ms. Harrison motioned to approve the RFP. Ms. Ames seconded the motion. The motion carried (4-0-1). (Ms. Hershberger abstained)

D. COVID Plan

The Board agreed that a small number of people in Litchfield have positive cases of COVID, but most people are coming down with the common cold. Dr. Jette pointed out that the State has limited the authority of Districts to exclude students from school unless a student has a positive case of COVID.

The Board discussed whether it was worth posting on the School Website the number of students and staff with positive cases of COVID. Dr. Jette said he would post a link on the District website.

Ms. Ames suggested that the District website provide instructions for parents or guardians on what to do if their child or a family member has a positive case of COVID.

VI. Community Input @ 8:29 pm:

No one was present.

Closed at 8:30 pm

VII. School Board Comments:

Ms. Harrison stated that many good things are happening in the School District. She recognized the great work done with the “Wizard of Oz,” and the sports teams performed well.

Ms. MacDonald said she did a survey and is very sad that the playground at GMS is closed five out of ten months of the school year. She asked Mr. Totten to find out what could be done to correct the problem. Dr. Jette stated that an injury happened, and it was a bad one. Primex has the Litchfield School District on its radar. The Board asked Mr. Totten to look into what could be done to rectify the problem.

Ms. MacDonald thanked the Board members for their help while she was away and wished everyone a happy and healthy New Year.

Ms. Hershberger said there is a CHS Wrestling Fundraiser at Romano's on **December 21**, and 20% of the proceeds go to the CHS Wrestling Program.

VIII. Manifest:

- i. None

IX. Non-Public Session:

Mr. Cutter motioned at 8:38 pm to enter a Non-Public Session. Ms. Harrison seconded the motion. The motion passed (5-0-0).

X. Return to Public Session:

10:38 pm

XI. Adjournment:

Ms. Ames motioned to adjourn the public meeting at 10:39 pm. Ms. Hershberger seconded the motion. The motion passed (5-0-0).

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
January 4, 2023
Litchfield Town Hall**

Date Approved: 01 / 18 /2023

In Attendance:

Members: Elizabeth MacDonald, Chair; Heidi Ames, Vice Chair; Andrew Cutter; Christina Harrison; and Tara Hershberger

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Absent: None

Also in

Attendance: Mary Widman; Sophia Fowler; Valerie Nelson; and Jacob Hess

I. Public Session:

A. Call to Order:

- i. 5:30 pm - Chair Elizabeth MacDonald called the meeting to order, followed by the Pledge of Allegiance.

B Review and Revision of Agenda:

Mr. Cutter requested that the minutes from October 3, 2022, be amended. He stated that he motioned to “put in a policy for a one-year period that allows the fiscal year 24 special services budget to be returned to taxpayers if underspent.” Mr. Cutter mentioned that the motion passed (5-0-0).

The consensus of the Board was that a motion was not required to update the minutes.

C Summary of Non-Public Actions from December 14, 2022:

Ms. Ames made a motion to approve the Non-Public Minutes from November 16, 2022. Ms. Harrison seconded the motion. The motion passed (4-0-1). (Mr. Cutter abstained)

Ms. MacDonald made a motion to nominate Lauren Crowley as School District Clerk with a stipend of \$1,000. Ms. Ames seconded the motion. The motion passed (4-0-0).

D Presentations and Recognitions:

- i. Mary Widman, Director of Curriculum, Instruction and Assessment

- 1. Professional Learning:

- Ms. Widman stated that the District has many great things going on and applauded the Professional Development Committee. The staff is working on best practices regarding instructing and things of that nature.

Ms. Widman commented that LMS has started doing “teacher teas” twice a week. This is an open time where teachers can come and bring a problem of practice. The time is used to collaborate and solve a teacher’s problem. LMS is the first school to have some traction regarding peer observations. This idea came from the Competency Leadership Group.

The District had some more “Into Reading” training at GMS.

Ms. Widman stated that the District is involved in a backpack program. The program helps students involved with losing another student or family member. The program is coming to the School District, and the Hudson and Pelham School Districts have asked to join.

2. Grading and Reporting/Competency Based Education update:

a. Academic rubric descriptors in process.

Ms. Widman said there had been some discussion about whether the language in the work-study practices was appropriate for the academic rubrics. The consensus is that the language is appropriate, but they want to tweak the wording.

b. Feedback is collected on new Work Study Practices.

Ms. Widman commented that the revised work-study programs had issues with some wording. She noted that some wording was too advanced for particular grade levels. Ms. Widman asked the staff to keep track of what they are struggling with, and the District will work on it at the end of the school year.

Ms. Harrison entered the meeting at approximately 5:37 pm.

3. PERC (Program Evaluation & Review Committee):

Ms. Widman said that she had one thing that needed Board approval. Ms. Widman noted that she wrote “New course highlights in Program of Studies,” but it is only a name change.

Ms. Widman stated that the District also needs the Board to approve the new library competencies. The new library competencies are:

Curate:

Students will demonstrate the ability to discover, innovate and make meaning for themselves and others to collect, organize, and share resources of relevance.

Engage:

Students will demonstrate the ability to be safe, legal, and ethical when creating and sharing knowledge products independently to engage in a community

Inquiry:

Students will demonstrate the ability to build new knowledge by inquiring, thinking critically, identifying problems, and developing strategies to solve problems.

Mr. Cutter asked how the students are graded against the library competencies. Ms. Widman said that the District was still working that out.

Mr. Cutter motioned to approve library competencies as written. Ms. Ames seconded the motion. The motion passed (5-0-0).

4. Assessment and Data:

- a. 21-22 statewide testing data has been released along with PSAT data.
 - i. Working on analysis and next steps in PLCs.
 - ii. Starting to create banks of sample questions as models.
- b. iReady benchmarking for winter between now and mid-February.
- c. The District's work continues with the Center for School Climate and Learning. Ms. Widman stated that the District survey should be coming out soon.

Ms. Widman commented that the District had received a \$1,000 grant from First Book, which supports Title 1 schools. She thanked Mr. Cutter for his help in applying for the grant.

Chair Elizabeth MacDonald mentioned that she spoke with CHS graduates, who told her that the students need more tests to prepare for midterms and finals. Ms. MacDonald added that she asked 38 other people, and no one else uses a 1 to 4 grading scale. She wanted to know why the District uses the 1 to 4 grading scale. Ms. Widman stated she was not prepared to answer the question but added that Ms. MacDonald was talking about grading scales and not rubrics.

The Board spent time discussing traditional grading versus using rubrics to inform students of their understanding of a particular subject.

Ms. Widman stated that the New Hampshire Department of Education has standards, but there is no requirement on how to implement the standards. She offered to have a one-on-one with parents who do not understand the current grading system.

Ms. Widman commented that the District moved away from midterms and finals because of COVID. Ms. Ames pointed out that Ms. Widman was hired to implement a competency-based curriculum, but if that is no longer the case, then the Board needs to have a long conversation. Mr. Cutter agreed and said this should be added to a future agenda.

ii. Sophia Fowler, Director of Student Services

Ms. Fowler stated that the students in the Special Education Department across all three schools had seen growth thanks to the considerable effort of all the staff. The educators, paraeducators, and related health professionals have worked hard this year to meet the student's needs. Ms. Fowler provided some of the positives and accomplishments across the District:

1. CHS

- a. Effective Communication for the Everyday World class has a more substantial impact on more students to build social/pragmatic language skills, the ability to give and accept feedback and negotiate peer relationships. Students who never worked in learning groups are starting to build those skills more effectively. This class functions as a regular class with typical classroom expectations and experiences.

2. GMS

- a. Through great team collaboration with speech therapy, occupational therapy, physical therapy, special education teacher, classroom teacher, and AAC consultant. This allows a specific student to demonstrate the ability to read and do math calculations despite significant motor deficits. More importantly, the student loves school.
- b. In specific situations, students have seen growth in their communication skills alone and among peers as the speech team has been able to push into the classroom setting and work through student challenges as they arise.
- c. The students enter the building excited and happy, and ready to learn. In the pre-K environment, they are growing and thriving. The progress and growth in student and team solidification over the past four months have been astounding. The teachers and related service providers have worked to create a program that meets all students' needs while keeping the youthful joy and wonder that a pre-K experience should be.
- d. The GMS SPED staff, including Reading Specialists and Supports, demonstrate daily that relationships are the most significant and easiest path to progress and growth. During classroom walk-throughs, observations, and countless other settings, professionals' time and effort in creating personal connections with the students demonstrates that relationships pay off in student progress and growth.

3. LMS

- a. Best is a period or class that LMS utilizes in many ways. Each month The Best of the Best team building competition happens. Some examples of the competitions are door decorating and mummy wrap. Steph Hoelzel's group (which comprises many special education students) has won twice this year. All the students worked together, collaborated, planned, problem solved, and executed a design showing increased communication, teamwork, perseverance, and patience.

4. Growth of Special Education

- a. At the start of the 2022 - 2023 school year, there were roughly 250 students across the three public schools, and the two private schools in Litchfield were responsible for that.
- b. Currently, there are 258 students in the Special Education system.
 - i. 15 of the 258 are in other schools (including parentally placed, Out of District (OOD), and Charter Schools)
 - ii. 78 of the 258 are at Griffin Memorial School (Pre-K - Grade 4)
 - iii. 74 of the 258 are at Litchfield Middle School (Grade 5 - Grade 8)
 - iv. 91 of the 258 are at Campbell High School (Grade 9 - age 22)

- c. Our students' needs are growing and becoming more complex. With all this growth and complexity, our special education teams across all three schools have met the need and continue to meet all students where they are. I cannot speak highly enough of all the effort and time each team member takes to meet these needs.

Ms. Fowler acknowledged that the Special Education staff are working very hard, like most Districts.

Litchfield needs help filling the Special Education positions. She noted that COVID appears to have impacted the student's social and emotional learning.

iii. Christa McAuliffe Technology Conference Presentation

Dr. Jette shared the video link to the Christa McAuliffe Conference Presentation. Tech Integrator Karen Desiaddon and the LMS Library Media Specialist created the video.

[Christa McAuliffe Technology Conference](#)

E. Community Comment on Agenda Items @ 6:12 pm:

No one was present for Community Comment.

Closed at 6:13 pm

F. Correspondence:

Ms. Ames read the correspondence into the meeting minutes.

LITCHFIELD SCHOOL BOARD – CORRESPONDENCE for 01/04/23 Meeting

Date	From/To	Summary
12/15/2022	Tara Hershberger to Board	Circulating Final Audit RFPs
12/15/2022	Liz MacDonald, Chair to Board and Superintendent Response: Dr. Jette Elizabeth MacDonald	Statutes and next steps regarding options for School Moderator for Deliberative
12/16/2022	Andrew Cutter to Board Response by Liz McDonald	Need to amend Meeting Minutes from November 3, 2022 Meeting as they do not include Motion, Second and Vote by Board to “put in a policy for a one year period that allows the fiscal year 24 special services budget to be returned to taxpayers if underspent”.
12/19/2022	Michele Flynn to Board, SAU Staff, Staff at all 3 schools	New Beta Test Site for the District was launched and is ready for feedback
12/19/2022	Douglas Totten, BA to Board and Superintendent Response: Mr. Cutter	Confirming conversation with legal that the only way to add money to capital reserves and expendable trust is warrant article

12/20/2022	Elizabeth MacDonald to Mr. Perez and copying Board	Congratulations on Assistant Principal of the Year
12/21/2022	Douglas Totten, BA to Board and Superintendent	Outlining conversation with Primex re: insurance coverage and \$o impact for Middle School Lacrosse
12/21/2022	Douglas Totten, BA to Board and Superintendent	Regarding the manifest and obtaining signatures next week
12/22/2022	Dr. Jette to Board	Impending weather for Friday 12/23 and intent to continue operations as normal but monitor situation
12/23/2022	Douglas Totten, BA to Board and Superintendent Response: Ms. MacDonald	Regarding positive meeting with Ms. Hershberger and Ms. Stevens from Budget Committee regarding Default Budget
12/28/2022	Ann Inomarati, Accountant and Assistant to BA to Board	Attaching final 2022 manifest and requesting review/signatures from Board members
12/29/2022	Dr. Jette to Board	Circulating Agenda
12/30/2022	Elizabeth MacDonald to Board	<p>Circulating Email from Dr. Jette to Representatives requesting that they co-sponsor legislation to increase building aid</p> <p>Response from Litchfield's Representative Ralph Boehm: "It is too late to put in legislation. Plans for a new school exist on LMS property. So buying land is a waste of money. Arguments that GMS has reached its end have been said for 20 or more years. There probably is a bill or bills that may increase Building Aid. But questions always arise as to where the money comes from."</p> <p>Response from Dr. Jette was that there were no plans for the LMS site, that plans never made it past the "conceptual stage," and that further studies, including feasibility study, showed high water table, perched ponds under site, clay deposits prevent good draining and would require lots of water mitigation.</p>
01/02/2023	Tara Hershberger to Board	Advising that Budget Committee will be voting on warrant articles on Thursday, circulating proposed Town warrant articles, asking Board for feedback or if they should take a position as a Board on any article.
01/04/2023	Ann Inomarati to Board	Circulating small manifest for signature at tonight's Board meeting.
01/04/2023	Andrew Cutter to Board and Superintendent	Hearing potential heat issues at LMS

II. General Business:**A. Superintendent's Report****i. Update on WiFi Connectivity**

Dr. Jette mentioned that at the last School Board meeting, the Board discussed the WiFi issues, and he would look into the status and the timeframe for updating the WiFi.

Dr. Jette stated that Chris Jamrog, IT Director, has met with the engineers working on the WiFi system. The system at CHS and GMS is identical, new, and up-to-date. The system at LMS needs replacement. Mr. Jamrog is preparing for the system to be updated. Once the system is updated, the public can enter the building and see a public WiFi option, but the person must agree to the terms. The District's system would be able to capture the device's information.

Dr. Jette said the system would have student, staff, and public credentials. The staff would be provided with more access to District information than the public would have access to.

Dr. Jette commented that the supply chain issues have caused the system implementation to be at least a year away. He noted that CHS and GMS would be ready to go in the fall. Mr. Jamrog is not sure when LMS will be ready; there is a **\$30,000** investment to get LMS up-to-date. Once the system is up-to-date, it will take approximately a year to receive the needed parts.

Mr. Cutter asked if the District should create a warrant article to raise the \$30,000 needed to bring LMS up to speed regarding WiFi. Dr. Jette stated that would depend on the will of the Board, and he noted that in the past, the District could have used the end-of-year funds to make that investment. He added that that is not likely to happen in FY2023.

The Board discussed the topic and agreed that most events are held at CHS, then LMS. They agreed that GMS does not have many events and that the priority should be LMS over GMS. Dr. Jette pointed out that CHS and GMS already have the updated system, and are only waiting on parts. LMS still needs to update its system, then purchase the necessary parts.

ii. Screenagers

Dr. Jette commented that Principal Grantham has been pushing a concept that will be presented in the three schools. The District will show a video titled "Screenagers: Growing Up in the Digital Age." The video is meant for parents to watch and learn about the students' experiences on social media. The video can be watched in the CHS auditorium on January 25 at 6:30 pm.

Ms. Ames asked that Dr. Jette have the District send out an email to parents regarding the movie.

iii. Heat at LMS

Dr. Jette said he was not sure when it occurred but noted that a tree came down and took the power out at LMS. He noted a possible power surge that fried one of the electrical units on the roof. Dr. Jette mentioned that no one picked up on the electrical unit issue because everyone was in vacation mode. North Branch noticed the problem late last week, and they spent time figuring out why the unit was acting the way it did. Dr. Jette said that there

are two compressors that work in a primary and secondary mode, but one of the two compressor units failed. He mentioned that the warranty covers the parts, but the labor is not covered. An HVAC company came in and got compressor two to work, and the heat was back on. Since the school was still a little cool, the secondary heaters were used to heat the zones.

Dr. Jette pointed out that the District does not have a surge protector for LMS. He noted that with all the new equipment installed at LMS, the District had started a conversation to find out the correct amount of surge protection that the school needs. Dr. Jette added that he would do a follow-up with Eversource.

iv. Enrollment Report

The Board reviewed the enrollment report.

Enrollment:

Month	PK	K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Total
September 30, 2022	45	66	87	75	80	86	439
October 28, 2022	45	66	87	77	80	86	441
November 25, 2022	45	66	88	77	81	86	443
December 23, 2022	45	67	88	78	80	87	444

Ms. Harrison commented that she read on Facebook that residents were interested in enrolling their children into kindergarten. She directed them to the link on the GMS website, but was informed that the link was for last year’s enrollment. Dr. Jette said that he would look into it.

B. Public Minutes

i. December 14 - Public School Board Meeting

The Board agreed to table voting on the minutes until the next meeting.

ii. November 3 - Public School Board Meeting

Mr. Cutter stated that the minutes from November 3 were missing a vote that occurred 2 hours and 5 minutes into the meeting. Mr. Cutter said that he made the motion and Ms. Hershberger seconded. He noted that at 2:08 there was an amended motion by him and seconded by Ms. Hershberger. The motion stated, “put in a policy for a one-year period that allows the fiscal year 2024 Special Services budget to be returned to taxpayers if underspent”. The motion passed (5-0-0).

Mr. Cutter motioned to amend the November 3 minutes. Ms. Ames seconded the motion. The motion passed (5-0-0).

The Board discussed how they would make the approved motion into a policy. They agreed that they would need to write the policy, then have a first and second read. Ms. Harrison noted that she believed that since it was a one-year policy that the Board would implement the policy immediately. Otherwise, the Board would go

through writing a draft policy, having a first and second read, then putting the policy in the manual for only one year. She agreed to go with the will of the Board.

Mr. Totten commented that he reached out to Primex about the playground at GMS. Primex said that the hard ground was a deterrent to using the playground. They agreed to come to GMS on Wednesday and walk the area with Mr. Totten and Mr. Ross.

C. Business and Operations:

i. Financial and Operations Report:

Business Administrator Doug Totten mentioned this starts with the North Branch Construction invoice. The December invoice should be done by the end of this week. He noted that the change orders have been updated, and the financial reports are from November 2022. Mr. Totten commented that the December reports will be available at the next meeting.

LMS Construction

- a. North Branch
 - i. [Nov Invoice](#): \$413,240.91
 - ii. Paid through Bank of America Lease
- b. Change Orders changes to date.

Change Order	Amount	Total Contract	Notes
001	\$ (10,384.00)	\$ 6,118,022.00	
002	\$ 108,856.62	\$ 6,226,878.62	
003	\$ 16,712.25	\$ 6,243,590.87	
004	\$ 41,464.58	\$ 6,285,055.45	
	\$ 16,780.67	\$ 6,301,836.12	
		\$ 6,301,836.12	
		\$ 6,301,836.12	
Total	\$ 173,430.12		
			7% of Contract
			\$428,988.42
Total	\$ 173,430.12		
Reimbursement	\$ 24,595.15		Current Percent of Contract
Confirmed Total	\$ 148,834.97		2.43%

Financial Reports

Mr. Cutter stated that one of the things that he noticed on the budget was the money spent on legal fees. The District had budgeted \$60,000 for legal services and they have already spent \$45,000 halfway through the school year. Mr. Totten said the District will luck out this year because there are no contracts being negotiated.

ii. Default Budget Calculations:

Mr. Totten stated that at the last Budget Committee meeting, he noted that additions and reductions were made to the budget. The total reduction was **\$117,956**. The Fund 10 Operating Budget, as it stands now, is **\$24,230,328**.

Mr. Totten noted that when he is talking about the Default Budget, he means keeping the FY2023 budget and only increasing or decreasing the budget due to contracts or things that are mandated. He reviewed the account codes on the spreadsheet and showed the increased and decreased amounts. The current default budget is \$151,000 less than the budget for FY2024, and the Default Budget is \$24,078,993.

Ms. Hershberger motioned to accept the Budget Committee's cut of \$82,526 for the SAU/ School Board Administrative Assistant and to remove this amount from the default budget calculation. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Ms. Harrison asked Dr. Jette how things were going without an Administrative Assistant. He commented that it is an adjustment. He reminded the Board that the District went from full-time to no position. He added that staff is taking on additional work, and there are organizational challenges. Dr. Jette provided examples of how things are different, and one of the changes is how the minutes and agendas will be stored.

Ms. Hershberger asked if Dr. Jette was looking for approval of the Default Budget tonight. Dr. Jette said that the Board did not need to approve it tonight.

iii. Financial Overview & Fiscal Projections:

Business Administrator Totten said that the District was very clear this year about the shortfall from FY2022 and the expected shortfall for FY2023. Mr. Totten said that a lot of the savings would come from personnel. Mr. Totten reviewed the Capital Projects Fund, North Branch, Overall Savings, and Increased Cost spreadsheets.

Mr. Totten commented that the District needs to come up with \$168,000, but the District is looking to use the LMS Impact Fees for the first payment on the lease. He noted that the District would need to write a letter to the Select Board and request the Select Board's approval to use the Impact Fees. Mr. Totten mentioned that it makes sense to allow the Town or School District to use Impact Fees for additions to the Town.

Mr. Totten stressed that the District is actively looking to hire for most positions. The only positions the District is not actively looking for are a Special Education Teacher, an additional teacher for LMS, and the Administrative Assistant position. He mentioned that CHS was not able to hire a part-time PE Teacher for semester one. He noted that the District has an overall General Fund savings of approximately **\$560,357**.

Mr. Totten said that from what North Branch expects to be invoiced for the remainder of this year, the District will not use up the Municipal Lease. He stated that anything that needs to be paid to North Branch will either come from ESSER 3 or the Municipal Lease. Any money that is spent on the elementary school project, he believes, will be reimbursed from the Capital Improvement Expendable Trust Fund. The Capital Improvement Expendable Trust Fund balance would be **\$79,628**. (\$125,000 - \$5,400 - \$37,872 - \$2,100).

The Board asked Business Administrator Doug Totten questions regarding the numbers in the spreadsheets.

Org Code	Account	Description	Amount	Notes
Revenue				
		Eversource Energy Efficiency	\$63,200.00	
		Capital Improvements Exp Trust	\$40,000.00	For Elementary Professional Serv
		Municipal Lease	\$304,811.25	
		Total Revenue	\$408,011.25	
Expenses				
3000460001	330	DW Consulting	\$5,000.00	
3011460002	330	Elementary Professional Services	\$40,000.00	Pre-Bond Work
3021460003	330	LMS Professional Services	\$37,478.00	Architect Fees and Commissioning
30214600	433	LMS Repairs- North Branch	\$732,838.03	North Branch
		Total Expenses	\$815,316.03	
		Total Revenue	\$408,011.25	
		Total Expenses	\$815,316.03	
		Funds Needed	\$407,304.78	

Chair MacDonald asked the Board if they would mind moving New Business ahead of Reports to allow Mr. Hess to present the Program of Studies for CHS. The Board agreed.

III. New Business:

A. Campbell High School Program of Studies:

CHS Principal Jacob Hess and Valerie Nelson presented the CHS Program of Studies to the Board. Ms. Nelson stated the changes to the programs for 2023-2024 were:

- a. All dates have been updated.
- b. Page 2 - Updated School Administration and School Counseling Department list.
- c. Page 3 - New letter from Principal Hess.
- d. Page 7 - New Graduation Requirement Chart to reflect the Mathematics requirement policy update.
- e. Page 8 - Removed “Examples of the proposal and contract can be found on the Campbell High School Website” from Honors Option.
- f. Page 18 - Updated the Math Course Sequencing chart to reflect the course name change from Algebra 2/Trigonometry to Pre-Calculus.
- g. Page 20 - Removed Algebra 2/Trigonometry and replaced it with a new course named Pre-Calculus. Updated course description.

- h. Page 42 - Removed PSAT/SAT prep course as it is no longer offered.

Mr. Cutter motion to approve. Ms. Hershberger seconded the motion. The motion passed (5-0-0).

B. Mid-Year Data: PSAT Summary Results:

CHS Principal Jacob Hess talked about the PSATs taken in October. He mentioned that the chart shows the State and CHS averages, and the column on the right shows this year’s numbers. He noted that freshmen did not take the test last year.

Graduation Year	PSAT Fall 2021		PSAT Fall 2022	
	Class of 2024 (current juniors)	CHS avg: 914 State avg: 939	ERW: 470 Math: 444 State ERW: 482 State Math: 457	CHS avg: 962 State avg: 990 (99 students tested)
Class of 2025 (current sophomores)	CHS avg: 929 State avg: 878	ERW: 473 Math: 456 State ERW: 449 State Math: 429	CHS avg: 953 State avg: 930 (82 students tested)	ERW: 481 Math: 472 State ERW: 473 State Math: 457
Class of 2026 (current 9th graders)	CHS avg: N/A State avg: N/A	ERW: N/A Math: N/A State ERW: N/A State Math: N/A	CHS avg: 850 State avg: 871 (81 students tested)	ERW: 429 Math: 421 State ERW: 439 State Math: 432

PSAT Key Takeaways

Strengths

- a. Current Sophomore Class performed well in both math and English
- b. English is the strength from all 3 grades.
- c. The District’s “Close to” or “On track” numbers are considerably stronger than “Need to strengthen” in virtually all areas.

Areas where growth is needed

- a. Overall, we can improve in all areas.
- b. Math is an area where the most growth seems possible.

PSAT Next Steps

- a. Take an overall look at how math is taught at Campbell.

- b. How are we asking questions in relation to what students encounter on the SATs?
- c. What areas within the math data are our students struggling with? Identify and create an engaging curriculum.
- d. This curriculum work will be a focus of PLCs and CF/Curriculum Director meetings over the second semester and moving forward.

Principal's Questions:

- a. How flexible can the District be when it comes to class offerings and scheduling processes?
 - i. Things move fast sometimes, is there a way to follow the process, but more quickly?
- b. How closely would the Board like the teachers to "teach to the test?" Is the District putting all of its eggs in the SAT and PSAT? How else can the District begin to define "success."
 - i. ESSA - The state goal is that each student meets 2 indicators.
- c. How does the District balance the importance of SAT/PSAT data at the state level while post-secondary schools are moving away from them?

Ms. Hershberger asked why they did not put a full-time PE Teacher position into the budget. Dr. Jette stated that the District was trying to create a budget, and realized that the number of students attending the Litchfield School District is decreasing. He added that the District is funding the ELO (Extended Learning Opportunity) position.

Chair MacDonald stated that the kids want to take gym and Fit for Life. She noted that there are students that the District makes sit in a class for an hour and a half and not move. Ms. MacDonald pointed out that the kids need an outlet, get up from their desks. She mentioned that they have one PE Teacher teaching Health and Science, and the District has four Music Teachers.

Ms. Harrison asked how the District can offer more course options with declining enrollment. Principal Hess stated that declining enrollment is actually a good thing. He pointed out that with fewer students attending the Litchfield School District, the District can offer more elective courses.

The Board discussed the benefits of ELO. Dr. Jette mentioned that as a Superintendent his job is to pay attention to how the students are performing. Based on the current test results, he has to be concerned with reading, writing, and math.

Ms. Nelson said that she is working on creating College Career Readiness Goals for the students. The Board then discussed the importance of ESSA (Every Student Succeeds Act).

IV. Reports:

A. Committee Reports

a. Budget Committee (T Hershberger / H Ames)

Ms. Hershberger stated that the last Budget meeting was the presentation of the warrant articles. Tomorrow is the voting on the warrant articles.

Ms. Hershberger commented that the Select Board made a motion to approve the use of ARPA funds to purchase a fire truck in the amount of \$656,899, upon the will of the voters. The Board voted (4-0-0) that

the decision should be made by the taxpayers in March. The Board was informed that if the Town waits until after the March election to purchase a similar fire truck, the cost would escalate to approximately \$829,000.

b. **Facilities Improvement Committee (C Harrison / H Ames)**

Dr. Jette said that the next meeting is coming up on January 11, and the invites have gone out. Dr. Jette mentioned that he took the liberty to invite the Representatives to attend. Senator Soucy has responded and said she would attend.

c. **Emergency Management Committee (T Hershberger)**

Ms. Hershberger commented that Interim Fire Chief Doug Nicoll is still the Interim Fire Chief. She noted that the Town did not receive the second S.A.F.E. grant.

d. **Website Committee (A Cutter)** -

Mr. Cutter stated that the Website Committee received the website feedback that was shared, and the Board received the update. He suggested having the topic put on the agenda to discuss. Mr. Cutter noted that they have the link and they need to talk about the direction of where it is going.

e. **Wellness Committee (T Hershberger)**

Ms. Hershberger mentioned that the next Wellness Committee meeting is Tuesday, February 7, at 3:30 pm in Campbell High School.

V. **Old Business:**

A. **FY2024 Draft Warrant Articles**

Dr. Jette stated that the warrant articles were updated with the information that has been received. The Board reviewed the warrant articles.

a. **ARTICLE 1**

Dr. Jette said that they are waiting to hear from the Budget Committee on where the Operating Budget and Default Budget numbers land.

“Shall the Litchfield School District vote to raise and appropriate as an **Operating Budget**, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual School District

meeting, for the purposes set forth herein, totaling \$XXXXXXX? Should this article be defeated, the default budget shall be \$XXXXXXX which is the same as last year, with certain adjustments required by the previous action of the Litchfield School District or by law, or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.”

Estimated Tax Impact (per \$1000): \$1.30 (Operating Budget); \$0.65 (Default Budget)

Recommended by the School Board (0-0-0)

Recommended by the Budget Committee (5-4-0)

b. ARTICLE 2

“Shall the Litchfield School District raise and appropriate the sum of four hundred ninety-seven thousand dollars (\$497,000.00) for the purchase of approximately thirty-five (35) acres of land with no buildings or improvements thereon, shown as Tax Map 15, Lot Number 8 on Litchfield tax maps (the parcel is also known as BL114 Albuquerque Ave, Litchfield, New Hampshire) and further approve the seller’s condition of the sale which is that the district will name the school to be constructed thereon the “Robin Reilly Elementary School”? This warrant article will be a special non-lapsing appropriation per RSA 32:7, VI and will not lapse until the closing on the property takes place once the construction of a new school is funded and approved by voters or by June 30, 2029, whichever is sooner.”

Estimated Tax Impact (per \$1000): \$ 0.41

Recommended by the School Board (0-0-0)

Recommended by the Budget Committee (6-3-0)

c. ARTICLE 3

“Shall the Litchfield School District vote to raise and appropriate 50% of the fund balance, up to a sum of \$125,000, to be added to the Building Maintenance Capital Reserve Fund established in 2005 for the purpose of funding school capital improvements, building maintenance and repairs in the Litchfield School District, with said funds to come from the June 30 unassigned fund balance available for transfer on July 1 of this year with no additional amount to be raised from taxation?”

Recommended by the School Board (0-0-0)

Not Recommended by the Budget Committee (4-5-0)

d. ARTICLE 4

“Shall the Litchfield School District vote to raise and appropriate 40% of the fund balance, up to a sum of \$125,000, to be added to the Capital Improvements Expendable Trust Fund established in 2020 for the purpose of funding the study, planning, and cost of new construction or renovation of existing facilities in the Litchfield School District with said funds to come from the June 30 unassigned fund balance available for transfer on July 1 of this year with no additional amount to be raised from taxation? *This amount is consistent with the Capital Plan adopted by the Town of Litchfield in September 2020.*”

Recommended by the School Board (0-0-0)

Recommended by the Budget Committee (6-3-0)

e. ARTICLE 5

“Shall the school district establish a Capital Reserve Fund under the provisions of RSA 35:1-c called “The Employee Benefits Capital Reserve Fund” for the purpose of funding the payment of negotiated employee benefits including but not limited to: health insurance reimbursements, changes in coverage or policies chosen by employees, severance benefits and such other benefits as are from time to time negotiated and become contractual obligations of the district, and further to raise and appropriate 10% of the fund balance up to \$100,000 to be placed in this fund with said funds to come from the June 30 fund balance available for transfer on July 1 and further to name the school board as agents to expend from this fund?”

Recommended by the School Board (0-0-0)

Recommended by the Budget Committee (9-0-0)

Mr. Cutter stated that the Board talked earlier about the WiFi for the schools, and he started thinking about either using the Technology Reserve Account, or a warrant article. Currently, the Technology Reserve Account has approximately \$77,000 in it. Ms. Ames suggested taking \$30,000 from the Technology Reserve Account since they are agents to expend.

Dr. Jette said he would ask Mr. Jamrog to get an updated cost. Ms. Ames asked that Dr. Jette find out what it would cost to purchase a surge protector.

The Board discussed whether they should vote on the warrant articles. Mr. Cutter mentioned that they could vote on most of the articles. The Board agreed to make one motion to send the warrant articles to the Budget Committee.

Mr. Cutter motioned to send the draft warrant articles, as reported this evening January 4, to the Budget Committee for presentation on January 5. Ms. Harrison seconded the motion. The motion passed (5-0-0).

B. Final Power Purchase Agreement (Solar):

Dr. Jette stated that the Board reviewed this at the last School Board meeting, and the attorney has gone through the agreement. The agreement was recommended to the Board for its final approval so that the District can start getting the solar array installed in March.

Ms. Harrison motioned to approve the Power Purchase Agreement with the solar panels for the LMS project. Ms. Ames seconded the motion. The motion passed (5-0-0).

Mr. Cutter pointed out that he voted in favor of the motion, not because he supports solar, but because it was voter-approved.

C. COVID Plan:

a. COVID Numbers 2022-2023

Low	Student absence rate between 0% and 5%
Medium	Student absence rate between 5.1% and 9.9%
High	Student absence rate greater than 10%

		School Impact		
		Griffin Memorial School	Litchfield Middle School	Campbell High School
December	12/19	High	High	High
	12/12	Medium	High	Medium
	12/5	High	Medium	Medium
	11/30	Low	High	Medium
November	11/21	Medium	High	High
	11/14	High	Medium	High
	11/7	High	Low	Medium
	10/31	High	High	Medium
October	10/24	High	High	Low
	10/17	Medium	Medium	Low
	10/10	High	Low	Medium
	10/3	Medium	Low	Medium
Aug & Sept	9/26	Medium	Medium	High
	9/19	Low	Low	Low
	9/12	Medium	Medium	Low
	9/5	Medium	Medium	Low
	8/29	Low	Low	Low

Dr. Jette presented the COVID numbers for the past four months. The Board asked where they could find the COVID numbers for the Litchfield School District. Dr. Jette said he would look into it and get the information to the Board.

b. Updated Health Screening

Dr. Jette asked the Board what their thoughts were regarding the health screening requirements. The Board discussed the procedures and agreed that people need to be informed what to do if they answered “yes” or have a positive test result.

All Staff and Students are expected to take personal responsibility for the health and safety of self and other members of the school community.

1. Do you have any of the following symptoms?
 - a. Temperature of 100.0 °F or greater? If so please remain at home until fever free for 24 hours without fever reducing medication.
 - b. New or unexpected respiratory symptoms: cough, sore throat, runny nose, nasal congestion, or

shortness of breath? If so, please consider ruling out COVID or the flu with a healthcare provider or at home test. Please remain at home until symptoms have improved and consider masking at school to help prevent the spread.

- c. Nausea, vomiting, or diarrhea? Please remain at home until resolved for 24 hours without the aid of medication.
2. Have you been in a household with anyone confirmed to have COVID-19 symptoms or a positive test result in the past 48 hours?
 - a. If you answered yes, you may attend school and should wear a mask for 10 days from the date of exposure, AND
 - b. You should be tested for COVID-19 on day 6 after exposure.
 - i. If negative, you should continue to mask and take precautions through day 10.
 - ii. If positive, you must immediately isolate yourself from others.

If you answered “Yes” to any of the questions above, please continue to report to the attendance line and the school nurse to report symptoms and receive additional guidance.

VI. Community Input @ 8:56 pm:

No one was present.

Closed at 8:57 pm

VII. School Board Comments:

Mr. Cutter thanked Ms. Hershberger for sending over the Budget Committee warrant articles.

Ms. MacDonald congratulated Mike Perez for receiving the New Hampshire Vice-Principal award. She noted that it reflects nicely on the District.

Ms. Hershberger thanked everyone who supported the CHS Wrestling Fundraiser at Romano’s on **December 21**, She added that CHS Wrestling partnered with the Litchfield Pickleball Association and learned how to play pickleball.

Ms. Hershberge said that the RFP for the Special Audit is out, but she has not seen any responses yet.

VIII. Manifest:

- i. None

IX. Upcoming Meetings:

- i. January 18, 2023
- ii. February 1, 2023
- iii. February 15, 2023

X. Non-Public Session:

Mr. Cutter motioned to enter Non-Public Session at 8:58 pm. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair E. MacDonald - Yes
- ii. Vice-Chair H. Ames - Yes
- iii. A. Cutter - Yes
- iv. C. Harrison - Yes
- v. T. Hershberger - Yes

XI. Return to Public Session:

9:44 pm

The Board discussed the use of ARM funds by the Town and provided Budget Committee Representative Tara Hershberger with ideas.

XII. Adjournment:

Ms. Ames motioned to adjourn the public meeting at 9:49 pm. Mr. Cutter seconded the motion. The motion passed (5-0-0).

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
Special School Board Meeting
January 12, 2023
Litchfield Town Hall**

Date Approved: ____ / ____ / ____

In Attendance:

Members: Elizabeth MacDonald, Chair; Heidi Ames, Vice Chair; Andrew Cutter; Christina Harrison; and Tara Hershberger

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Absent: None

Also in

Attendance: None

I. Public Session:

A. Call to Order:

i. 5:30 pm - Chair Elizabeth MacDonald called the meeting to order, followed by the Pledge of Allegiance.

B Community Comment @ 5:32:

No one was present.

Closed at 5:33

C Finalize 2023 Warrant:

Superintendent Jette thanked the Board for attending the Special School Board Meeting tonight. Dr. Jette pointed out that he and Business Administrator Doug Totten have the highest confidence in the numbers. Dr. Jette mentioned that tonight’s meeting intends to allow the Board to ask questions regarding the warrant articles. He pointed out that the Admin Team was at the meeting.

Dr. Jette mentioned that this is the most significant difference between the proposed Operating Budget and the proposed default budget he has seen. He noted that if the Operating Budget does not pass and they have to work with the default budget, the District has a lot of work to do. Dr. Jette pointed out that the District had already cut essential items from the budget, so to receive a default budget would mean more significant reductions.

Mr. Cutter said he was happy that the Business Administrator would review the numbers. He noted that he was reviewing the tax rate, estimated revenue, and expense spreadsheet. He pointed out that the spreadsheet on January 4 had different numbers than those reported on January 5.

Chair Elizabeth MacDonald mentioned that this budget had nothing to do with what happened last year; all the debts had been paid. Mr. Totten said that he would go over the debts that had been paid. Ms. Hershberger stated that her understanding of the significant differential was due to the delayed kitchen project and carried over to the following year.

Business Administrator Totten reviewed the Tax Rate Estimate spreadsheet with the School Board.

Tax Rate Estimate (Revenue and Expenses)

Mr. Cutter stated that the School District is at \$25,920,283 for an Operating Budget and \$25,127,836 for a default budget, which is a difference of \$792,447. Ms. MacDonald mentioned that the Board would have to make further reductions if the taxpayers do not pass the Operating Budget.

Ms. Harrison commented that if the Board is concerned that they will wind up with a default budget, it needs to inform the taxpayers what will be cut and how this will affect the student's education. She did not think it would be responsible to let the taxpayers choose what they want without informing them of the consequences of their choice.

Ms. Hershberger pointed out that the most important thing that needs to be explained is why the Operating Budget has a Tax Impact of double what the default budget has as a Tax Impact. She noted that the Operating Budget was not twice the default budget amount. Mr. Totten explained how the Tax Impact was calculated.

Ms. Ames expressed her concern that if the District were only provided with a default budget, items like transportation would be cut. She did not want to see elementary students, who live less than a mile away from GMS, have to walk to school. Dr. Jette said that the District would not have children walk along 3A to get to school but to keep the bus transportation going, the District would need to find the money from somewhere else.

Mr. Cutter asked when the School Board would vote on whether to or not to recommend the School District's warrant articles. Dr. Jette said the meeting would convene at approximately 6:30 pm. The Board would have until then to vote on the warrant articles. The Town is presenting its warrant articles first, and the School District would go second. After presenting the warrant articles, the Board would reconvene the meeting in the CHS auditorium.

Mr. Cutter recommended that they vote on the warrant articles tonight.

a. ARTICLE 2

“Shall the Litchfield School District raise and appropriate the sum of four hundred ninety-seven thousand dollars (\$497,000.00) for the purchase of approximately thirty-five (35) acres of land with no buildings or

improvements thereon, shown as Tax Map 15, Lot Number 8 on Litchfield tax maps (the parcel is also known as BL114 Albuquerque Ave, Litchfield, New Hampshire), and further approve the seller's condition of the sale which is that the district will name the school to be constructed thereon the "Robin Reilly Elementary School"? This warrant article will be a special non-lapsing appropriation per RSA 32:7, VI and will not lapse until the closing on the property takes place once the construction of a new school is funded and approved by voters or by June 30, 2029, whichever is sooner."

Estimated Tax Impact (per \$1000): \$ 0.41

Dr. Jette reviewed the article and informed the Board that he spoke to legal counsel regarding adding a sentence to clarify if the property purchase does not happen by 2029, the funds are returned to the taxpayers.

Recommended by the School Board (5-0-0)

Recommended by the Budget Committee (6-3-0)

Mr. Cutter motioned to approve Article 2 as written. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

b. ARTICLE 3

"Shall the Litchfield School District vote to raise and appropriate 50% of the fund balance, up to a sum of \$125,000, to be added to the Building Maintenance Capital Reserve Fund established in 2005 for the purpose of funding school capital improvements, building maintenance and repairs in the Litchfield School District, with said funds to come from the June 30 unassigned fund balance available for transfer on July 1 of this year with no additional amount to be raised from taxation?"

Dr. Jette informed the Board that the Budget Committee voted (4-5-0) against the warrant article. They voted against it because the Budget Committee did not like the term capital improvements in the article. The District used capital improvement funds to decrease the gap that occurred with the middle school project.

Recommended by the School Board (5-0-0)

Not Recommended by the Budget Committee (4-5-0)

Mr. Cutter motioned to approve Article 3 as written. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

c. ARTICLE 4

"Shall the Litchfield School District vote to raise and appropriate 40% of the fund balance, up to a sum of \$125,000, to be added to the Capital Improvements Expendable Trust Fund established in 2020 for the purpose of funding the study, planning, and cost of new construction or renovation of existing facilities in the Litchfield School District with said funds to come from the June 30 unassigned fund balance available for transfer on July 1 of this year with no additional amount to be raised from taxation? *This amount is consistent with the Capital Plan adopted by the Town of Litchfield in September 2020.*"

Recommended by the School Board (5-0-0)

Recommended by the Budget Committee (6-3-0)

Mr. Cutter motioned to approve Article 4 as written. Ms. Ames seconded the motion. The motion passed (5-0-0).

d. ARTICLE 5

“Shall the school district establish a Capital Reserve Fund under the provisions of RSA 35:1-c called “The Employee Benefits Capital Reserve Fund” for the purpose of funding the payment of negotiated employee benefits including but not limited to: health insurance reimbursements, changes in coverage or policies chosen by employees, severance benefits and such other benefits as are from time to time negotiated and become contractual obligations of the district, and further to raise and appropriate 10% of the fund balance up to \$100,000 to be placed in this fund with said funds to come from the June 30 fund balance available for transfer on July 1 and further to name the school board as agents to expend from this fund?”

Recommended by the School Board (5-0-0)

Recommended by the Budget Committee (9-0-0)

Mr. Cutter motioned to approve Article 5 as written. Ms. Ames seconded the motion. The motion passed (5-0-0).

e. ARTICLE 1

“Shall the Litchfield School District vote to raise and appropriate as an **Operating Budget**, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual School District meeting, for the purposes set forth herein, totaling **\$25,920,283**? Should this article be defeated, the default budget shall be **\$25,127,836**, which is the same as last year, with certain adjustments required by the previous action of the Litchfield School District or by law, or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.”

Estimated Tax Impact (per \$1000): \$1.22 (Operating Budget); \$0.56 (Default Budget)

Recommended by the School Board (4-1-0) (A. Cutter abstained)

Recommended by the Budget Committee (5-4-0)

Ms. Harrison motioned to approve Article 1 as written. Ms. Ames seconded the motion. The motion passed (5-0-0).

Mr. Cutter said that he voted ‘no’ because he does not believe the District should be funding a deficit. Ms. Harrison stated that the District has to fund a deficit because they have parts on order, a project underway, and the project needs to be completed.

Ms. Hershberger noted that, over the next several days, the Board would have time to think of items that will need to be cut if they wind up with the default budget. She added that the Board would need to seriously discuss what must be cut.

The Board discussed how hard it would be to work with a default budget and how they have done everything possible to renovate a deteriorating school. The Board also talked about how they had funds to spend ahead in the past. Still, at the end of this Fiscal Year, the District will not have the same amount of money.

II. RECESS to the conclusion of the BUDGET HEARING at Campbell HS:

Ms. Ames motioned to recess to the conclusion of the Budget Hearing at 7:35 pm. Mr. Cutter seconded the motion. The motion passed (5-0-0).

III. Reconvene:

A. Campbell High Auditorium:

The School Board reconvened the Special School Board meeting at 7:50 pm.

Mr. Cutter mentioned that for ten years, he was responsible, as a Budget Committee member, for the financial impact that would occur based on the Committee's decisions. He acknowledged the frustration of carrying a deficit for a third year. Mr. Cutter accepted that he needs to be more of an advocate for the students, staff, and District employees.

Mr. Cutter said he is deeply concerned about a difference in the Operating Budget and default budget of \$762,000 and how that will impact the students.

Mr. Cutter motioned to revote Article 1. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Ms. Hershberger motioned to reduce the budget by \$94,878. Ms. Hershberger withdrew her motion.

Mr. Totten said that if the motion passed, the funds would be removed from the Operating Budget and the default budget. So the gap between the two would still be excessive.

Mr. Cutter motioned to approve Article 1 as written. Ms. Ames seconded the motion. The motion passed (5-0-0).

Dr. Jette stated that legal counsel suggested adding the following sentence to the end of Article 2, "This warrant article will be a non-lapsing appropriation for the RSA and will not lapse until the closing on the property takes place or once the construction of a new school is funded and approved by the voters by June 30, 2029, whichever comes is sooner. If the closing does not occur, the appropriation will lapse, and all funds raised will be returned to the taxpayers."

Mr. Cutter motioned to recommend Article 2 with the extra sentence as prepared by legal counsel. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Dr. Jette commented that he and Mr. Totten had spoken with legal counsel regarding the Tax Impact on Articles 3 and 4. He noted that both warrant articles read that they have zero Tax Impact, but according to the Town, that is incorrect.

IV. Upcoming Meetings:

- i. January 18, 2023.
- ii. February 1, 2023.
- iii. February 15, 2023.

V. Adjournment:

Ms. Ames motioned to adjourn the public meeting at 8:03 pm. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
January 18, 2023
Litchfield Town Hall**

Date Approved: 02 / 15 / 2023

In Attendance:

Members: Elizabeth MacDonald, Chair; Heidi Ames, Vice Chair; Andrew Cutter; Christina Harrison; and Tara Hershberger

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Absent: None

Also in

Attendance: Dan Mitchell, GMS Principal

I. Public Session:

A. Call to Order:

- i. 5:33 pm - Chair Elizabeth MacDonald called the meeting to order, followed by the Pledge of Allegiance.

B Review and Revision of Agenda:

- i. Mr. Cutter mentioned that he wants to see where the School Board is with the audit. Dr. Jette said they would add an audit update under letter B under Old Business.
- ii. Mr. Cutter said that he would like to review the policy regarding underspending. Dr. Jette mentioned adding that to Old Business under letter C, Special Education Funds.

C Summary of Non-Public Actions from December 14, 2022:

Ms. Ames made a motion to approve the Non-Public Minutes from December 14, 2022. Ms. Hershberger seconded the motion. The motion passed (5-0-0).

D Presentations and Recognitions:

i. Report from Dan Mitchell, GMS Principal

Dan Mitchell, GMS Principal, said he wanted to institute "Coffee with the Principal." It was initially scheduled for Friday, January 20, but because of the uncertainty of the weather, he moved it to Friday, January 27. At this time, "Coffee with the Principal" is not about a specific topic. Mr. Mitchell noted that in the future, that might change.

Mr. Mitchell has everyone provide a mid-year check regarding where they are with the school goals. The three school goals are:

- i. PLC - Collaborative Teamwork
- ii. SEL - Student Support

iii. Continuation Goal – Coming up with the skills list.

Mr. Mitchell commented that they had seen a series of student conversations or decisions based on data this year. He talked about how a grade might be struggling with math facts, so the teachers would spend six weeks targeting a specific skill and reviewing along the way. He pointed out that the District is halfway through the year, so the teachers will use the i-ready data and spend 12 weeks targeting a skill.

Mr. Mitchell said the second goal was the SEL work. He noted that this had been spearheaded by Maura, Jen, and the Student Support Committee. Mr. Mitchell said that the school had two in-person assemblies, and they focused on a specific area every month. Last month they gave out recognition and focused on pause and action at recess. This month they will focus on pause and action in the classroom.

Mr. Mitchell said the final goal is the skills work. He noted that they asked the teachers what skills they wanted last year, and they received requests for 172 skills. This year, the school asked each grade level to develop five skills that you hope students have before they come to you and five skills that you will attest they will have when they leave you.

Mr. Mitchell mentioned that he had asked the teachers to make an argument that the skills they are asking students to have are necessary.

Dr. Jette showed the Board on the screen what Mr. Mitchell was talking about. He noted that this was on the Agenda under New Business.

Mr. Mitchell stated that at one of the last School Board meetings, there was a comment about the GMS playground. He mentioned that Doug, Maura, Dave, and himself were able to meet with representatives from Primex to do a walk of the playground. Mr. Mitchell said that part of the problem was messaging. The playground is not closed, but there are aspects of the playground that are closed. He pointed out that anything considered a high fall potential (i.e., swings and the structure) requires nine inches of a soft landing. The high fall potential area has approximately an inch-and-a-half of a soft landing. Everything around the swings and structure is free to use.

Mr. Mitchell commented that the school invested money from the PTO on sleds and other things that require snow. Unfortunately, they have not received snow. Mr. Mitchell spoke with the Kindergarten Teachers and asked what they would like, he told them to send them Amazon links, and they would receive the items.

Mr. Cutter asked why the Litchfield School District is different from other Districts and does not have its complete playground open. Mr. Mitchell noted that the GMS playground had an incident that became a lawsuit. Because of that, the District has received official notification from the insurance company. Once the District was notified, it no longer had plausible deniability.

Mr. Mitchell provided the Board with pictures and video of students playing on the playground.

[Video of Students Playing](#)

E. Community Comment on Agenda Items @ 5:56 pm:

No one was present for Community Comment.

Closed at 5:57 pm

F. Correspondence:

Ms. Ames read the correspondence into the meeting minutes.

LITCHFIELD SCHOOL BOARD – CORRESPONDENCE for 01/18/23 Meeting

Date	From/To	Summary
01/04/2023	Dr. Jette to Board	Circulating the December 14, 2022 Public Meeting Minutes
01/05/2023	Doug Totten, B.A. to Board Replies: Andrew Cutter (3x) Doug Totten (3x)	Regarding reconciling North Branch expenses and municipal lease
01/05/2023	Doug Totten, B.A. to Board	Re: telephone call with Legal regarding including expected revenue and expenses to finish LMS and inclusion in operating but not default budget - Circulating Tax Rate Estimate Sheet
01/06/2023	Michele Flynn to Board, SAU Staff, Staff at all 3 schools	New Beta Test Site for the District was launched and is ready for feedback
01/06/2023	Jan Sullivan to Board	Circulating Draft of 1/4/23 Non-Public Minutes
01/06/2023	Jan Sullivan to Board	Circulating Draft of 1/4/23 Public Minutes
01/10/2023	Douglas Totten, BA to Board	Regarding final tweaks to budget and default re: benefits
01/10/2023	Dr. Jette to Representative Boehm	Outlining expenses from 2003 to 2008 re: new elementary school; request to advocate for Litchfield taxpayers by supporting more Building Aid
01/10/2023	Mary Widman, Director of Curriculum, Instruction, and Assessment	Circulating Grading for Learning and Equity Workshop Series
01/11/2023	Douglas Totten, B.A.	Circulating Email Correspondence between Budget Committee Chair and B.A. re: Valuation used for Tax Rate estimate.
01/11/2023	Superintendent to Board	Circulating Calendar Entry for 1/12/23 Special School Board Meeting regarding reviewing Warrant Articles and Understanding Default Calculation
01/11/2023	Doug Totten, B.A. to Board	Regarding finding error in spreadsheet which resulted in a change to numbers
01/13/2023	Dr. Jette to Board Reply: Andrew Cutter requesting manifest summary	Circulating Agenda for 1/18/23.

01/15/2023	Tim Kearns, Community Member Reply: Superintendent that warrants will be posted when in final form Reply from Mr. Kearns on 1/17 with additional moderator/process for appointment	Asking where the School Warrants are posted and where the School Moderator rules are posted.
01/15/2023	Tim Kearns, Community Member	Right to know request to Moderator Byron requesting all documents
01/17/2023	Doug Totten, B.A.	Circulating 1/18/23 B.A. Report
01/17/2023	Ann Inomorati, Accountant/Assistant to B.A. Reply: Andrew Cutter	Circulating manifest documentation
01/18/2023	Doug Totten, B.A.	Responding to question about reconciling NB change orders with invoices about reconciling NorthBranch change orders with invoices

II. General Business:

A. Superintendent’s Report

i. Parent Communication

Dr. Jette said he sent a parent communication out last week. The communication provided the date of the video titled “Screenagers.” Dr. Jette mentioned that he was hoping for a good turnout. Principal Grantham helped push the concept, and the other principals are also on board. He noted that there would be a discussion forum at the end of the video.

The communication also provided the dates regarding the budget. He pointed out that the attendance at the Budget Committee Hearing was low.

Dr. Jette said that the Health Screening procedures were updated.

ii. Key Dates Election

Dr. Jette reviewed the key dates that pertained to the School District.

Date	Action	Reference
Friday, January 6, 2023	Deadline for Citizen Petition Bond Articles in excess of \$100,000.	RSA 40:13, II-a(b)
Tuesday, January 10, 2023	Deadline to post notice of Budget Hearing and Bond Hearing.	RSA 40:13, II-a; and RSA 33:8-a
Tuesday, January 10, 2023	Deadline for other Citizen Petition Articles.	RSA 40:13, II-a(b); and RSA 197:6
Tuesday, January 10, 2023	Deadline to finalize CBAs.	RSA 32:5-a

Tuesday, January 17, 2023	Supervisor Checklist Posts Checklist.	RSA 40:13, II-a(c) and RSA 40:13, XI(a)
Tuesday, January 17, 2023	Deadline for Public Hearing on the School Board or Budget Committee's proposed budget, and for Default Budget Presentation.	RSA 40:13, II-a(c) and RSA 33:8-a
Tuesday, January 17, 2023	Deadline for School Board Bond Hearing.	RSA 40:13, II-a(d)
Tuesday, January 24, 2023	Supervisor Checklist Correction Session.	RSA 671:15; RSA 669:5 and RSA 654:27
Wednesday, January 25, 2023	First Day of Filing Period for Candidates.	RSA 671:19; and RSA 669:19
Thursday, January 26, 2023	Deadline for Budget Committee to deliver final budget.	RSA 40:13, II-b(c)
Monday, January 30, 2023	Post Warrant(s) and Budget for Session I and II.	RSA 40:13, II-a(d)
Friday, February 3, 2023	Last Day for Filing Period for Candidates.	RSA 671:19; and RSA 669:19
Saturday, February 11, 2023	Deliberative Session (Session I)	RSA 40:13 III, IV
Tuesday, February 14, 2023	Supervisors of Checklist re-post Checklist.	RSA 671:15; RSA 669:5; and RSA 654:26 and 27
Between March 1 and March 8, 2023	Supervisor of Checklist Checklist Correction Session.	RSA 671:15; RSA 669:5
Tuesday, March 7, 2023	Deadline for Annual Report.	RSA 40:13, II and RSA 32:5, VII-a
Tuesday, March 14, 2023	District Voting (Session II) Budget/Bond Voting and Election Absentee Ballots Collected.	RSA 40:13 VIII
Tuesday, April 3, 2023	Deadline for reports to DRA of meeting results.	RSA 21-J:34

iii. Ballot Update

Dr. Jette commented that the taxpayers need to vote for a School Moderator, School District Clerk, School District Treasurer, and School Board Member. Dr. Jette pointed out that on the last ballot update, the position of School District Treasurer was not included. He added that all four positions are on the same three-year term.

The Board discussed the Moderator position. Last year the School District Moderator position was filled by Mr. Perry, the Town's Moderator. Dr. Jette said that last year the taxpayers should have elected a Moderator. At the

Deliberative Session, the legislative body at the meeting will select among themselves who will lead them by all the RSAs.

Dr. Jette informed the Board that Lauren Crowley had submitted her resignation as School District Clerk. When the Board goes into Non-Public Session, Dr. Jette will nominate a new School District Clerk.

Dr. Jette noted that he contacted the Chair and Vice-Chair of the Budget Committee regarding the Committee's need to re-vote Articles 1, 2, and possibly 3. Legal Counsel suggested adding the word "additional" would help clarify that no "additional" amounts would be raised through taxation.

Mr. Cutter mentioned after reviewing the calendar that the Budget Committee does not meet during January. Ms. Hershberger commented that the last time the Committee was going to meet was after the Budget Hearing, but several members could not attend. She has not received any emails from the Committee since.

Mr. Cutter commented that Thursday, January 26, is the deadline for the Budget Committee to deliver the final budget. He noted that the School District needs the Committee to vote on the revised articles in the next two weeks.

SCHOOL DISTRICT OFFICES

SCHOOL MODERATOR	SCHOOL DISTRICT CLERK	SCHOOL DISTRICT TREASURER	SCHOOL BOARD MEMBER
Three Year Term	Three Year Term	Three Year Term	Three Year Term
Vote for Not More Than One (1)	Vote for Not More Than One (1)	Vote for Not More Than One (1)	Vote for Not More Than One (1)

ARTICLES

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an **operating budget**, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling **\$25,920,283**? Should this article be defeated, the default budget shall be **\$25,127,836** which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Estimated Tax Impacts (per \$1000): \$1.22 (Operating Budget); \$0.56 (Default Budget)

Recommended by the School Board
Vote 5-0-0

Recommended by the Budget Committee
Vote 5-4-0

ARTICLE 2

Shall the Litchfield school District raise and appropriate the sum of four hundred ninety-seven thousand dollars (\$497,000.00) for the purchase of approximately thirty-five (35) acres of land with no buildings or improvements thereon, shown as Tax Map 15, Lot Number 8 on Litchfield tax maps (the parcel is also known as BL114 Albuquerque Ave, Litchfield, New Hampshire) and further approve the seller's condition of the sale which is that the district will name the school to be constructed thereon the "Robin Reilly Elementary School"? This warrant

article will be a special non-lapsing appropriation per RSA 32:7,VI and will not lapse until the closing on the property takes place once the construction of a new school is funded and approved by voters or by June 30, 2029, whichever is sooner. If the closing does not occur, the appropriation will lapse, and all funds raised will be returned to the taxpayers.

Estimated Tax Impact (per \$1000): \$0.41

Recommended by the School Board
Vote 5-0-0

Recommended by the Budget Committee
Vote 6-3-0

ARTICLE 3

Shall the Litchfield School District vote to raise and appropriate 50% of the fund balance, up to a sum of \$125,000, to be added to the Building Maintenance Capital Reserve Fund established in 2005 for the purpose of funding school capital improvements, building maintenance and repairs in the Litchfield School District, with said funds to come from the June 30 unassigned fund balance available for transfer on July 1 of this year with no additional amount to be raised from taxation?

Estimated Tax Impact (per \$1000): \$0.00

Recommended by the School Board
Vote 5-0-0

Not Recommended by the Budget Committee
Vote 4-5-0

ARTICLE 4

Shall the Litchfield School District vote to raise and appropriate 40% of the fund balance, up to a sum of \$125,000, to be added to the Capital Improvements Expendable Trust Fund established in 2020 for the purpose of funding the study, planning, and cost of new construction or renovation of existing facilities in the Litchfield School District with said funds to come from the June 30 unassigned fund balance available for transfer on July 1 of this year with no additional amount to be raised from taxation? This amount is consistent with the Capital Plan adopted by the Town of Litchfield in September 2020.

Estimated Tax Impact (per \$1000): \$0.00

Recommended by the School Board
Vote 5-0-0

Recommended by the Budget Committee
Vote 6-3-0

ARTICLE 5

Shall the school district establish a Capital Reserve Fund under the provisions of RSA 35:1-c called "The Employee Benefits Capital Reserve Fund" for the purpose of funding the payment of negotiated employee benefits including but not limited to: health insurance reimbursements, changes in coverage or policies chosen by employees, severance benefits and such other benefits as are from time to time negotiated and become contractual obligations of the district, and further to raise and appropriate 10% of the fund balance up to

\$100,000 to be placed in this fund with said funds to come from the June 30 fund balance available for transfer on July 1 and further to name the school board as agents to expend from this fund?

Estimated Tax Impact (per \$1000): \$0.00

Recommended by the School Board

Vote 5-0-0

Recommended by the Budget Committee

Vote 9-0-0

B. Public Minutes

i. January 4 - Public School Board Meeting

Ms. Harrison motioned to approve the January 4 Public School Board Meeting minutes. Ms. Hershberger seconded the motion. No vote was made.

Mr. Cutter motioned to approve the January 4 Public School Meeting minutes, as amended. Ms. Ames seconded the motion. Motion passed (5-0-0)

C. Business and Operations:

i. **Financial and Operations Report:**

Business Administrator Doug Totten stated that a lot of work was done in December. The Music Room is unoccupied and will be cleaned on Friday. He noted that all the spaces would be returned to the students and staff on Monday.

In January, they will also work in the mechanical room, which is a custodian room. The tentative date to stop work for a while is February 17. They will start work at the end of June on the kitchen and cafeteria. Mr. Totten stated that between now and June is when the District will receive the invoices for the material that will go into the kitchen.

Mr. Cutter asked what the remaining amount of the lease was. Mr. Totten said it was a little over \$839,000.

Dr. Jette said they had two lengthy meetings regarding the aspects of electricity. He noted that the District had an outage with one of its compressors out of ten. It will cost the District approximately \$10,000 to repair the damage. The District might have to file an insurance claim.

Dr. Jette mentioned that the equipment is under warranty, but the labor is not. Dr. Jette commented that he was told by the owner that subcontracted the electrical work that the subcontractor could say the equipment is not covered under the warranty because an act of god caused the damage.

Kay informed Dr. Jette that she was confident that her equipment was protected. Her equipment can respond and shut off within 30 milliseconds.

LMS Construction

- i. North Branch:
 - 1. [Dec Invoice](#): \$420,487.96
 - 2. Paid through Bank of America Lease
- ii. Change Orders changes to date:

	Original Contract	\$6,128,406.00	
Change Order	Amount	Total Contract	Notes
001	\$ (10,384.00)	\$ 6,118,022.00	
002	\$ 108,856.62	\$ 6,226,878.62	
003	\$ 16,712.25	\$ 6,243,590.87	
004	\$ 41,464.58	\$ 6,285,055.45	
005	\$ 15,608.67	\$ 6,300,664.12	
		\$ 6,300,664.12	
		\$ 6,300,664.12	
Total	\$ 172,258.12		
			7% of contract
			\$428,988.42
Total	\$ 172,258.12		
Reimbursement	\$ 24,595.15		Current Percent of Contract
Confirmed Total	\$ 147,662.97		2.41%

Financial Reports

Business Administrator Doug Totten provided the financial and reports to the Board.

December 2022: Google sheet that organizes expenditure and revenue reports by month, breakdown of fiscal year spending in the capital projects fund, end-of-month cash balance, and balances in reserve and trust funds.

LMS Impact Fees Construction

Business Administrator Doug Totten mentioned that they had discussed using the impact fees in two different ways. The two ways are:

- 1. Apply towards the first municipal lease payment. The payment is due in a month or two.
- 2. Reimburse for part of a North Branch invoice.

Mr. Totten said he would recommend using the impact fees towards the municipal lease. Mr. Totten stated that he would write the Select Board a letter requesting to receive the impact fees towards the first payment of the municipal lease.

Ms. Hershberger motioned to apply for the LMS impact fees and apply them toward the municipal lease payment. Ms. Ames seconded the motion. The motion passed (5-0-0).

Mr. Cutter asked how much of the impact fees would be put towards the municipal lease payment. Mr. Totten said he would have to go to the trust because it earns monthly interest. The amount is more than \$49,000. Dr. Jette said that Principal Grantham is planning a celebration for the workers. He added that the Student Council is going to help to organize it. Dr. Jette asked that he and the Board are invited to the party.

III. **Reports:**

A. **Committee Reports**

i. **Budget Committee (T Hershberger / H Ames)**

Ms. Hershberger stated that there was a Budget Committee Hearing last Thursday.

ii. **Facilities Improvement Committee (C Harrison / H Ames)**

Ms. Harrison said that the Facilities Improvement Committee met last Wednesday. The Committee discussed the topography of Map 15, Lot 8. The Committee did an overview of what the property would include. They discussed how the property is broken up into thirds. The front piece is where the school would be built, the middle piece is mostly wetlands, and the last has some deep ravines.

The Committee invited their State Legislators, but they decided not to come. The members discussed the rankings for Building Aid and the need to get support.

Dr. Jette presented a map to the Board and residents watching the meeting. He talked about the property and where the school would be built if approved by the taxpayers. The Committee discussed the drawings and made suggestions. They suggested that people watch the Facilities Improvement Committee meeting on LCTV.

iii. **Emergency Management Committee (T Hershberger)**

Ms. Hershberger mentioned that the Emergency Management Committee is meeting tomorrow.

iv. **Grading & Reporting Committee (H Ames / C Harrison)**

Ms. Ames mentioned that the Committee wound up meeting by building, and she could not attend both. Ms. Ames said that she attended the CHS Grading & Reporting Committee meeting. The Committee discussed Formatives and the Late Policy.

v. **Website Committee (A Cutter)**

Mr. Cutter commented that the Website Committee met yesterday. The Committee is going to meet every other week for the foreseeable future. The Committee shared high-level thoughts and ideas, which they will return to the website company.

Members:

Mr. Barka	- Community Member
Mr. Cutter	- School Board Member
Mr. Jamrog	- IT Director
Ms. Doucette	- Teacher (GMS)
Ms. Provencal	- Librarian (LMS)
Ms. Green	- Library Media Specialist (CHS)

One of the topics that the Website Committee discussed was having the “School Board” selection on the District’s website embedded on another menu.

vi. **Wellness Committee (T Hershberger)**

Ms. Hershberger stated that the next meeting would be on February 7 at 3:30 pm in the Learning Commons at Campbell High School.

IV. **New Business:**

A. **Mid-Year Progress Reports - School & District Goals:**

District (1/18/23) - Mike Jette

Dr. Jette said that the District had three goals at the beginning of the school year. The goals were:

- i. Getting LMS upgrades completed.
- ii. Work on a new elementary school project.
- iii. Culture and Climate.

Dr. Jette said that Phase 2 is on track, but he noted that it is based on supply chain issues. He mentioned that the PPA has been signed and turned over to Kay. The expectation is that the solar will begin in March, go live in May, tweak and adjust in June, and turn over to the School District in July.

Dr. Jette said the kitchen renovation work would begin soon after school is let out and will be completed in June or July. He added that the punch list would be finalized in February.

Dr. Jette said that the Center for School Climate and Learning (CSCL) is engaged and meeting with students/staff at all three schools. He noted that they would administer the survey the week of February 20.

B. **Academic Surveys:**

Dr. Jette said he shared a PowerPoint with the Board that was put together. The Board agreed that they liked the PowerPoint presentation. Dr. Jette said he met with the Oversight Team because there were questions regarding the survey.

Dr. Jette commented that a non-academic survey requires people to opt-in, and an academic survey provides an opt-out option. Dr. Jette provided the Board with the three surveys.

Mr. Cutter asked what the District would do with the information they gathered. Dr. Jette said that Bill’s team would analyze the data and bring it back to the District. The Board discussed the types of questions and how they were asked differently based on the grade level.

Chair MacDonald asked that the Board be given a week to review the surveys. Ms. Ames agreed that the Board should take another week to review the surveys, but they should decide whether these are academic surveys.

Dr. Jette added that these surveys were being paid for with a grant.

C. Kindergarten Registration:

Principal Mitchell said Kindergarten registration would open up officially the second week of February. He noted that with the new enrollment system, they must go in and do the initial registration. Ms. Wilcox receives the registration and sends back a reply. Mr. Mitchell noted that Ms. Wilcox would be on leave the first week of February, so that they will initiate the registration during the second week of February.

Mr. Mitchell mentioned that if anyone believes that they just signed up now for Kindergarten, they technically have not. The District is going to use social media to inform parents about the registration for Kindergarten. He encouraged parents to follow the School District on Facebook.

Mr. Mitchell expects the Pre-K registration to occur around the first week of March. He commented that their goal is to establish what the Pre-K program will look like. He wants to be able to define the program so that when parents sign their children up, the parents will know how many slots are available and what number they are on the list.

V. Old Business:

A. COVID Plan:

Dr. Jette stated that the positive cases of COVID for the staff at GMS and LMS was four. Currently, the number of staff with a positive case of COVID are:

- i. GMS has zero.
- ii. LMS has three.
- iii. CHS has zero.

Dr. Jette reminded the Board that in December, the District was dealing with the flu, RSV, and COVID. The students and staff took their school break and came back healthier. Chair McDonald mentioned that the four-day school weeks might have helped to keep the numbers down. She acknowledged that there was still something going around.

Dr. Jette said that if the Board went to [Illness Report Link](#), they would have access to all the COVID reports.

a. COVID Numbers 2022-2023

Low	Student absence rate between 0% and 5%
Medium	Student absence rate between 5.1% and 9.9%
High	Student absence rate greater than 10%

		School Impact		
		Griffin Memorial School	Litchfield Middle School	Campbell High School
January	1/23			

	1/16			
	1/9	Low	Medium	Low
	1/2	Medium	Medium	Medium
December	12/19	High	High	High
	12/12	Medium	High	Medium
	12/5	High	Medium	Medium
	11/30	Low	High	Medium
November	11/21	Medium	High	High
	11/14	High	Medium	High
	11/7	High	Low	Medium
	10/31	High	High	Medium
October	10/24	High	High	Low
	10/17	Medium	Medium	Low
	10/10	High	Low	Medium
	10/3	Medium	Low	Medium
Aug & Sept	9/26	Medium	Medium	High

The Board discussed how to find things on the School District’s website. One of the suggestions was making the agenda easier to find, and Mr. Cutter informed Dr. Jette that <http://www.internetessentialspartner.com/> does not work. He pointed out that copying the address into a different browser does not correct the problem.

B. Audit Update:

Ms. Hershberger mentioned that she had not seen any RFP responses from any auditors. She noted that if the School District wants to keep the request out there, it is to adjust the target timeline.

Ms. Hershberger reviewed what the RFP for an audit covered.

Goals of Supplemental Audit

- i. Evaluation of project cost accounting practices associated with Litchfield Middle School (LMS) Front Entrance Canopy, Phase 1 (new roof and windows), and Phase 2 (HVAC, new lighting, solar panels) projects, as well as Griffin Memorial School (GMS) work/planning which was all managed under Fund 30.
- ii. Identify root cause(s) and any significant contributing factors for the deficit in FY2022 and continued deficit in FY2023.
- iii. Review and recommendations of any updated accounting and reporting procedures.

The Scope of the Supplemental Audit

- i. Fund 30 - Sole focus since this fund has been used off and on for many capital projects throughout the years.
- ii. Timeline: As far back as when the last time Fund 30 was zeroed out, believed to be the start of the LMS Canopy project (approx. September 2020).

- iii. Interviews – Current employees:
 - 1. Dr. Michael Jette, Superintendent
 - 2. Mr. Douglas Totten, Business Administrator
 - 3. Ms. Ann Inamorati, Accountant
- iv. Interviews as needed – School Board Members:
 - 1. Five members of the Litchfield School Board had a fiduciary responsibility to oversee the District’s finances.
- v. Target Timeline
 - 1. RFP Response deadline – January 15, 2023
 - 2. Board Review/Vote on Selected Proposal – January 18, 2023
 - 3. RFP Selection Notification – January 20, 2023
 - 4. Work Commences – January 23, 2023
 - 5. Preliminary Findings – March 8, 2023 (6 weeks from commencement)
 - 6. Written Report – June 2023

Additional consideration will be given to RFPs that can expedite this timetable.

Ms. Hershberger stated that anyone interested had to submit their proposal by January 15, 2023.

Ms. Ames pointed out that the companies that would get involved with this type of audit are preparing for tax season.

The consensus of the Board was to extend the deadline by 60 days.

C. **Special Education Funds Policy:**

Mr. Cutter commented that at the last School Board meeting, the Board discussed the need to draft a policy based on the November 3 vote. The vote was to have an annual review by the sitting Board, at the time and to return the underspend from Special Education accounts back to the taxpayer.

Mr. Cutter noted that the thought was to create a policy that would provide context to future School Boards. He said that Ms. Ames provided him with a comment that the vote was specifically for FY2024. Ms. Ames mentioned that she thought that the information should be provided in the policy. She expressed her concerns about giving some background information.

Ms. Harrison pointed out that this is essentially an agreement between two parties. The understanding was that the School Board would return underspent Special Education Funds to the taxpayers if the Budget Committee did not reduce the Special Education budget. She added that the Budget Committee did make reductions in the Special Education budget.

Ms. Ames suggested that the Board write a policy that says the School Board agrees to return underspent funds from the Special Education budget as long as the Budget Committee has not already reduced that budget. Mr. Cutter suggested adding the line, “Should a reduction happen by the Budget Committee; this policy will be reviewed by the School Board.”

The Board agreed that the suggested policy needs some tweaking and input from Budget Committee. The members discussed when to vote on the proposed policy.

Dr. Jette commented that they had been talking about creating a Policy Committee. He noted that the Board needs to discuss other policies he will bring forward. Dr. Jette said there is a Wellness Policy, a Home Education Policy, and a Rental Policy.

Dr. Jette suggested that a Committee could meet earlier, around 3:30 pm until 4:30 pm, on the first and third Wednesday of the month to review policies. The Policy Committee would be made up of two School Board members and invite Administrators to attend the meeting. Dr. Jette sent invites to the policy meeting on February 1.

VI. School Board Comments:

Mr. Cutter asked for an update on the WiFi at LMS. Dr. Jette said that if the firewall went down, the District would be looking at a \$50,000 bill to restore and get everything back up. If there were a cyber attack, that expense would come from the "Rainy Day" fund. IT Director, Chris Jamrog, will inform the Board what it would take to recover if something occurred. As of right now, this does not stop the progress regarding the WiFi at CHS or GMS.

Mr. Cutter asked where the District was regarding the next steps to the curriculum. Ms. Ames said that the questions from the meeting were the agenda for the Grading & Reporting Committee this past week. Ms. Ames said that she believes that the District is at a crossroads regarding the curriculum. She added that there might need to be a more extensive discussion at a Board level.

Dr. Jette stated that the next Community Forum on Competencies and Grading would occur on March 15. Ms. McDonald commented that if Mr. Hess comes to the Board meeting on March 22, then Ms. Widman should come on March 8.

Ms. MacDonald mentioned that she went to the senior girls' basketball game. The youth basketball team was there and played.

VII. Manifest:

- i. None

VIII. Community Input @ 7:56 pm:

No one was present.

Closed at 7:57 pm

IX. Upcoming Meetings:

- i. February 1, 2023 @ 5:30 pm.
- ii. February 15, 2023 @ 5:30 pm.
- iii. March 8, 2023 @ 5:30 pm.

X. Non-Public Session:

Chair MacDonald made a motion to enter a Non-Public Session under RSA 91-A: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 or her, unless the employee affected (1) has a right to a hearing and (2) requests that the meeting be open, in which case the request shall be granted. And RSA 91-A:3, II (c) - Matters which, if discussed in public, would likely adversely affect the reputation of any person other than a public body member unless such a person requests an open meeting. This exemption shall extend to any application for assistance, tax abatement, or waiver of a fee, fine, or another levy based on the applicant's inability to pay or poverty at 7:59 pm. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Roll-Call

- | | | |
|------|----------------------|-----|
| i. | Chair E. MacDonald - | Yes |
| ii. | Vice-Chair H. Ames - | Yes |
| iii. | A. Cutter - | Yes |
| iv. | C. Harrison - | Yes |
| v. | T. Hershberger - | Yes |

XI. Return to Public Session:

Ms. Ames made a motion to adjourn the non-public session at 9:40 pm. Mr. Cutter seconded the motion. The motion passed (5-0-0).

XII. Adjournment:

Ms. Ames motioned to adjourn the public meeting at 9:40 pm. Mr. Cutter seconded the motion. The motion passed (5-0-0).

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
February 1, 2023
Litchfield Town Hall**

Date Approved: 02 / 15 / 2023

In Attendance:

Members: Heidi Ames, Vice Chair; Christina Harrison; and Tara Hershberger

Superintendent: Michael Jette

Absent: Elizabeth MacDonald, Chair; and Andrew Cutter

I. Public Session:

A. Call to Order:

- i. 7:30 pm - Vice-Chair Heidi called the meeting to order.

B Non-Public Session:

Vice-Chair Heidi Ames motioned to enter a Non-Public Session under RSA 91-A:3, II (a) - The dismissal, promotion, or compensation of any public employee or the disciplining of such employee. Ms. Harrison seconded the motion. The motion passed (3-0-0)

Roll-Call

- i. Vice-Chair H. Ames - Yes
- ii. C. Harrison - Yes
- iii. T. Hershberger - Yes

XI. Return to Public Session:

Ms. Ames motioned to adjourn the non-public meeting at 8:01 pm. Ms. Hershberger seconded the motion. The motion passed (3-0-0).

XII. Adjournment:

Ms. Ames motioned to adjourn the public meeting at 8:02 pm. Ms. Hershberger seconded the motion. The motion passed (3-0-0).

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
February 15, 2023
Litchfield Town Hall**

Date Approved: 03 / 08 / 2023

In Attendance:

Members: Elizabeth MacDonald, Chair; Heidi Ames, Vice Chair; Andrew Cutter; Christina Harrison; and Tara Hershberger

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Student

Representative: Emma

Absent: None

Also in

Attendance: Jake Hess, CHS Principal; Kiana, Student; Kathleen Follis, Occupational Therapist; Bridgette, Student; Nathan, Student; and Patrick Keefe, LEA President

I. Public Session:

A. Call to Order:

5:33 pm - Chair Elizabeth MacDonald called the meeting to order, followed by the Pledge of Allegiance.

B. Review and Revision of Agenda:

None

C. Summary of Non-Public Actions from January 18, 2023:

Ms. Hershberger motioned to approve the Non-Public Minutes from January 4, 2023. Ms. Ames seconded the motion. The motion passed (5-0-0).

D. Summary of Non-Public Actions from February 1, 2023:

Ms. Hershberger motioned to accept the resignation of Kathy Tobey as LMS Reading Teacher. Ms. Ames seconded the motion. The motion passed 3-0-0.

Ms. Ames motioned to accept the nomination of Amanda Duyon as a part-time LMS Reading Teacher at a salary of \$30,971 pro-rated. Ms. Hershberger seconded the motion. The motion passed 3-0-0.

Mr. Cutter stated how the Public Session Minutes read that the Board did not have a quorum to have an official meeting. He asked how the Board could make a motion to enter into Non-Public when the Board was not going to vote. Dr. Jette explained to Mr. Cutter that the Board ended the Non-Meeting at 6:46 pm and returned at

7:30 with a quorum. The Board entered the Non-Public Session to vote on some employment issues and adjourned at 8:01 pm.

E. Presentations and Recognitions:

Report from Jake Hess, CHS Principal

Vice-Chair Heidi Ames entered the meeting at 6:36 pm

Mr. Hess, CHS Principal, said he brought senior Kiana to the meeting so she could talk about the Senior Project that she has been working on.

i. Senior Project:

Kiana mentioned that her Senior Project is the Pantene Hair Drive for people who have lost their hair due to chemotherapy. She noted that this was an annual Senior Project, but a few years ago, the pandemic forced them to stop. Ms. Henderson commented that Assistant Principal Michael Perez asked her to start the Hair Drive back up.

Ms. Henderson stated that she and 15 other girls would donate their hair. She added that the boys were invited to donate their hair. The event will take place on May 25, and there will be an hour-long assembly at the end of the day. During the event, speakers, singers, and people will share stories about loved ones.

Kiana said that she wants to get the rest of the community involved. She will include GMS and LMS students and staff when she makes a public announcement. Kiana noted that the donors could donate 8, 10, or 12 inches of hair.

Chair Liz MacDonald requested that Kiana send an invitation to the School Board.

Mr. Hess mentioned that Kiana was able to present her project during the monthly full-school assembly today. She will also have a meeting during Advisory to get more students involved.

ii. Recognitions:

a. Clubs and Co-Curricular -

Mr. Hess said many clubs and co-curricular activities are happening at CHS. This year they are all up and running and thriving. He noted that the Student Council and SADD have been busy. The Key Club and FBLA are getting ready to go to some conferences. The Drama Club is preparing for its spring production.

b. Winter Athletics -

Mr. Hess said the boys' basketball team won its first playoff game last night. He noted that CHS showed great at the state meets for swimming. Mr. Hess added that they have track and gymnastics coming up.

c. Shannon Szepan -

He commented that during today's assembly, he presented Shannon Szepan with a certificate that she won. He nominated Ms. Szepan for a CHART Award through the Governor's Council on Physical Activity and Health. Ms. Szepan was one of 31 recipients from around the state who was recognized for demonstrating and modeling character and resiliency to their students and colleagues.

iii. Instructional Highlights:

Mr. Hess said that Michelle Lincoln, a Math Teacher at CHS, completed a Scale of Objects Project with her Honors Geometry students. The project had to do with understanding scales and ratios.

iv. Items of Note:

a. Model Schools Conference -

Mr. Hess mentioned that SNHU reached out to the District in the fall to see if it would host some student observers. The District took three student observers for the English and Social Studies Departments. Mr. Hess commented that he and Mr. Benoit would have the opportunity to attend the Model Schools Conference 2023 in Orlando, Florida, in June. Mr. Hess stated that he and Mr. Benoit entered into a raffle. Out of 35 entries, he and Mr. Benoit were selected to attend with all expenses paid.

b. Mid-Year Progress Goals -

Mr. Hess presented the mid-year progress regarding CHS and the School Board's goals. He noted that PLC stood for Professional Learning Community.

School Goals	Linked to SB Goals	Current Progress
<p>PLC - Create true collaborative PLCs that foster reflection of practice, shared ideas, feedback loops, and common assessments. These will focus analysis of many types of data (both qualitative and quantitative) to drive creation and change in practice.</p>	<p>1. Love of Learning 2. Great Teachers & Great Staff</p>	<p>1. Created a PLC meeting framework/template for all departments 2. Will collect notes from each meeting and be a resource for Department needs 3. Made schedule to rotate through PLC meetings to touch base with each department monthly 4. "Re-normed" what a PLC is, its purpose, goals, and functions.</p>
<p>Advisory - Redevelop the CHS Advisory Program/Curriculum by grade level and time of year to address "whole child" needs, including intervention/enrichment, CHS core values reinforcement, Portrait of a Learner target, College & Career Readiness, Social Emotional Learning, student academic programs, and other counseling needs.</p>	<p>1. Love of Learning 3. Post Secondary Pathways 5. Community Engagement</p>	<p>1. Created a Flex/Intervention block framework to address academic struggles during the day that would not take away from Advisory/community building time. 2. Develop monthly themes to outline a focus for each month that aligns with core values and the Work Study Practices. Allow creativity for teachers but a roadmap for the school.</p>

<p>Increase awareness and usage of multiple data types</p>	<p>1. Love of Learning</p>	<ol style="list-style-type: none"> 1. Began looking at work within PLCs to focus on "norming" and conversations surrounding common class assessments (where applicable). 2. Started conversations with the Math Department around SAT scores. What is being taught and when? Impacts on SAT scores? Possible shifts in the curriculum? 3. Preliminary conversation around a Common Writing Rubric that could be implemented school-wide to focus on writing in all classrooms.
<p>Foster a Positive Staff Climate and Culture</p>	<ol style="list-style-type: none"> 1. Love of Learning 2. Great Teachers and Great Staff 	<ol style="list-style-type: none"> 1. Continued presence in classrooms, hallways, and school events. 2. Monthly "Hess' Huddles" school-wide assemblies to recognize achievements and build school culture. 3. "Coffee with Admin" on Friday mornings with staff

c. Washington D.C. Update -

Dr. Jette commented that he shared a link to the Washington D.C. spreadsheet with the Board. The spreadsheet showed the student amounts paid and the amount that they raised. Dr. Jette mentioned that they added columns "N" and "O." Column "N" is how the students have paid toward their parking as of the meeting. The total of the column is \$4,773. He noted that if you took the amount that the students raised and deducted the parking fees away, the amount that could be reimbursed next year is 9,022.50.

Dr. Jette pointed out that the moment that the Board agrees to refund the cost of the Washington D.C. trip, the District would be committed to the reimbursement.

The Board discussed how the money for the trip was given to Capitol Tours, Inc., and the company did not reimburse the District.

\$13,744.50

\$4,773.00 (money already collected that would be returned)

\$8,971.50 (total of unreimbursed funds)

Next year, the District could waive parking fees for any student owed money. Ms. Hershberger stated that all cash that families paid themselves had been reimbursed. She stressed that they are only talking about fundraising money.

Ms. Ames asked if students had to rent caps and gowns for graduation. Mr. Cutter stated that students have to buy the caps and gowns themselves.

The Board discussed the pros and cons of reimbursing money to the students.

The Board agreed to refrain from taking action but look at it in May or June.

d. Caps and Gowns -

Mr. Hess said he changed the caps and gowns for graduation. Mr. Hess stated that he wanted to do something that would represent one class. The District went with red gowns with black stripes on the sleeves and red caps.

Ms. MacDonald asked about sashes and cords at this year's graduation. She commented that there were too many cords last year and asked what would happen this year. Mr. Hess acknowledged what Ms. MacDonald was saying and added that he had already made one change for this year. He will wait to see how this graduation goes before making other changes.

e. Overnight Field Trip Request -

Dr. Jette commented that the Board has a field trip request form in front of them. The trip is for the Robotics Team to go to a competition in Hartford, Connecticut. Dr. Jette said that this was a new trip and that they had never attended this competition.

Kathleen Follis introduced Bridgette and Nathan from the Potential Energy Team. Ms. Follis mentioned that Bridgette is the lead of the Business Department, and Nathan is one of the programmers.

Ms. Follis stated that the Team has two competitions. One competition is in Reading, MA, from March 17 through 19. The other competition is in Hartford, CT, from March 31 through April 2.

The competition in Hartford would require the Team to leave on March 31 at approximately 6:00 pm from CHS and return on April 2 at around 7:00 pm at CHS. She commented that the Team would stay at the Hampton Inn. Ms. Follis added that there would be 11 students and five chaperones. Ms. Follis mentioned that breakfast and dinner are provided to the students. The students would be responsible for bringing their lunch and spending money.

Mr. Cutter motioned to authorize the overnight stay for the FPC Week 5 competition in Hartford, CT. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Ms. Follis informed the Board that they would use public transportation in Hartford because keeping the bus down there would be extremely expensive. The Board agreed that was part of the motion.

Dr. Jette asked Ms. Follis to ensure that the chaperones had gone through the background checks.

F. Community Comment on Agenda Items @ 6:20 pm:

No one was present for Community Comment.

Closed at 6:21 pm

G. Correspondence:**Litchfield School Board – Correspondence for 2/1/23 Meeting**

#	Date	From/To	Summary
1	1/18/2023	Dr. Jette to School Board	Circulating PowerPoint Slides on Culture and Climate
2	1/22/2023	Mary Widman, Director of Curriculum, Instruction, and Assessment	Circulating email from NHSBA with guidelines for submitting testimony at NH Legislative Hearings
3	1/22/2023	Elizabeth MacDonald, Chair to School Board Response by: Christina Harrison, Tara Hershberger, Mary Widman, and Dr. Jette	Circulating several House Bills being heard this week related to Building Aid - HB332, HB541, and HB546
4	1/23/2023	Christina Harrison to School Board Responses by: Heidi Ames, Tara Hershberger, Elizabeth MacDonald	Circulating letter drafted in support of increasing Building Aid submitted to House Finance Committee on 1/23/23
5	1/23/2023	Elizabeth MacDonald, Chair to School Board, Superintendent, and Doug Totten, B.A. Response by: Tara Hershberger, and Doug Totten	Circulating video from Londonderry that summarizes what cuts will be made to Londonderry schools if Default Budget Passes
6	1/24/2023	Doug Totten, Business Administrator to School Board	Regarding 1/30 being the last day to post warrant articles; confirming that will be ready to be signed and posted later this week, and the School Board will need to come in and sign.
7	1/25/2023	Doug Totten, Business Administrator	Circulating PDFs of Warrant, Default, and MS27 and requesting signatures.
8	1/27/2023	Ann Inomarati, Accountant and Assistant to B.A.	Circulating the register of invoices for 2/1/23 Board Meeting
9	1/27/2023	Barbara Biekawski, Assistant to Superintendent	Circulating 2/1/2023 Draft Agenda
10	1/28/2023	Heidi Ames to School Board	Regarding Superintendent Evaluation (CONFIDENTIAL)
11	1/30/2023	Ann Inomarati, Accountant and Assistant to B.A.	Re-circulating the register of invoices for the 2/1/23 Board Meeting (scanned in the correct direction)
12	1/31/2023	Debbie Rice, Community Member Response by Debbie Rice and Dr. Jette	Concerns about LMS students being required to “retake” iReady tests from January

13	2/2/2023	Lauren Crowley	Invitation to Wellness Committee
14	2/2/2023	Elizabeth MacDonald, Chair to School Board and Superintendent Response by: Tara Hershberger, Doug Totten, Heidi Ames, Andrew Cutter, Christina Harrison, and Dr. Jette	Regarding extra non-meeting to plan approach to deliberative (who presents which articles) Meeting scheduled for Monday, February 6 at 6:30pm
15	2/3/2023	Jan Sullivan	Circulating Minutes for 2/1/2023
16	2/3/2023	Monica Frost, Community Member Response by: Dr. Jette and Monica Frost	Concern with behaviors of a student at GMS
17	2/4/2023	Elizabeth MacDonald, Chair to School Board Responses by: Andrew Cutter, Liz MacDonald, and Tara Hershberger	Confirmation of Non-Meeting; discussion of location of meeting (CHS library or town hall) and recording for public viewing versus available to attend
18	2/6/2023	Lauren Crowley	Suggestions for increasing Wellness Committee Membership and circulating brief survey
19	2/6/2023	Dr. Jette to Board	Circulating draft slides for Deliberative Session
20	2/6/2023	Doug Totten, Business Administrator	Circulating balances of Expendable Trust Funds and Capital Reserves Fund of SAU 27
21	2/7/2023	Kathleen Follis, Community Member Response: Dr. Jette	Requesting the full proposed 2024 operating budget be posted for review. Posted by Doug on 2/8/23
22	2/8/2023	Melissa Raikey, Community Member Response: Dr. Jette	Requesting assistance to find meeting minutes since November 2022
23	2/8/2023	Kerry Momnie, Grade 7 Language Arts	Inviting Board and Administrators to "Living Museum" presentation and displays
24	2/10/2023	Ann Inamorati, Account and Assistant to Business Administrator	Circulating Register of Invoices/Manifest
25	2/10/2023	Elizabeth MacDonald to School Board	Re: Swearing in Moderator for School Deliberative
26	2/10/2023	Dr. Jette to School Board	Circulating email from legal regarding legal procedure for electing Moderator for School Deliberative
27	2/10/2023	Melissa Raikey, Community Member Response: Dr. Jette	Feedback regarding the location of the minutes and questions about state testing results.
28	2/10/2023	Barbara Bielawski	Circulating draft agenda for 2/15/2023

29	2/13/2023	Andrew Cutter to School Board Response by Dr. Jette	Circulating draft policy regarding Special Education underspend for review and placement on the agenda.
30	2/13/2023	Ann Inamorati, Accountant and Assistant to Business Administrator	Circulating Registers/Manifest
31	2/15/2023	Dr. Jette to School Board	Circulating Select Board's Meeting from Monday, February 13
32	2/15/2023	Emma, Student Representative	Circulating Winter Wellness Committee Newsletter

II. **General Business:**

A. **Superintendent's Report**

i. **March 15 Forum - Competency-Based Grading**

Dr. Jette said the District is planning on a March 15 forum. He noted that the forum is on the calendar for a competency-based grading event. He asked the Board how they would prefer to have the forum. Would they prefer a presentation or a round table event?

Ms. MacDonald commented that parents still have many questions, and this event would be the perfect place to answer the questions. Ms. Ames said that the Board came up with the forums because they wanted to provide the parents with a place to speak and ask questions. She added that if the forum is regarding Competency Based Grading, the parents would want to hear from Ms. Widman.

Dr. Jette mentioned that he heard the Board say they would like to have the following:

- a. A District invite with a list of resources that could be looked at in advance.
- b. The library would be used for the forum.
- c. Ms. Widman starts with a 15-minute overview.
- d. Open the floor to discussion.
- e. Request LCTV to record the forum.

Patrick Keefe, LEA President, said that Ms. Widman is very good at answering questions and communicating how things should be done. He asked if the teachers would be represented at the forum, and Dr. Jette informed him that it was open to all.

Mr. Keefe said teachers' voices had not been heard regarding competencies in the District. Mr. Keefe said the teachers would love to communicate with the Board, but a policy allegedly forbids direct communication with the Board members. He added that he has been trying to figure out the competencies for five years.

Ms. MacDonald asked Mr. Keefe to provide the Board with the number of teachers attending the forum. Ms. MacDonald pointed out that she knows at least ten parents who want to go, and the Board needs to know where the meeting should take place.

Ms. Hershberger suggested that if the teachers do not believe they are being listened to, there should be a separate forum for the teachers.

Dr. Jette stressed that his understanding was that this forum was a parent-community forum. He noted that if personnel have concerns, there are protocols that should be followed. Dr. Jette mentioned that he has been in the business for 32 years, and teachers have always graded differently.

Mr. Cutter took a moment to inform the community that the person in the audience offering comments, but not on camera, was Patrick Keefe, LEA President.

ii. Debrief Deliberative

Dr. Jette commented that the School District Deliberative Session minutes were shared with Terri Briand, Town/School Clerk, and him. Dr. Jette added that he talked with Ms. Briand to ensure the minutes were done.

The Board discussed what was said during the Deliberative Session that they disagreed with. Ms. MacDonald mentioned that she did not appreciate hearing someone say that the Budget Committee needs to receive the line-by-line financials from the School District. She added that someone said they need to learn how the School District spends its money. Ms. MacDonald added that the Budget Committee knows how the money is spent because the Committee receives the spreadsheets.

Ms. Hershberger said that she got the sense that most residents want to move forward, but some are having a hard time. She added that GMS Principal Dan Mitchell did a good job stating that the teachers and students give GMS a chance every day.

Dr. Jette commented that he prefers getting to the microphone clean. He noted that the School District was doing the presenting, but they were crossing the stage continually. Ms. Hershberger noted that she did not like seeing the Budget Committee members behind a School Board member at the podium.

The School Board was on the far side of the stage because the legal counsel and the Moderator wanted to be near one another in case they had to communicate.

Mr. Cutter said his preference is for the Town and School District to do their Deliberative Sessions on the same day. Ms. Ames mentioned that she does not like the Deliberative Session because the Town and School District are asking taxpayers who have children to be at a specific place and time.

iii. Voter Guide

Dr. Jette said that Town Administrator Kim Kleiner is working on the Town's voter guide. He asked the Board how they wanted to work on the School District's voter guide, then figure out how they would mail it. Ms. Harrison said she would be happy to work with Ms. Kleiner

iv. Mailer

Dr. Jette mentioned that the Board had talked about a one page mailer. The mailer would be used to correct any misinformation that was being put out there. The suggestion was to send out postcards with two QR Codes on the card. The first QR Code would provide a video, and the other would provide a one-page summary.

Ms. Ames stated that if the District sends out a mailer, they should include a plug to enroll children in kindergarten.

Mr. Cutter questioned whether it was appropriate to send out a mailer when the District only has five warrant articles. He added that the money saved could be used to pay back the students regarding the Washington D.C. trip. Mr. Cutter noted that there is \$2,500 set aside for mailers.

The consensus of the Board was that the voter guide was too essential not to mail.

v. Dress Code

Dr. Jette requested permission to get the Dress Code Committee back together. Dr. Jette stated that he wanted to have the conversation now with the parents. The Committee needs to either reaffirm or discuss updating the dress code with parents. Ms. Ames will represent the Board on the Committee.

vi. Student Representative

Dr. Jette mentioned a change in the RSA regarding Student Representatives, which took effect in January. He commented that Student Representatives will now receive training.

Dr. Jette noted that he and other Superintendents agree that two Student Representatives are better than one. The idea is to get a junior and a senior to serve as representatives. The junior would provide two years.

vii. Visible Learning Conference

Dr. Jette said that on Monday, there was a conference call about Visible Learning that five of them attended. He stated that Mary, Dan, Sophia, Jen, and himself were on the conference call. The conference was about Charter Schools, Professional Learning, Teacher Efficacy, and other subjects.

B. Superintendent's Report

i. January 18 - Public School Board Meeting

Ms. Harrison motioned to approve the January 18 minutes. Ms. Ames seconded the motion. The motion passed (5-0-0).

ii. February 1 - Public School Board Meeting

Ms. Harrison motioned to approve the February 1 minutes. Ms. Ames seconded the motion. The motion passed (3-0-2) (Mr. Cutter and Ms. MacDonald abstained).

C. Business and Operations:

i. Construction Report:

Business Administrator Doug Totten stated that this Friday is the last day for North Branch for a while. He noted that North Branch hires positive people. They have been positive around each other and positive around the students.

Ms. Ames noted that her children had told her they did not hear the North Branch work occurring.

ii. Financial and Operations Report:

Mr. Cutter said he had questions for Mr. Totten, but the responses came in over the last few days. He thanked Mr. Totten for his response.

Mr. Totten said that Ms. Crowley would be coming on March 8 to present for the Food Service. Mr. Cutter said he would like to hear more about the vending machines. Ms. Harrison stated that she would like to see numbers for this year compared to previous years.

III. **Reports:**

Committee Reports:

- a. Elizabeth MacDonald mentioned that there was a PERC meeting, but she was sick and could not attend. The Committee approved the book “A Long Way Gone” by Ishmael Beah. The book is for Grade 10 students and encompasses hope, courage, and perseverance.
- b. Heidi Ames commented that the Grading & Reporting Committee meets next week.
- c. Andrew Cutter said that the Website Committee met, and there are continued updates to the beta new website. The Committee is now meeting every other week. He added that the District should have something new to launch by the new year.
- d. Tara Hershberger mentioned that there is no Budget Committee meeting and added that the next School Board meeting would be her last. She wants to ensure the Board closes the gap on any other questions remaining for the Budget Committee.

The Emergency Management Committee has a meeting tomorrow.

- e. Emma said that the Wellness Committee met a couple of days ago and will try to do some small events to bring in some new members. The Committee is thinking about creating some challenges for students to do and have prizes. The goal is to do this for April. Ms. Hershberger added that they are looking for someone to take over Ms. Ducharme’s newsletter.

IV. **New Business:**

A. **Draft 2023 - 2024 School District Calendar:**

The Board agreed that the 2023 - 2024 School Calendar looked very similar to the 2022 - 2023 School Calendar. Dr. Jette pointed out that November 7, 2023, is not an election day. There are no Federal or State elections. November 9 is a non-school day because of Parent-Teacher Conferences. There is no school on November 10 because of Veteran’s Day.

[2023 - 24 Litchfield School District Calendar](#)

The Board discussed adjusting the winter break schedule. One thought was to start the winter break on Friday, December 22, and the other was to end the vacation on Tuesday, January 2.

The Board agreed not to take any action on the District Calendar and to bring it back at the next meeting.

B. Policy:

Ms. Ames said the Policy Committee met briefly today to review two policies. The Committee discussed Special Education Funding and the Wellness Policy. Ms. Ames stated that the Special Education Funding and Wellness Policies would be presented at the March 8 meeting.

C. 5-Year List of Accomplishments:

Dr. Jette mentioned that he hears concerns from people but is proud of what they have done. He believes the Board needs to create a list of achievements they have made over the last five years. Ms. Hershberger commented that she started a list a couple of months ago when they were going to speak to community groups. Ms. Hershberger said she would share the list with the Board.

V. Old Business:

A. COVID Plan:

i. COVID Numbers 2022-2023

Low	Student absence rate between 0% and 5%
Medium	Student absence rate between 5.1% and 9.9%
High	Student absence rate greater than 10%

		School Impact		
		Griffin Memorial School	Litchfield Middle School	Campbell High School
February	2/20			
	2/13			
	2/6	Medium	Medium	Low
	1/31	Medium	Medium	Low
January	1/23	Low	Medium	Medium
	1/16	Medium	Medium	Medium
	1/9	Low	Medium	Low
	1/2	Medium	Medium	Medium
December	12/19	High	High	High
	12/12	Medium	High	Medium
	12/5	High	Medium	Medium
	11/30	Low	High	Medium
November	11/21	Medium	High	High
	11/14	High	Medium	High
	11/7	High	Low	Medium
	10/31	High	High	Medium

Dr. Jette reviewed the COVID numbers for GMS, LMS, and CHS.

B. Upcoming Surveys:

Dr. Jette commented that this was initially discussed at the January 18 meeting. The goal was to have the surveys done and sent out next week. The survey process will now start after the February vacation. Dr. Jette reminded the Board that he asked them to consider the surveys as academic surveys. The Board chose not to take action because they wanted to see if parents had issues with some questions. No one on the Board heard from a parent with concerns.

Dr. Jette said he would check to ensure that the District does not need to receive parental permission for the video.

C. Building Aid:

Dr. Jette said that the front page of the Union Leader showed Governor Sununu at the State of the Union. The Governor wants to increase the amount of Building Aid from \$50M to \$75M. Dr. Jette said this is important because the additional \$25M would cover Concord, not Litchfield. Litchfield would need the State to increase Building Aid to \$85M. Dr. Jette asked that Ms. Harrison write a second letter to the Governor thanking him. In the same letter, Ms. Harrison would inform the Governor that \$10M more would help Litchfield.

VI. School Board Comments:

Mr. Cutter mentioned that he was hearing rumors of School Board members meeting with the SAU without Board awareness. Ms. Ames and Ms. MacDonald regularly meet with Dr. Jette to prepare the agenda. She asked if this was what he was hearing. Ms. Harrison said she met with Dr. Jette to review the Deliberative Session slides. The Board discussed protocols that must be followed. They discussed how previous Boards had different ways of directing communication, and each way received pushback.

Ms. Ames thanked everyone who came to the Deliberative Session and added that the School Board needs to meet with the Select Board and the Budget Committee Chairs. The Boards and Committee need to get a date on the calendar for the meeting as soon as possible. Ms. Ames would like to see a meeting with Chair MacDonald, Chairman Son, and Chairman Webber regarding mending fences.

The Board expressed concerns that elected officials are allegedly making comments and passing them off as factual. The members of the School Board are concerned that residents will listen to the words and take them as fact without doing any research.

Ms. Hershberger mentioned that she attended her first Coffee with the Principal. She thought it was very well attended; approximately 12 people attended.

Emma commented that Student Council had a busy week. They did chocolate-covered strawberries for Valentine's Day for each student and staff. They also did carnations this year, and it went well. Next week the Student Council is doing a winter carnival pep rally.

The Environmental Club is doing a tree plenish event on April 15.

VII. Manifest:

- i. Mr. Cutter said that he saw an amount of \$2,681.60 to the Puritan Backroom. Ms. MacDonald said she believed it was the football banquet. Dr. Jette said he would get Mr. Cutter an answer.

VIII. Community Input @ 7:56 pm:

- i. No one was present

Closed at 7:57 pm.

IX. Upcoming Meetings:

- i. March 8, 2023 @ 5:30 pm. - School Board Meeting
- ii. March 22, 2023 @ 5:30 pm. - School Board Meeting
- iii. April 5, 2023 @ 5:30 pm. - School Board Meeting

X. Non-Public Session:

Non-Public Session under RSA 91-A: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 them, unless the employee affected (1) has a right to a hearing and (2) requests that the meeting be open, in which case the request shall be granted. And RSA 91-A:3, II (c) - Matters which, if discussed in public, would likely adversely affect the reputation of any person other than a public body member unless such a person requests an open meeting. This exemption shall extend to any application for assistance, tax abatement, or waiver of a fee, fine, or another levy based on the applicant's inability to pay or poverty.

Ms. Ames made the motion to enter Non-Public at 8:04 pm. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair E. MacDonald - Yes
- ii. Vice-Chair H. Ames - Yes
- iii. A. Cutter - Yes
- iv. C. Harrison - Yes
- v. T. Hershberger - Yes

XI. Return to Public Session:

Ms. Ames motioned to adjourn the non-public session at 10:04 pm. Mr. Cutter seconded the motion. The motion passed (5-0-0).

XII. Adjournment:

Ms. MacDonald motioned to adjourn the public meeting at 10:04 pm. Ms. Hershberger seconded the motion. The motion passed (5-0-0).

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
March 8, 2023
Litchfield Town Hall**

Date Approved: 03 / 22 /2023

In Attendance:

Members: Elizabeth MacDonald, Chair; Heidi Ames, Vice Chair; Andrew Cutter; Christina Harrison; and Tara Hershberger

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Student

Representative: Emma

Absent: None

Also in

Attendance: Sophia Fowler, Director of Special Services; and Mary Widman, Director of Curriculum, Instruction and Assessment

I. Public Session:

A. Call to Order:

5:30 pm - Chair Elizabeth MacDonald called the meeting to order, followed by the Pledge of Allegiance.

B. Review and Revision of Agenda:

None

C. Summary of Non-Public Actions from January 18 and February 1, 2023:

i. January 18, 2023:

Ms. Ames motioned to approve the Non-Public Minutes from January 18, 2023. Mr. Cutter seconded the motion. The motion passed (5-0-0).

ii. February 1, 2023:

Ms. Ames motioned to approve the Non-Public Minutes from February 1, 2023. Ms. Harrison seconded the motion. The motion passed (3-0-2). (Ms. MacDonald and Mr. Cutter abstained)

D. Presentations and Recognitions:

i. Report from Sophia Fowler, Director of Special Services:

Ms. Fowler mentioned spending time with the Preschool Teachers, Staff, and Administration. Ms. Fowler presented the [DOE Approval doc](#) to the School Board and noted that this was the document for the entire School District. The document included the approval for the Preschool Special Education.

Ms. Fowler reviewed the following information:

Section Ed 1113.10 - Class Size and Age Range. (a)

The following shall apply to the early childhood program for children with disabilities ages 3 through 5:

- (1) A preschool child may receive some or all special education and related services in a regular early childhood program as determined by the IEP team, and
- (2) Qualified personnel shall provide services as identified in the IEP or IFSP.

Preschool Special Needs placement student enrollment shall not exceed 12.

Section Ed 1113.10 - Class Size and Age Range. (c) The following shall apply to early childhood special education programs which are made up of early childhood special education classes:

- (1) An early childhood special education class shall be considered a special education class when it includes less than 50% children without disabilities;
- (2) In an early childhood special education program, there may be more than one early childhood special education class;
- (3) The LEA shall ensure the individual needs of the children with disabilities can be met when determining the number of children to be enrolled and staffing in the early childhood special education class;
- (4) Preschool children with disabilities will be placed in an early childhood special education program consistent with Ed 1111.01(a) and CFR 300.114;
- (5) Preschool children in an early childhood special education class shall be between the ages of 3 and 5 years of age, a 2-year-old who turns 3 during the school year, or a 5-year-old who turns 6 after September 30 of the school year;
- (6) The minimum teacher-to-student ratio in all early childhood special education classes shall be a. One qualified teacher for one to 8 preschool students; b. One qualified teacher and one qualified paraprofessional for 8-12 preschool students unless the needs presented by the severity of the disabilities warrant the assignment of additional staff; or c. Two qualified teachers for 8-12 preschool students;
- (7) The maximum number of preschool children in an early childhood special education class shall be 12; and
- (8) Regardless of the specific teacher-student ratio, each program shall provide personnel who are endorsed in the area of disability consistent with the student population of the program.

Hours:

- a. **Regular Early Childhood:** 2.5 hours/day
- b. **Preschool Special Needs:** 2.5 hours/day

Number of days per week for Special Education Students: drop-in services or 2, 3, or 4 days as deemed necessary by the IEP team.

Number of Students for a Litchfield right-fitting preschool:

- a. **Regular Early Childhood:** 12 (6 are Special Education and 6 are not Special Education)
- b. **Preschool Special Needs:** 8 (These children need more intensive support)

Program Description:

Preschool students will attend GMS to receive instruction in one of two placement settings. Students will receive instruction from a certified special education teacher in academics and play skills within the classroom setting. Each placement setting is staffed with additional support staff to teach play skills, transition skills, executive function

skills, social skills, emotional regulation, and increased advocacy skills all lead to increased student independence. In the Regular Childhood Setting, 50% of students who attend the program have needs outside the general education curriculum.

Tracking of classroom placement yearly [here](#) and [Historical enrollment data](#)

Student Population:

- a. In the Regular Early Childhood setting, up to 12 (with room to expand to 20 total students) students, with 50% of the students being special education identified.
- b. In the Preschool Special Needs setting, eight students (with room to expand up to 12 students) all identified special education.
- c. Identified with multiple disabilities, intellectual disability, specific learning disability, acquired brain injury, speech-language impairment, emotional disability, deaf-blind, visual impairment, hearing impairment, Other Health Impairment, Autism, orthopedic impairment, traumatic brain injury, and deafness
- d. Ages 3 to 5 with a 5-year-old who turns six after September 30 cut-off.
- e. Preschool Special Needs students who require considerable adaptations and/or heavily modified academic instruction (below grade level) to their educational environment and/or material.
- f. Preschool Special Needs setting is for intensive instruction and practice to gain daily communication and play skills.

Learning Outcomes:

Ms. Fowler stated that the District needs to add additional learning outcomes, Social-Emotional Learning (SEL)

- a. Students will increase their level of independence.
- b. Students will develop natural supports within school environments.
- c. Students will increase mobility in the academic setting.
- d. Students will improve social and communication skills across all environments they interact with.
- e. Students will increase their daily living skills.
- f. Students will improve and practice self-advocacy/self-determination skills.
- g. Students will develop friendships with same-age peers.

Staffing:

- a. Full-time certified special education ECE teacher or dual-certified special education ECE teacher.
- b. Para educators as determined necessary based on the students enrolled in the program.
- c. All Certified regular education staff from GMS for general education classroom consultation.
- d. Direct Instruction and Consultation from the following as determined by student need:
 - i. Teacher of the Deaf
 - ii. Speech and Language Pathologist/Assistant
 - iii. School Psychologist, Behavior Specialist/BCBA, and/or Psychologist
 - iv. Social Worker/Mental Health Clinician/Counselor
 - v. Occupational Therapist/Orientation and Mobility Specialist
 - vi. Physical Therapist
 - vii. Teacher of the Visually Impaired

Admission and Discharge Criteria:

For the Regular Early Childhood program

For peer friends, a first come, first serve, and waiting list will be implemented to fill the open program spots. A total

of 30 spots across all days are available. The special education spots will be filled throughout the year as students become eligible for special education.

- a. All students will follow the general education enrollment procedures.
- b. No peer friend will be admitted to the program without complete enrollment before the first day of the program.

Ms. Harrison asked if the waitlist size is typical for GMS. Ms. Fowler commented that this was historical data, but she would check for Ms. Harrison.

For the Preschool Special Needs program

Admission:

- a. All students will follow the general education enrollment procedures.
- b. Students who require considerable adaptations and/or modifications to their educational environment and/or heavily modified academic instruction (below age/grade level).
- c. Identified with multiple disabilities, intellectual disability, specific learning disability, acquired brain injury, speech-language impairment, emotional disability, deaf-blind, visual impairment, hearing impairment, OHI, Autism, orthopedic impairment, traumatic brain injury, and deafness.
- d. Preschool age 3 to 5 before the September 30 cut-off.
- e. The student requires a special education class for the entire 2.5-hour day
- f. The student demonstrates a need for intensive instruction and practice to gain skills.

Application Process:

- a. For Litchfield student's submission of
 - i. Evaluation and include current evaluation results
 - ii. Functional behavioral assessment (if necessary)
 - iii. Current IEP
 - iv. Medical Records
- b. For non-Litchfield residents, completion of the application, tour
 - i. Team review of the applicant and potential visit in the current setting.
 - ii. Team review of educational needs and placement team meeting.

Ms. Fowler noted that some School Districts do not have a Preschool program, and these Districts reach out to School Districts with a Preschool program and have a child tuitioned in.

- c. In the event of acceptance:
 - i. Enrollment Paperwork (immunization records, health history, transcript, etc.)

Discharge:

Discharge methods:

- a. Team Decision -
 - i. The student shows significant improvement and can access the curriculum with appropriate support in a less restrictive setting *and* at least 15 consecutive attendance days of documented data supporting significant student improvement. OR

- b. Completion of Program -
 - i. The student moves to Grade One support/program (kindergarten is considered preschool).

Participation in the least Restrictive Environment (LRE):

Regular Early Childhood setting is the LRE for a preschool setting.

Preschool Special Needs Participation

Whenever possible, and as deemed appropriate by the student's IEP team, students will participate in the Regular Early Childhood setting to meet their needs with proper support in place at GMS.

Policy and Procedure Behavior:

To the extent possible, students in the GMS preschool program will follow the policies and procedures for behavior and discipline outlined in the GMS Handbook.

In the event of an infraction to the behavior and discipline procedures set out by GMS, students in the preschool program may have the opportunity to utilize classroom support instead of being sent to the office. These behavioral incidents will be documented and shared with the administrators regularly.

The preschool program will have consultation meetings as necessary, including the teacher(s) and IEP team members, to monitor and address behavior issues as they arise.

Mr. Cutter asked about the numbers in enrollment. Mr. Cutter noted that he was seeing that early childhood enrollment shall not exceed 20, preschool and special needs shall not exceed 12, and a total of 30 spots across all days are available. Mr. Mitchell said those are the total numbers, but there are three sections. He noted that the District could have up to 44 students, but each section would be kept at maximum numbers.

Universal Design for Learning will be implemented within the classroom setting:

- a. Classroom rules will be posted, explicitly taught, and reinforced throughout the school day.
- b. Classroom procedures and routines will be explicitly taught and practiced.
- c. All students will receive social skills training, academic restructuring as needed, and a unique behavior intervention plan to meet their needs.

Behavior Intervention Plan (BIP) as deemed by the student's team:

- a. As determined by a team, individual students will have a specially designed incentive program to address their unique behavioral, functional, and/or academic needs.
- b. These plans will be based on informal assessments, formal assessments (as needed), checklists, observations, data collection, and/or a brief functional behavioral assessment.
- c. Behavior intervention plans (BIPs) will be reassessed at least annually with the IEP process but may happen more frequently based on need.

Peer Friends:

Ms. Fowler commented that Peer Friends are the students' friends that are not identified. They are students who would have to pay tuition.

Ms. Ames mentioned that 45 students are attending the District's preschool program. She then asked how many of the 45 students were Peer Friends versus identified students. Ms. Fowler said she would have to get back to Ms.

Ames with an answer.

The Board discussed the ages of the students and the time of day that the students would attend the preschool program.

Peer Friend Tuition:

- a. For the last ten years, Litchfield has charged tuition rates of:
 - i. A three-year-old program that came two days a week and was charged \$125.00 a month.
 - ii. A four-year-old program that came three days a week and was charged \$165.00 per month.
- b. The Accounting Admin reached out to other School Districts where she could inquire if the charges Litchfield had in place were still within what neighboring Districts charge. The determination was:
- c. Inquiries as of March 2023 yielded:
 - i. **Pelham:** “We offer Pre-School and charge typical peers - 3 days a week for \$130.00 per month and five days a week for \$150.00 per month. We have a waiting list of families. If they do not pay, we warn them and ask them to leave. Families have always caught up on payments.”
 - ii. **Goffstown:** “Three-year-old Pre-K three mornings/week \$150/month; four-year-old Pre-K four mornings/week \$200/month.”
 - iii. **New Boston:** “Three-year-old Pre-K three mornings/week \$90/month; four-year-old Pre-K four mornings/week \$120/month. We know that these costs are not what it takes to run the regular ed portion of the program. They are being evaluated to see if tuition needs to be increased. The regular ed students are necessary for our role model preschool program to run, so we make it affordable for families.”
 - iv. **Bow:** “three days a week program which is \$120 per month; a four day per week program which is \$150 per month.”
- d. Proposal: to replace previous tuition rates and plan for any contingency situations: These rates would be in place no matter holidays, snow days, sick days, etc.
 - i. Set rate at \$16.25/day for a 2.5-hour program
 - ii. Two days per week attendance estimated 8 days/ month = \$130
 - iii. Three days per week attendance estimated 12 days/ month = \$195
 - iv. Four days per week attendance estimated 16 days/ month = \$260

Tuition is deposited into the General fund.

Ms. Ames asked what the changes were from this year to the next. Mr. Mitchell said that the four-year-old Peer Friends are being offered a four-day program this year, and next year will be offered a two-day program. He added that the hope is that the change will decrease the waiting list.

The Board discussed the difference between daycare and preschool. Ms. MacDonald and Mr. Cutter agreed that they were concerned the District wanted to increase the tuition to attend the preschool program and make it a two-day preschool program.

Ms. Ames asked if the Board needed to approve the program change or if the presentation was only for information. Dr. Jette stated he was not sure if this required Board approval. Mr. Mitchell noted that they were looking for feedback and advice from counsel. The School Board’s email address is schoolboard@litchfieldsd.org.

Dr. Jette said this topic would be added to the agenda under Old Business for the next meeting. Mr. Mitchell said he would be at the next meeting and would try to bring Courtney Beach, Special Education Teacher.

ii. Report from Mary Widman, Director of Curriculum, Instruction, and Assessment:

Dr. Jette stated that Ms. Widman was next and would present her monthly report to the Board regarding Competency-Based Education.

Ms. Widman mentioned that the District has a Professional Development Day on Tuesday, March 14 (Voting Day).

Professional Learning:

Ms. Widman commented that they had done some work on the needs in September, but she was hearing some grumblings that the needs mentioned in September were not the same as they are now.

Ms. Widman stated that she put out a facet of Competency-Based Learning survey and over 60% of the Teachers participated. The numbers from the survey have been shared with the Principals. She noted that on February 13, the Admin Team members attended the Visible Learning Conference with John Hattie. Ms. Widman added that the conference was a good opportunity to learn what is moving the needle with the students. According to Mr. Hattie Visible Learning and Teaching occurs when teachers see learning through students' eyes and help them become their own teachers.

Ms. Hershberger asked how what they learned from Mr. Hattie is transferred to the building level. Ms. Widman said that the conference was more of an Admin Professional Development Day. The idea is for the Administrators to be able to guide Teachers with thinking about teaching another way.

Grading and Reporting/Competency-Based Education update:

Ms. Widman mentioned that she shared the overview of the Competency-Based 101 Learning and she noted that the Grading and Reporting Team provided some feedback on questions that they were receiving from parents. Ms. Widman added that since then she has shared the presentation with the Admin Team and the Competency-Based Leadership Staff Team to receive feedback.

Ms. Widman stated that they are continuing to review the Work Study Practices (WSP) and the Academic Rubric structures. She noted that they did not have a full group at the last meeting, so they did not delve into it.

PERC:

Ms. Widman commented that PERC met in February and discussed the proposal for "A Long Way Gone." The request was initially proposed in October but was tabled a few times. She presented the information regarding "[A Long Way Gone.](#)"

Ms. Harrison motioned to approve "A Long Way Gone" as an optional Grade 10 English Department resource. Ms. MacDonald seconded the motion. The motion passed (4-0-1) (A. Cutter abstained).

Spring Assessment and Data:

Ms. Widman mentioned that the District is entering the spring assessment season. Ms. Widman noted that she did not have school-specific windows yet, but added that school-specific dates would be coming soon.

Ms. Widman reported that SATs are on Wednesday, March 22. Ms. Widman and Dr. Jette agreed they only close the school when they give PSATs. SATs are only for one class, and the Science Wing is closed, similar to SAS testing.

Dr. Jette commented that Bill Preble from the Center for School Climate and Learning met with the faculty at CHS and LMS to explain the survey tool.

Competency-Based Learning:

Ms. Widman reviewed the Competency-Based Learning presentation with the Board. She covered what CBL is and stated that Competency-Based Learning allows students to demonstrate their knowledge in a way that students are comfortable. She stressed that if a student is not a great writer, they should be allowed to shoot a video or record a podcast. The District needs to enable the student to demonstrate that they are learning and not check a box that they took a test.

Ms. Widman covered the history of CBL and mentioned that people need to understand that not everyone learns at the same pace. She noted that the Teachers have been trying to move forward with the program, but a couple of years ago, the District lost several staff members.

The Board discussed Competency-Based Learning and how the District is already doing it. Ms. Ames mentioned that she believed the community does not have an issue with Competency-Based Learning but is concerned about how students receive a grade.

Ms. Widman commented that the students will:

- a. Learn and apply knowledge and skills
- b. Demonstrate their ability in authentic assessments
- c. Reach mastery on an individualized path

The Board discussed formative and summative assessments and how they are currently being used. Ms. Widman commented that they are being done, but it depends on the Teacher. She stressed that the issue is inconsistent practice. Ms. Widman added that if a Teacher gives a grade, it is not considered a formative assessment. She pointed out that a formative is all about the feedback to the student.

Ms. Hershberger stated that the presentation should include a connection to PowerSchool. She noted that PowerSchool is all over the place, and the parents need to know if something is wrong so they can call the problem out.

The Board discussed the pros and cons of formative and summative assessments. Emma commented that many students do not do their formatives, and a Board member mentioned that they could go to PowerSchool and see formative assessments not turned in. Ms. MacDonald noted that if a student does not do their formative assessments and fails the summative assessment, they can not retake the summative until the formatives are completed.

The Board agreed to supply Ms. Widman with suggestions for the presentation.

The Board thanked Ms. Widman for her presentation.

E. Community Comment on Agenda Items @ 7:02 pm:

Mike Aniskovich, 20 Century Lane - Ms. MacDonald mentioned that Mr. Aniskovich sent her and Ms. Harrison an email with questions regarding what the Board does. Mr. Aniskovich said that he and his wife have lived in Litchfield since 1985 and both children went to school at Alvirne. Mr. Aniskovich noted that he wanted to get more involved with the Town and was surprised no one else attended the meeting. Mr. Aniskovich commented that he liked the idea of formative and summative assessments compared to how he was taught.

Closed at 7:06 pm

F. Correspondence:**Litchfield School Board – Correspondence for 2/1/23 Meeting**

#	Date	From/To	Summary
1	2/15/2023	Jan Sullivan	Circulating School Deliberative Minutes
2	2/15/2023	Andrew Cutter, Board Member	Circulating email correspondence regarding the new website
3	2/15/2023	Andrew Cutter, Board Member	Circulating email correspondence with the Business Administrator regarding questions on the manifest
4	2/15/2023	Tara Hershberger, Board Member	Circulating “School Successes” Document
5	2/17/2023	Jan Sullivan	Circulating Minutes from 2/15/23 SB Meeting
6	2/17/2023	Denise McHugh, Community Member	Would like to know why we are pushing forward with the “Litchfield” version of competency, should we pause and pivot to something else; also disagree with cumulative finals as it does not prepare the students for college (final exams).
7	2/18/2023	Andrew Cutter, Board Member Response: Dr. Jette & Mr. Cutter	Questions re: Inclusion of Payment for Solar Panels in 23-24 Budget.
8	2/20/2023	Dr. Jette, Superintendent to Board	Advising that we need to re-post 2023 Warrant as the Budget Committee vote changed on Article 3
9	2/19/2023	Anissa Swanson, Community Member	Requesting that the School Board meet with

			Teachers to discuss Competency Based Grading.
10	2/20/2023	Dr. Jette, Superintendent, copying Board on response to Kate Silver, LMS Student	Students have a concern about the recent enforcement of the dress code related to Uggs and being called "slippers"; Dr. Jette advises that the Dress Code Committee will be meeting soon.
11	2/20/2023	Andrew Cutter, Board Member to Board Response: Dr. Jette	Requesting information about the purchase of a new sign for LMS and if it was budgeted as part of Phase II
12	2/20/2023	Dr. Jette, Superintendent, copying Board on response to Danielle Cronin, Community Member	Regarding Ugg Slides and Dress Code; Dr. Jette advises that the Dress Code Committee will be meeting shortly.
13	2/21/2023	Heidi Hulliung, Community Member (Litchfield, IL)	Concerns that space being assigned to preschool is too small and asking it be reconsidered.
14	2/21/2023	Christina Harrison, Board Member Response from Heidi Ames, Dr. Jette, and Andrew Cutter	Circulating Draft Letter to representatives and Senator Soucy regarding Building Aid.
15	2/22/2023	Ann Inamorati, Accountant/Assistant to BA	Circulating register of checks for manifest; requesting signature before vacation
16	2/23/2023	Kerry Momnie, Grade 7 Language Arts Teacher	Reminder about LMS Grade 7 Living Museum Event for Friday
17	2/24/2023	Christina Harrison, Board Member to Representatives	Emailing out Final Version of Letter re: Building Aid to Town Representatives and Senator
18	2/28/2023	Dr. Jette, Superintendent to Board	Voting Guide has gone to press
19	2/28/2023	Dr. Jette, Superintendent to Board Response: Liz MacDonald	Circulating Data regarding students from Calawa Circle, the last big development (10 students at LMS or GMS, none at CHS); could be predictive of students in new construction near the horse farm.
20	3/3/2023	Barb Biewlaski, Assistant to Superintendent	Circulating March 8, 2023, SB Agenda
21	3/3/2023	Ann Inamorati	Circulating Manifest for March 8 Meeting.
22	3/6/2023	Dr. Jette, Superintendent	Circulating Calendar Invite for Parent Forum on Competency Assessment with Board and Administration.

23	3/7/2023	Patrick Keefe, Teacher/LEA President	Confused and concerned that there will be separate forums for teachers and parents. He believed there should be one community forum for all to collaborate and communicate on the topic.
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G. Recognition:

The Board recognized Ms. Hershberger's service to the School District by giving her the Triple-E Award (Empowering, Excellence, and Education). The Board provided her with flowers and took pictures.

Ms. Hershberger thanked the Town for allowing her the opportunity to serve on the School Board. Ms. Hershberger added that she felt truly honored to have served in the role and wished everyone on the Board and the School District all the best.

Ms. Harrison added that it was a pleasure working with Ms. Hershberger.

II. General Business:

A. Superintendent's Report

i. March 15 - Competency-Based Grading:

Dr. Jette said the District has a basketball game on Wednesday, and he asked if they would push the game back to 6:00 pm. Mr. Knight agreed to push it back an hour.

ii. Dress Code Update:

Dr. Jette stated that a Dress Code Committee has been set up and the first meeting is with Administrators, Ms. Ames, and him. Dr. Jette said that he wants the Committee to map out a timeline then the Committee will invite a larger audience.

iii. Enrollment:

Dr. Jette commented that the enrollment has not shifted that much. He noted that during February vacation people moved and the District had new enrollments. Dr. Jette mentioned that at least six students will be added to the enrollment this week.

iv. Budget Infographics: [Link](#)

Dr. Jette commented that this document was created last week to help explain the Operating Budget versus the Default Budget. The document has been shared in the office. He noted that some corrections have been made to it. The goal is to get it out in two formats:

1. Email it to families.
2. Put it on Facebook.

The Board discussed changing the wording under "Enacting a Default Budget."

v. **Video: [Link](#)**

Dr. Jette stated that the Board needs to decide whether to send or not to send the video. Ms. Harrison questioned whether the District was crossing the line from getting the information out to campaigning. Dr. Jette noted that the video did not cross the threshold of electioneering.

Ms. Hershberger suggested checking with the Tech Integrator to see if the names could be added to the video. The consensus was to use the video.

vi. **Representative Boehm - Legislative Update: [March 3, 2023 - Legislative Update](#)**

Dr. Jette mentioned Representative Ralph Boehm’s Legislative Update shows a slide, and the slide is a timeline of when School Districts will qualify for Building Aid. Dr. Jette pointed out that there was a lot wrong with the timeline:

1. It has not been determined that the amount each District asked for is what they will qualify for.
2. The Litchfield School District applied for \$35.5M, and the District qualifies for the 30% rate. This means the District would qualify for approximately \$10M in Building Aid.
3. The State is reviewing the \$10M request for Building Aid, and they are determining if the District is building the proper size school. Dr. Jette pointed out that Concord, NH is building a \$180M Middle School at the 40% rate, but they have not even purchased a piece of land yet.
4. The Litchfield School District is further along the timeline and could be positioned to receive Building Aid in March 2025, not 2028-29.

Mr. Cutter said it was a complete disappointment to have a Representative put out false information. He was disappointed in the video, and the falsities. Mr. Cutter added that the expectation of a Representative is to represent the Town, and not one’s personal views.

Ms. MacDonald pointed out that the School Board sent correspondence to Mr. Boehm and he failed to even acknowledge the receipt of the Board’s correspondence.

B. Business and Operations:

i. **Construction Report:**

Business Administrator Doug Totten said that Friday, February 17 was a pretty cool day for LMS. The students lined the halls and clapped for the North Branch workers. Mr. Totten noted that working with North Branch has been positive. The District received the January invoice and it was paid. The amount due was \$169,093.82

ii. **Financial and Operations Report:**

**LMS: North Branch Phase 2
Total Confirmed Change Orders**

		\$6,128,406.00	Original Contract
Change Order	Amount	Total Contract	Notes
001	\$ (10,384.00)	\$ 6,118,022.00	*See 001 Tab
002	\$ 108,856.62	\$ 6,226,878.62	*See 002 Tab
003	\$ 16,712.25	\$ 6,243,590.87	*See 003 Tab
004	\$ 41,464.58	\$ 6,285,055.45	*See 004 Tab

005	\$ 15,608.67	\$ 6,300,664.12	*See 005 Tab
006	\$ 3,920.41	\$ 6,304,584.53	*See 006 Tab
007	\$ 22,070.51	\$ 6,326,655.04	*See 007 Tab
Potential		\$ 6,326,655.04	*See Potential Tab
		\$ 6,326,655.04	
Total	\$ 198,249.04		
F			7% of contract
			\$428,988.42
Total	\$ 198,249.04		
Reimbursement	\$ 24,595.15		Current Percent of Contract
Confirmed Total	\$ 173,653.89		2.83%

- * To be reimbursed from reduced monthly PPA payments that will start in FY2024
- ** COP029 was approved on 11/16/22. This is a no cost change order that extends the contract

Mr. Totten said that he heard that the solar probably will not be going up until May, as the contractors are dealing with supply chain issues.

Oil

Mr. Totten mentioned that an oil truck came to LMS and pumped out 5,000 gallons of oil and brought the oil over to GMS.

Heat

Mr. Totten said that the ERV scintillation and heating system that was on the roof and not properly working was replaced.

Capital Projects Fund

End-of-year funds needed to end the year with expenses being met by revenue. This assumes using the Capital Improvement Expendable Trust Fund for pre-bond elementary expenses.

- a. Projected at \$115,000.
- b. Plan would be to use fund balance from the general fund to cover this amount.
- c. All of North Branch’s work will be covered by ESSER 3 funds, which is about \$217,000 as well as the Municipal Lease

LMS Sign

Mr. Cutter stated he was surprised that the sign was rolled in as a change order. He noted that the optics of the cost was terrible because a couple of days earlier the Board had a presentation to the public regarding having to reduce staff.

Dr. Jette commented that timing is everything, and he asked for the date that the change order was approved. Mr Totten noted that it was potentially change order #006, which means it was one of the earlier change orders. It was pointed out that the change order was disclosed to the Board in July, before the Board was made aware of

the financial issue.

C. Student Representative Report:

Emma commented that there is going to be a meeting of the Southern District Student Representatives on April 8. The meeting is to allow the Student Representatives network and receive some information regarding what their role should be.

Mr. Cutter asked if Emma would be attending every School Board meeting, and she noted that was her understanding. Mr. Cutter suggested that the Board move her up in the agenda so she is not sitting around.

D. Public Meeting Minutes:

- a. February 15, 2023

Ms. Harrison made the motion to approve the February 15, 2023, Public School Board Minutes. Ms. Ames seconded the motion. The motion passed (5-0-0).

III. Reports:

Committee Reports:

- a. Elizabeth MacDonald mentioned that she believed there was a JLMC meeting coming up soon.
- b. Heidi Ames commented that Ms. Harrison covered the Grading & Reporting Committee, and the topic was covered with Ms. Widman's presentation. Ms. Ames noted that there was no Facilities meeting. She suggested that Committee reports be monthly instead of twice a month. The Board agreed to keep the same setup, but the reports can be skipped.
- c. Andrew Cutter said that the Website and Policy Committee meetings were canceled due to conflicts.
- d. Tara Hershberger mentioned that she had an Emergency Management meeting a couple of weeks ago. She noted that there will be information coming out soon about the new Blue Light Emergency Alert System installed in the three schools. The next Wellness Committee meeting is on April 11 at 3:30 pm. Ms. Hershberger noted that Emma will be working on a Wellness calendar.

IV. Community Input @ 8:22 pm:

- i. No one was present

Closed at 8:23 pm.

V. New Business:

A. Policy:

Dr. Jette stated that the month of March messed up the Policy Committee. He pointed out that the meeting was placed on the Town and work calendars incorrectly.

Dr. Jette said that Lauren Crowley, Food Service Director, is going to attend the School Board meeting on March 22. She will do a presentation on Wellness.

a. The Board discussed the following policies:

- i. **Wellness** - [JLCF - Wellness Policy](#) (tabled)

The Board discussed the policy's length and topics covered in the policy.

- ii. **Special Education Funding** - [Special Education Underspend Policy](#) (tabled)

The Board discussed some of the suggested changes to the policy. Mr. Totten mentioned that when the District creates a fund balance at the end of the year, it follows a certain order. He pointed out that the District may want to give back the underspend, but if the voters approve trust funds, the underspend goes to the trust funds first.

The Board discussed ways to try and make sure that the underspent funds are returned to the taxpayers and put in trust funds.

B. Five-Year List of Accomplishments:

Dr. Jette thanked Ms. Hershberger for sharing the five-year list of accomplishments. He reviewed the areas where the Board made significant accomplishments.

- i. New [SB Goals 2021-2024](#)
- ii. Successes at all three schools
- iii. New Staff
- iv. Pandemic
- v. Facilities
- vi. Alert, Lockdown, Inform, Counter and Evacuate (A.L.I.C.E.)
- vii. Dining Services Improvements
- viii. Curriculum, Instruction & Assessment
- ix. Teachers and Staff
- x. Climate and Culture
- xi. Community Engagement

Dr. Jette recommended that the Board keep adding to the list because it is too easy to get caught up in the negative.

VI. Old Business:

A. Draft 2023 - 2024 School District Calendar:

Dr. Jette mentioned that the Board was presented the School District Calendar at the last School Board meeting. The Board agreed not to refrain from acting on the District Calendar at the last meeting and wait for

public input.

Dr. Jette said he did not receive any input and asked the Board to approve the District Calendar.

Mr. Cutter motioned to approve. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Dr. Jette commented that because of the CBA, school starts the Monday before Labor Day. Next school year, the school will start on August 28, 2023, and the projected last day of school is June 12, 2024.

The projected last day of school for 2023 is Thursday, June 15, and the graduation date has yet to be selected.

B. COVID Plan:

The consensus of the Board was that they do not need to spend time on the COVID numbers unless there is an anomaly. The Board agreed to table the topic until the new School Board is in place.

VII. School Board Comments:

Mr. Cutter wanted to know when the District would wrap up the payment for the plowing. Mr. Totten said he would get back to Mr. Cutter with an answer.

Ms. Harrison commented that she did some reflecting on the land purchase warrant. She noted that the District has an opportunity to work with the Town to create something that benefits everybody. Ms. Harrison pointed out that the District is only using 10 acres of the property, and this would leave 25 acres unused. She suggested that the District could create an easement and allow the Conservation Commission to maintain a portion of the property for trails and other conservation activities.

The Board discussed how this idea was mentioned in Non-Public and there are ways that the District could work with the Conservation Commission regarding the unused property.

Ms. Hershberger gave kudos to LMS. Ms. Hershberger went to the Living Museum and said it was fabulous. She learned about many different businesses.

VIII. Manifest:

The manifest was circulated around for signatures.

IX. Upcoming Meetings:

- | | | | |
|------|----------------|------------|------------------------|
| i. | March 15, 2023 | @ 5:30 pm. | - Community Forum |
| ii. | March 22, 2023 | @ 5:30 pm. | - School Board Meeting |
| iii. | April 5, 2023 | @ 5:30 pm. | - School Board Meeting |
| iv. | April 19, 2023 | @ 5:30 pm. | - School Board Meeting |

X. Non-Public Session:

Non-Public Session under RSA 91-A: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 them, unless the employee affected (1) has a right to a hearing and (2) requests that the meeting be open, in which case the request shall be granted. And RSA 91-A:3, II (c) - Matters which, if discussed in public, would likely adversely affect the

reputation of anyone other than a public body member unless such a person requests an open meeting. This exemption shall extend to any application for assistance, tax abatement, or waiver of a fee, fine, or another levy based on the applicant's inability to pay or poverty.

Ms. Ames made the motion to enter Non-Public at 9:01 pm. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair E. MacDonald - Yes
- ii. Vice-Chair H. Ames - Yes
- iii. A. Cutter - Yes
- iv. C. Harrison - Yes
- v. T. Hershberger - Yes

XI. Return to Public Session:

Ms. Ames motioned to adjourn the non-public session at 9:55 pm. Ms. Hershberger seconded the motion. The motion passed (5-0-0).

XII. Adjournment:

Mr. Cutter motioned to adjourn the public meeting at 9:55 pm. Ms. Ames seconded the motion. The motion passed (5-0-0).

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
March 22, 2023
Litchfield Town Hall**

Date Approved: 04 / 05 / 2023

In Attendance:

Members: Heidi Ames, Chair; Elizabeth MacDonald, Vice Chair; Andrew Cutter; Christina Harrison; and Peter Plansky

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Student

Representative: Emma Ducharme

Absent: None

Also in Attendance: Dan Mitchell, GMS Principal, Courtney Beach, GMS Special Education Teacher, Lauren Crowley, Director of Food Services and Mary Widman, Director of Curriculum and Instruction.

I. Public Session:

A. Call to Order:

5:30 pm - Superintendent Michael Jette called the meeting to order, followed by the Pledge of Allegiance.

B. Review and Revision of Agenda:

Mr. Cutter asked if the Board would continue discussing Pre-K and what was presented at the last meeting. Dr. Jette said there are presentations for the Pre-K program and the Pre-K tuition proposal on the agenda.

C. School Board Reorganization:

Dr. Jette commented that the Board would need to reorganize the Committee assignments. He opened the reorganization to motion or discussion.

1. Welcome New Member:

Dr. Jette welcomed Peter Plansky, the new School Board member. Dr. Jette said Mr. Plansky went into Town Hall, was sworn in as a School Board member, and met with the Director of Human Resources.

2. Nomination(s) for Chair:

Ms. MacDonald nominated Heidi Ames as the Chair of the Litchfield School Board. Ms. Harrison seconded the motion. The motion passed (3-2-0). (Mr. Plansky and Mr. Cutter voted "no")

Mr. Plansky nominated Andrew Cutter as the Chair of the Litchfield School Board. Ms. Ames seconded the motion. The motion failed. (Ms. Ames, Ms. MacDonald, and Ms. Harrison voted "no.")

Dr. Jette declared Ms. Ames the Chair of the School Board.

3. Nomination(s) for Vice-Chair:

Ms. Harrison nominated Elizabeth MacDonald as the Vice-Chair of the Litchfield School Board. Ms. Ames seconded the motion. The motion passed (5-0-0).

Chair Heidi Ames declared Ms. MacDonald the Vice-Chair of the School Board.

4. Signing of Code of Ethics / Code of Conduct:

Chair Heidi Ames asked if the Board had reviewed the Code of Conduct and Code of Ethics. She then asked if there were any questions or concerns. Mr. Plansky said he did not have a chance to look at the documents because he had just received access. He asked for an opportunity to review the documents.

Mr. Cutter stated that the members knew his thoughts regarding the Code of Ethics. He noted that he disagreed with the way the document was written. One of the points he disagreed with was "Support the Superintendent and help him/her be as effective as possible." He did not believe "support" was the correct word.

Ms. Ames reviewed the history of the Code of Ethics in the School District. She acknowledged that the Board does not have the authority to force a signature, but it is a concern of hers going forward. The Board discussed the purpose of the Code of Ethics.

Ms. Ames said she would circulate the documents for the members to sign. She added that regarding modifying the document, Policy BCA needs to go back into the revision process. Ms. Ames suggested that the Board do a first read of the policy during the meeting. A member suggested giving Mr. Plansky a week to read the documents and do a first read at the next School Board meeting.

Ms. Harrison made a motion to move Policy BCA and BCAA into the policy revision process. Mr. Plansky seconded the motion. The motion failed (2-3-0). (Ms. Harrison, Ms. MacDonald, and Ms. Ames voted "no")

5. Review of NHSBA School Board Training:

Chair Heidi Ames asked the members if they had a chance to review the Webinar regarding the NHSBA School Board Training. She asked if there were any questions, and there were none.

Dr. Jette commented that the District is a Webinar subscriber, and they are accessible to the Board. He pointed out to Mr. Plansky that Webinar has a new School Board member orientation. The sessions are **on April 10 and May 2.**

6. Committee Assignments:

Chair Heidi Ames mentioned that this is the time of year for the Board members to revamp and organize the Committee assignments. Vice-Chair Liz McDonald commented that she sent out the list of Committees to the members. The Board went down the list, and the members selected the Committees they wanted to represent.

Committee	2023-2024 Assignment
Budget Committee	A. Cutter/P. Plansky
Facilities Improvement Committee	C. Harrison/H. Ames
Emergency Management Committee	P. Plansky/H. Ames
Grading & Reporting	C. Harrison/E. MacDonald
Joint Loss Management Committee	E. MacDonald
Parent Education Resource Center (PERC)	E. MacDonald
School Start Time Task Force	N/A
Website Committee	A. Cutter
Wellness Committee	C. Harrison
Town Capital Improvement Plan	A. Cutter/E. MacDonald
LEA Negotiations	H. Ames & C. Harrison
Social Media Manager	E. MacDonald/C. Harrison
Policy Committee	H. Ames & A. Cutter

D. Summary of Non-Public Actions from March 8, 2023:

1. March 8, 2023:

Ms. Ames motioned to approve the Non-Public Minutes from February 15, 2023. Ms. Harrison seconded the motion. The motion passed (5-0-0).

E. Consent Agenda:

1. COVID Plan

a. COVID Numbers 2022 - 2023

No action was taken.

F. Presentations and Recognitions:

Chair Heidi Ames welcomed GMS Principal Dan Mitchell and Special Education Teacher Courtney Beach to the table.

1. Report from Dan Mitchell, GMS Principal:

a. Penny Wars

Mr. Mitchell mentioned that GMS did a Penny War last week. The GMS classes participated in a Penny War to raise funds for a "Buddy Bench" in the schoolyard. He commented that the project was a collaboration with the GMS Student Council and the GMS Helpers. The GMS Helpers are a group of students formed to work with Dr. Bill Preble.

Mr. Mitchell stated that the winning classroom was Ms. Cohen's Grade 4 and raised **\$3,769.67**. The money raised was more than needed for a "Buddy Bench," and GMS can use the additional funds to make other improvements.

b. Spring Arts Week

Mr. Mitchell said that later this Spring, they would hold an exploration week for our students as part of their UA Flex week. He described how students have a single UA for approximately eight days. The students would start with Art for eight days, switch to PE for eight days, then switch to music for eight days. Mr. Mitchell then described how Flex weeks work.

In the Spring, the GMS Unified Arts Team started looking for business owners, hobbyists, or entrepreneurs whose profession or hobby could connect to our students. It would be willing to present a 40-minute presentation to elementary-level students. He noted that possible topics could include Music, Visual Arts, Film, Theatre/Dance, Physical Education, Science & Technology, Library Sciences, Culinary Arts, or any other Arts-Related topics.

c. Read Across America Week

Mr. Mitchell noted that GMS is celebrating "Read Across America Week." He added that each day has a theme accompanying the joy of reading. The schedule is as follows:

- i. Monday, March 27, is "Crazy Hat Day."
- ii. Tuesday, March 28, is "Dress as an Animal Day."
- iii. Wednesday, March 29, is "Wear Your Favorite Color Day."
- iv. Thursday, March 30, is "Read My Shirt Day."
- v. Friday, March 31, is "Pajama Day."

Mr. Mitchell commented that on Monday, March 27, a member of the GMS Community dressed as a sumo wrestler.

d. Pre-K Presentation

Mr. Mitchell introduced Courtney Beach. Ms. Beach is a GMS Special Education Teacher and is also getting her degree in School Administration. She is currently interning, and he turned the presentation regarding the Pre-K program at GMS over to her.

Ms. Beach stated that GMS has an integrated preschool program that serves students ages 3-5. The District encourages developmental and early academic growth in a nurturing, play-based environment. She mentioned that the District has children that attend different schedules. Ms. Beach noted that depending on identification and need, some students attend 2, 3, or 5 days per week.

Ms. Beach said that the District has two preschool models housed at GMS.

- i. Integrated Preschool - consists of a 49 to 51 ratio of specially identified children and neurotypical peer models.
- ii. Self-Contained Preschool Special Needs

Ms. Beach noted that the program has changed year-to-year based on student needs. She commented that recently there had been a growing student need post-COVID.

Ms. Chloe's Class

- a. 3-year-olds come in two days a week

- b. 4-year-olds come in three days a week

Ms. Beach's Class**Morning: Significant Needs Preschool (3-5 Days)**

- a. Whole Group Learning
- b. Adaptive/Self-Help Skills
- c. Social Skills
- d. ABA/ Discrete Trial Programming

Afternoon

- a. Monday, Wednesday, and Friday - Integrated Preschool (4-year-olds)
- b. Tuesday and Thursday - Resource Room

Early Learning Includes:

- a. Creative Curriculum
- b. Play-Based- Thematic Units
- c. Learning Without Tears
- d. Sensory & Outdoor Play

Music With Ms. Suzy

Ms. Suzy is contracted with the program to come in once a week for each program. She performs music therapy.

A Day in Pre-K

- a. Arrival
- b. Circle Time
- c. Free Play Centers
- d. Music Therapy
- e. Snack
- f. Guided Center Rotations
- g. Recess/ Music & Movement

Mr. Cutter asked Ms. Beach how the changes impact her program and how she runs the program. Ms. Beach mentioned that it was a double-edged sword. She pointed out that people love a four-day program, but she teaches Special Education daily. Ms. Beach noted that with the number of children being referred, it is hard to keep a balance. She added that there would only be a perfect solution if the District hired a third Preschool Teacher.

Ms. Beach commented that some years the District has a waitlist, and others do not. This year, the District had many children coming from early support and services and children who did not receive early support and services because of the pandemic.

Mr. Mitchell and Ms. Beach presented the pros and cons of having a smaller program. Mr. Mitchell mentioned that if the numbers align correctly, the District could offer additional days to interested families. He pointed out that the District needs peer models to have a 50/50 balance, which would require the District to provide additional days to the peer model students.

The Board discussed how a future School Board agenda would cover the topic regarding the decrease in services but the increase in costs. Dr. Jette commented that this is a proposal from the District and has nothing to do with the classroom Teacher. The Board was informed that the District does have ESY for Preschool students.

Preschool Tuition at Griffin Memorial School

The Litchfield Preschool Program is committed to providing students with disabilities the opportunity to learn, practice and generalize across settings and the academic and functional skills necessary for future success within the least restrictive environment possible.

Litchfield Griffin Memorial School Mission Statement:

Griffin Memorial School is a community of curious learners striving for excellence while aiming to create an encouraging and safe space for all to thrive.

The Preschool is a Special Education program for identified children ages 3 to 5. Preschool is funded partly by federal grants and state and local taxpayers. The preschool aims to help provide a more level learning environment when students enter Kindergarten.

Peer Friends:

These are non-identified students who ensure an equitable learning environment for all students. Having many peer friends helps provide early intervention strategies that work, and our staff can help guide and assess students to achieve an optimal learning environment.

Tuition:

Dr. Jette mentioned that he extracted information from the previous presentation and walked the Board through the tuition proposal. He noted that the average Litchfield family would see an increase of **\$5 monthly**.

Proposal:

For the first time in over ten years, the District proposes to update its tuition rates and plan for any contingency situations. The rates would be in place regardless of holidays, snow days, sick days, planned family vacations, etc.

- a. Establish a base tuition rate at \$16.25/day for a 2.5 hr. program
 - i. So, if a child attends:
 1. As proposed, two days per week - 8 days/per month = \$130
 2. If necessary to fill seats, three days per week - 12 days/per month = \$195
 3. Or, if needed, four days per week - 16 days/per month = \$260
- b. Peer Friends can never be offered greater attendance than Special Education students.
- c. All tuition collected is deposited into the General fund.

Background Tuition Information:

For the last ten years, Litchfield has charged tuition rates of:

- a. A three-year-old that attends two days a week - 8 days/ month = \$125.00
- b. A four-year-old that attends three days a week - 12 days/ month = \$165.00
- c. The Accounting Admin reached out to other School Districts where she could inquire if the charges Litchfield had in place were still within what neighboring Districts charge. The determination was:
 - i. **Pelham:** "We offer Pre-School and charge typical peers - three days a week for \$130.00 per month and five days a week for \$150.00 per month. Pelham has a waiting list of families, and if those do not pay, they are warned and asked to leave. Families have always caught up on payments".
 - ii. **Goffstown:** "3-year-old pre-k three mornings/week \$150/month; 4-year-old pre-k four mornings/week \$200/month"

- iii. **New Boston:** “3-year-old pre-k three mornings/week \$90/month; 4-year-old pre-k four mornings/week \$120/month. We know that these costs are not what it takes to run the regular portion of the program, and they are being evaluated to see if tuition needs to be increased. The regular ed students are necessary for our role model preschool program to run, so we make it affordable for families”.
- iv. **Bow:** “three day a week program which is \$120 per month; a four-day-per-week program which is \$150 per month.”

Dr. Jette requested a motion to approve the increase in the tuition cost. The Board chose not to take action, and the result was that the tuition would remain the same.

Mr. Mitchell notified the Board that Preschool registration would open on Monday, March 27.

2. **Wellness Report from Lauren Crowley, Director of Food Services:**

Ms. Crowley commented that they spent significant time updating the Wellness Policy last year. She noted that every three years, per the USDA in the State of New Hampshire, they have to revisit the policy for a triennial assessment. The last evaluation was done in 2018; Ms. Crowley noted that the 2021 review was not done because of the pandemic.

[JLCF - Wellness Policy](#)

Ms. Crowley stated that the Wellness Committee meets on Tuesdays from 3:30 pm until 4:30, four times a year. The next meeting is scheduled for April 7 in the CHS Learning Commons. She added that the assessment would need to be repeated in three years.

Ms. Ames motioned to approve Policy JLCF for the first read. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Ms. Crowley commented that the Wellness Committee is starting an overall Wellness Challenge in April. Students and staff can participate and fill out a Google Form. She noted that there are prizes for those that participate.

3. **Student Representative Report:**

Emma Ducharme mentioned that the Student Council went to a conference at Salem High School on March 8. The Student Council discussed the past, present, and future. They also discussed goal setting, and there was a guest speaker from SafeBAE. The mission of SafeBAE is to end sexual assault among Middle and High School Students. One Co-President is working with a Student Council member to bring a speaker to CHS.

Ms. Ducharme commented that the Student Council volunteers at the Manchester Food Bank **on April 8**, right before Easter. She noted that spring sports have officially started this week. The annual Fashion Show is **on Saturday, March 25, at 7 pm** in the auditorium.

Ms. Ducharme stated that the Future Business Leaders of America (FBLA) would attend their Leadership Conference tomorrow and Friday. The juniors took the SATs today, and on St. Patrick's Day, Mr. and Mrs. McDonough provided a luncheon to the staff.

4. Pricing Proposal from Lauren Crowley, Director of Food Services:

Dr. Jette informed the Board that before Ms. Crowley began, the Board should be aware that they would not hear awesome news. He added that the Board should ask questions, and the Food Service needs time to work through some financial challenges.

Ms. Crowley handed out food to School Board members. She mentioned that the three schools use Gil's Pizza, costing **\$7.50/per pie**.

Ms. Crowley showed the Board what the students are offered for breakfast. The items served are whole grain, low in sugar, low in calories, and explicitly designed for a school food service. She noted that everything in her presentation regarding financials would be through January 31. Ms. Crowley added that the Food Service is at 9,265 reimbursable breakfasts sold year-to-date, and the Food Service is at approximately 61,900 reimbursable lunches sold District-Wide. She noted that this is roughly \$87,000 for the year in reimbursement from the government.

Dining Services Overview

Breakfast at GMS and LMS are thriving, accounting for 87% of total reimbursable breakfasts in the District. Beverage vending at CHS is allowing opportunities for life skills students, averaging **\$590/month** in sales.

Lunch must offer five components each day (4 at breakfast).

- a. Meat/Meat Alternative
- b. Milk
- c. Fruit
- d. Vegetable
- e. Whole Grains

For a meal to be eligible for reimbursement, a student must select a minimum of three components; one must be a fruit or vegetable. The menu is designed to meet the minimum requirement for reimbursable or "Value" meals. At the end of each month, the Value Meal counts are collected, entered, and submitted to the NH DOE, Office of Nutrition Programs and Services for reimbursement to the Food Service.

Non-Value meals do not meet Value Meal requirements, and the Food Service does not receive reimbursement for them. These items include snacks, drinks, second meals, incomplete meals, and adult meals.

Reimbursement Rates - USDA (Breakfast)

<u>School Year</u>	<u>Rate - Free Breakfast</u>	<u>Rate - Red Breakfast</u>	<u>Rate - Paid Breakfast</u>
2018 -2019	\$1.81	\$1.51	\$0.34
2019 -2020	\$1.81	\$1.51*	\$0.34*
2020 -2021	\$1.91	-----	-----
2021 -2022	\$2.49 / \$2.605	-----	-----
2022 -2023	\$2.29	\$1.99	\$0.53

Reimbursement Rates - USDA (Lunch)

School Year	Rate - Free Lunch	Rate - Red Lunch	Rate - Paid Lunch
2018 -2019	\$3.37	\$2.97	\$0.37
2019 -2020	\$3.48	\$3.08*	\$0.39*
2020 -2021	\$3.58	----	----
2021 -2022	\$4.32 / \$4.5625	----	----
2022 -2023	\$4.41	\$4.01	\$0.85

Average Daily Participation - (ADP)

School Year	ADP	Enrollment	Notes
2017 - 2018	29.6%	1309	
2018 -2019	37.1%	1304	Ms. Crowley's first year in Litchfield
2019 -2020	37.9%	1307	
2020 -2021	48%	1238	Universal Free Meals
2021 -2022	41.3%	1206	ADP higher today than pre-COVID

Anticipated Gap

	Current Pricing (Current Budget)	Current Pricing (Expected Exp.)	Change of Price (Expected Exp.)
Revenue Expected	\$490,825	\$490,825	\$509,650
Expenses	\$602,638	\$683,500	\$683,500
Net	-\$111,813	-\$192,675	-\$173,850
Fund Balance	\$127,796	\$127,796	\$127,796
Gap	\$15,983	-\$64,879	-\$46,054

Value Meal Increase

School	Breakfast Current Pricing	Breakfast Proposed Pricing	Lunch Current Pricing	Lunch Proposed Pricing
GMS	\$1.75	\$2.00	\$2.50	\$3.00

LMS	\$1.75	\$2.00	\$2.75	\$3.25
CHS	\$1.75	\$2.00	\$3.00	\$3.50

The Board discussed the need to increase prices to break even this year, and the effect of increasing prices could have on sales. The Board acknowledged that because of the free lunches last year, the Board had funds to help offset the increased costs this year,

Ms. Crowley talked about what she is doing to try and save money.

Vending Machine Update

Ms. Crowley said that the CHS vending machine would arrive in late April 2023. She noted that the first and only payment is on July 1, 2023. Ms. Crowley noted the long lead time due to the customization of the vending machine and supply chain issues.

The vending machine will accept meal accounts, credit/debit cards, and cash.

Mr. Plansky asked if the District had a surplus in the Operating Budget and could the surplus be used to offset the price increase. Mr. Totten said that the District is mandated to bring the balance to zero. He added that if there was a negative balance with the Food Service, then the District would have to use General Fund money to bring the balance to zero.

Mr. Cutter said his understanding was if the District did not increase food costs, then the District is looking at a negative balance of **\$192,675** in the worst-case scenario. If the District does enact the \$0.50 increase, the Food Service would still see a negative balance of **\$173,850** in the worst-case scenario. The reason for this is that the increase would not have started until April 2023.

Mr. Cutter asked why the School Board was finding this out now when they are more than halfway through the school year. Mr. Totten said that last year was universal free food, which resulted in the Food Service not having anything to base the costs on. He added that the pandemic years were inconsistent years and did not make it easy to create a comparison.

Mr. Cutter mentioned that he was concerned because the Food Service is supposed to be self-funded. He pointed out that if the spirit of the Food Service is to be self-funded, then it should be charging what it costs to run the program. Mr. Totten agreed and added that this was only step one of many discussions.

Ms. Ames and Mr. Cutter agreed that there is a need to increase the costs now. Ms. Ames added that the School Board should plan to have the Food Service present in December so the Board can be ready to increase prices if needed.

Ms. Harrison asked how the Food Service was doing in recouping funds, which are owed by families. Ms. Crowley said that the Food Service is at approximately \$1,900 owed. She reminded the Board that when she started in Litchfield, the Food Service was owed approximately \$7,000.

Ms. Ames made the motion to increase breakfast across all three schools from \$1.75 to \$2.00. Then increase lunch at GMS from \$2.50 to \$3.00, LMS from \$2.75 to \$3.25, and CHS from \$3.00 to \$3.50. Ms. Harrison seconded the motion. The motion passed (4-1-0). (Mr. Plansky voted "no")

Mr. Plansky said he voted "no" because families are already feeling it at the grocery store, and the Food Service is not sure where it will end up financially at the end of the school year.

Ms. Crowley said that she would send out a notification regarding the increased costs and would also notify families about "Free and Reduced Lunches."

Ms. Ames motioned to increase the specialty pricing to **\$4.00 a meal**. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Mr. Cutter asked Ms. Crowley to present the Board with the updated numbers in July. Ms. Crowley agreed.

G. Community Comment on Agenda Items @ 7:53 pm:

1. Mike Aniskovich, 20 Century Lane - Mr. Aniskovich stated that one agenda item was the preschool pricing. He agreed that the pricing was the correct thing to do, but how does the District convince the parents?

Mr. Aniskovich mentioned that he was concerned that children in Litchfield might be going hungry. He commented that it was interesting that 48% of the students participated when the meals were free, but only 29.6% participated before the pandemic. The Board mentioned that 29.6% and 48% are likely students who bring their lunch to school.

Mr. Totten said about 4% or 5% of the students in Litchfield receive free or reduced lunches. Students who qualify for the program will receive free or reduced lunches.

Dr. Jette pointed out that if a family has qualified for State Services in any way, then the students automatically qualify for free or reduced lunches. It is called "Direct Certification."

Ms. Ames added that her understanding is that no student is turned away. If a student gets in line, whether they have money or not, then the student receives some version of lunch.

Ms. Crowley commented that the State has a program where if a community has at least 50% of its students receiving free or reduced lunch, then all the students would participate. She added that the threshold is being lowered to 25%.

Closed at 8:00 pm

H. Correspondence:

Litchfield School Board – Correspondence for 2/1/23 Meeting

#	Date	From/To	Summary
1	3/09/2023	Denise McHugh, Community Member	Regarding feedback on the proposed preschool program changes; concerned that reduction in days for peer friends would impact special education students

2	3/09/2023	Erica Ruggles, Community Member	Regarding preschool – son is in the 4 year old program and currently goes 3 days per week
3	3/10/2023	Dan Mitchell, GMS Principal	Regarding preschool – 4 year old program is currently 3 days per week
4	3/10/2023	Doug Totten, Business Administrator	Regarding plowing contract – 6 payments and we have made 5 payments
5	3/11/2023	Andrew Cutter, Board Member Response: Mr. Totten	Regarding when we expect to receive the annual audit Response – expected within the next week or two.
6	3/13/2023	Mary Widman, Director of Curriculum, Instruction and Assessment	Requesting feedback for Competency 101 slide presentation by the end of the day so time to make changes
7	3/13/2023	Dr. Jette, Superintendent	Staff Professional Development Day will be conducted remotely due to weather
8	3/13/2023	Jan Sullivan	Circulating Draft Minutes for 3/8/2023 Non Public portion of SB Meeting
9	3/13/2023	Jan Sullivan	Circulating Draft Minutes for 3/8/2023 Public School Board Meeting
10	3/13/2023	Tara Hershberger, Board Member* (at the time)	Thank you for kind words and E3 award
11	3/14/2023	Jacob Hess, CHS Principal	Circulating schedule for final rounds of interviews for Assistant Vice Principal position
12	3/15/2023	Samantha Smith, Community Member	Outlining concerns about proposed changes to 4 year old preschool program and impact on students, particularly peer friends
13	3/15/2023	Noah Benoit, CHS Teacher	Feedback on Competency Based Education, Grading and Project Based Learning
14	3/16/2023	Elizabeth MacDonald, Board Member to Board	Circulating list of School Board Committees and SubCommittees for thoughts/discussion at the next meeting.

15	3/16/2023	Doug Totten, Business Administrator	Circulating electronic copy of final audit for Board's review – includes specific page numbers related to District finances
16	3/16/2023	Doug Totten, Business Administrator Response: Andrew Cutter Doug Totten	Regarding the municipal lease being held by Signature Bank, one of the banks closed earlier in the week – balance is not in jeopardy, disbursements will run as they always have – recommendations Andrew – question about timing of payments and any delay in access Doug – Signature assured BofA that business as usual
17	3/17/2023	Ann Inamorati, Accountant	Circulating Manifest for 3/22/23 meeting
18	3/17/2023	Dr. Jette, to Board	Circulating 3/15/23 Concord Monitor article regarding Concord School District's efforts to secure land, offer to purchase 38 acres for \$3.5 million, rejected by sellers, advocating for more building aid
19	3/17/2023	Barbara Bielawski, Assistant to Superintendent	Circulating Draft 3/22/2023 SB Agenda
20	3/17/2023	Elizabeth MacDonald, Board Member	Thanking people for their commitment to the District and attending Wednesday and Thursday nights activities
21	3/17/2023	Jaclyn Hathaway-Rube, LMS Teacher	Feedback regarding competency based education and grading
22	3/18/2023	Melissa Raikey, Community Member	Feedback regarding competency based education and grading and requesting changes
23	3/18/2023	Denise McHugh, Community Member	Feedback regarding competency based education and grading
24	3/19/2023	Doug Totten, Business Administrator Responses: Andrew Cutter Doug Totten	Circulating MS22 – need signatures Andrew – question of how to reconcile MS22 with voter approved operating budget Doug – circulating document that shows reconciliation
25	3/20/2023	Kathleen Follis, Community Member	Sharing that CHS First Robotics team did well this weekend – decided to design and build a custom robot this season (a first) –

		Reply: Jacob Hess, Principal Kathleen Follis	which required more planning, building and programming. Narrowly missed the playoff round – already back to work to improve the structure
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II. **General Business:**

A. **Superintendent's Report**

1. **2023 Election Results (Warrant Articles):**

Dr. Jette reviewed the School District Budget going back to 1949. He pointed out that in 1949, the budget was only \$12,209.29. He added there was a \$3,000 warrant article for adding onto GMS and adding a Teacher.

a. **School District Offices:**

- | | | | |
|------|---------------------------|---|-------------------|
| i. | School Board Member | - | Peter W. Plansky |
| ii. | School District Clerk | - | Steve Perry |
| iii. | School District Moderator | - | Theresa L. Briand |
| iv. | School District Treasurer | - | Lynn Clarke |

b. **Article 1 - Operating Budget:**

The community supported the Operating Budget by voting 678 (Yes) to 659 (No). Dr. Jette mentioned that the Town certified the election on Tuesday.

c. **Article 2 - Land Purchase:**

The community supported the land purchase by voting 705 (Yes) to 641 (No). The article passed with a 52.38% vote; Dr. Jette noted that a Bond requires a 60% vote. This means most voters approved the land purchase but not the supermajority needed for a Bond vote.

d. **Article 3 - The Building Maintenance Capital Reserve Fund:**

The community supported the Building Maintenance Capital Reserve Fund. The article passed 924 (Yes) to 418 (No).

e. **Article 4 - The Capital Improvements Expendable Trust Fund:**

The community supported the Capital Improvements Expendable Trust Fund. The article passed from 855 (Yes) to 485 (No).

f. **Article 5 - The Employee Benefits Reserve Fund:**

The community supported the Employee Benefits Reserve Fund. passed 1,019 (Yes) to 322 (No).

Dr. Dr. Jette pointed out the correlation between how the Budget Committee votes on a warrant article and how the taxpayers vote.

Number of voters during the last four elections:

- i. 2020 had 1,440 voters.
- ii. 2021 had 1,193 voters.
- iii. 2022 had 1,540 voters.
- iv. 2023 had 1,341 voters.

The total number of voters for the last four elections was 5514, and the average for the previous four elections was 1,379 voters.

Mr. Cutter asked if money was being given to the landowner now or if the voters had to approve of having a new school built on the property. Dr. Jette said the article clearly stated that the voters had to approve a new school before the landowner received any funds.

2. LMS Sign on McElwain Drive

Dr. Jette said that he approached the Town off and on for a period regarding increasing the sign on McElwain. He noted that there is a small street sign that reads “Middle School,” and most people cannot see it.

3. Dress Code Committee

Dr. Jette stated that a Dress Code Committee had a preliminary meeting. The Administrators have done a markup and suggestions to the dress code. He added that there is a more significant meeting on Monday. The Committee will present to the School Board before the warm weather occurs.

B. Business and Operations:

1. Financial and Operations Report

Business Administrator Doug Totten stated that the Board has an invoice from LMS for the NorthBranch work and financial reports. He noted that the goal of financial reports is to be transparent to everyone, not just the School Board and Budget Committee.

2. LMS Renovations

a. February Invoice

- i. \$128,347.60 paid from the Municipal Lease

b. Change Orders NB Change Orders - Phase 2

3. Financial Reports

a. February 2023

4. Department of Revenue Administration (DRA) Reporting

Mr. Totten mentioned that the following documents are due to the DRA:

- a. Certified Counts / Ballot Minutes
- b. Appropriation As Voted (MS-22)

C. Public Minutes:

1. March 8

Ms. Harrison made the motion to approve the March 8, 2023, Public School Board Minutes. Mr. Cutter seconded the motion. The motion passed (4-0-1). (Mr. Plansky abstained)

III. Reports:

A. Committee Reports:

1. Heidi Ames thanked Mr. Perez for sending out the blue light email today. She mentioned that the Grading and Reporting Committee did meet today. The Committee continued the conversation from the forum.

2. Doug Totten mentioned that the Emergency Management Committee did meet, but no Board member was present. He noted that both CHS and GMS had their Homeland Security walkthroughs. They have been debriefing the walkthroughs and talking with the staff regarding the results. LMS had its walkthrough today, which was delayed because of the renovation. The Committee discussed reunification plans for the rest of the school year.

IV. New Business:

A. Policy:

1. Special Education Funding - [Special Education Underspend Policy](#)
2. Wellness - [JLCF - Wellness Policy](#)
3. Home Education (Future)
4. Rental (Future)

Chair Heidi Ames opened the topic for discussion. Ms. MacDonald mentioned that she heard that the policy for Special Education Underspend is not important for this school year because the Budget Committee has already made cuts. Mr. Cutter noted that the policy was put in place for FY2024.

Ms. Ames asked the Board if they wanted to approve the Special Education Underspend Policy.

Mr. Cutter made the motion to approve the Special Education Underspend Policy with the changes for a first read. Mr. Plansky seconded the motion. The motion passed (5-0-0).

Ms. Harrison asked Mr. Cutter to bring the Special Education Underspend Policy to the Budget Committee on March 30. She requested that the Budget Committee have the same policy. Mr. Cutter pointed out that the Budget Committee does not have policies, but the Committee does have a bylaw. Mr. Cutter added that he would present the request to the Budget Committee.

Ms. Ames said that the Board had already approved the Wellness Policy.

Ms. Ames mentioned that there was a good meeting regarding the policies for Home Education and Rental. She will make the suggested corrections, and the policies will go through the Policy Committee for a reading.

B. Debrief March 15 Community Forum - [Competency-Based Forum](#)

Dr. Jette commented that he took notes during the forum because Ms. Widman was busy with the presentation. Dr. Jette said that he did not identify who was speaking during the parent's session, but he did during the Teacher's session.

Ms. Widman mentioned that she took Dr. Jette's notes and highlighted the parents' and teachers' key themes. Ms. Widman noted that she sent out the critical topics to the Grading and Reporting Committee with the idea that they would provide feedback. Ms. Widman commented that she is also gathering input from people other than at the forum.

Ms. Widman stated that she has already started discussions with others regarding the pros and cons of Competency-Based Learning and whether formatives should be given weight.

Ms. Harrison said that the most remarkable thing to her was the wide range of experiences that Teachers and parents have had. Ms. Harrison noted that there were Teachers who said they were having success with Competency-Based Learning and others who said they were having issues implementing it. She mentioned that there was some low-hanging fruit that the District could tweak to make things easier.

Ms. MacDonald said she wanted to return to when this idea was first introduced. She commented that what parents wanted was voiced at the meeting, and she believed her children were the guinea pigs in the experiment. Ms. MacDonald stated that her children have been in the District for five years, there has been no consistency, and the grades are over-inflated. She pointed out that students must be accountable for their homework and quizzes.

Ms. MacDonald commented that a student who turns an assignment in on time receives the same grade as a student who turns the assignment in a couple of weeks late. She talked about how students can turn in assignments at the end of the semester and how the District is not preparing the students for college or real life.

Ms. Widman stated that this is not her way of doing it. Ms. Widman noted that she is taking the philosophy and bringing it to the Grading and Reporting Committee, Admin Team, and the School Board. At the same time, she is trying to move Competency-Based Learning forward. She pointed out to the Board that she had to work with a pandemic over the past five years and three new Principals.

Mr. Cutter mentioned that the forum was eye-opening and appreciated by the District staff and parents. He noted that it is obvious that the District has a substantial and systemic problem with competencies. Mr. Cutter added that the staff and parents are not satisfied with how it is handled. He stressed that this topic should be brought up at every School Board meeting until it is resolved. During the meetings, he wants to see options with dates and actions presented to the Board.

Mr. Cutter said that the District needs to correct the report cards at GMS. Dr. Jette agreed and noted that he contacted Mr. Mitchell and asked him how the District has a statement on the report card that the Teachers believe is a competency. However, the Director of Curriculum says it is not a competency.

Mr. Cutter noted that he wants to see school-specific competencies that the Teacher puts together in that specific building. He pointed out that he does not see homework coming home in his house, and students are showing no desire to do formative.

Ms. Widman asked the Board how the District could fix the problem when the staff is divided about formative and summative work.

The Board discussed the difference between high school and college. Some members stated that they believed high school was more difficult than college, and others believed that high school experience did not prepare them for college.

Mr. Plansky mentioned that he agreed with Mr. Cutter and that the situation must be corrected immediately. The students cannot afford to wait for the District to correct the problem in a year or two.

Widman commented that students have five days from the day a summative is graded to make a plan with the Teacher to retake the summative, which is ten days total.

Mr. Cutter asked what the repercussions were for not following the procedures. Ms. Widman said the repercussion should be the Teacher's evaluation and a report in the Teacher's files.

The Board discussed what needs to be done for Teachers to get the students to buy into doing formatives. The point was made that Teachers need to stop using the term formative, and teachers need to stop using the word because the students hear the word and immediately don't worry about completing formatives.

Dr. Jette asked Ms. Widman to bring Mr. Benoit to the next School Board meeting that she attends. The Board was interested in finding out what Mr. Benoit is doing to make Project-Based Learning (PBL) successful.

C. ParaProfessional Wages:

Dr. Jette said that the Board should table the topic. The Board agreed to table the topic until the next meeting.

V. Old Business:

A. None

VI. School Board Comments:

Ms. MacDonald said that she noticed Bow had an addition put onto their elementary school. The addition came out to be eight classrooms for \$12.9M. Mr. Totten said that the classrooms were part of the cost, but Bow did not have a sprinkler system; they needed to reconfigure the main office area and some of the classrooms. Dr. Jette noted that Bow did not apply for Building Aid because the District knew they would not receive it.

Dr. Jette said that Colebrook failed at the polls, and the vote was 450 to 150. He noted that Monadnock did pass and proceeded ahead, and Concord still did not have land for a new school.

Mr. Cutter mentioned that they discussed Pre-K earlier in the meeting, and he wanted to know where the policy or the guidance that the school is operating under is located. He wanted to be able to reference the policy. Dr. Jette said he would have to get the information for Mr. Cutter. Dr. Jette added that many decisions are driven by Special Education law.

Ms. Ames stated that she is actively looking for ways to reduce the agendas and the length of the meetings. She asked the members to think about ways to reduce the agenda. Ms. Ames will add it to the agenda for the April 5 meeting.

VII. Manifest:

- i. The Manifest was circulated for signatures.
- ii. Mr. Cutter mentioned that a manifest was sent to the Board on Friday, totaling \$211,031.77. He asked what the other manifests were. Mr. Totten said there was one that came out today for electricity. The other manifests were for payroll and supplies.

VIII. Community Input @ 9:31 pm:

- i. No one was present

Closed at 9:32 pm.

IX. Upcoming Meetings:

- i. April 5, 2023, @ 5:30 pm. - School Board Meeting
- ii. April 19, 2023, @ 5:30 pm. - School Board Meeting

X. Non-Public Session:

Non-Public Session under RSA 91-A: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, 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.

Ms. Harrison made the motion to enter Non-Public at 9:33 pm. Ms. Ames seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair E. MacDonald - Yes
- iii. A. Cutter - Yes
- iv. C. Harrison - Yes
- v. P. Plansky - Yes

XI. Return to Public Session:

Ms. MacDonald made a motion to adjourn the Non-Public Session at 10:21 pm. Mr. Plansky seconded the motion. The motion passed (5-0-0).

XII. Adjournment:

Mr. Cutter motioned to adjourn the public meeting at 10:22 pm. Ms. Ames seconded the motion. The motion passed (5-0-0).

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
April 5, 2023
Litchfield Town Hall**

Date Approved: 04 / 19 / 2023

In Attendance:

Members: Heidi Ames, Chair; Elizabeth MacDonald, Vice Chair; Andrew Cutter; Christina Harrison; and Peter Plansky

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Student

Representative: Emma Ducharme

Absent: None

Also in Attendance: Mike Campo, Auditor from Plodzik & Sanderson, P.A.; Ashley Miller, CPA – Manager from Plodzik & Sanderson, P.A.; Jacob Hess, CHS Principal; Mary Widman, Director of Curriculum and Instruction.

I. Public Session:

A. Call to Order:

5:33 pm – Chair Heidi Ames called the meeting to order, followed by the Pledge of Allegiance.

B. Review and Revision of Agenda:

Chair Heidi Ames commented that the Board has the Student Representative Report lower in the agenda; she suggested they move the report earlier to allow Ms. Ducharme to leave early if needed. Ms. Ames added that this would be for tonight and future meetings.

C. Committee Reports:

- a. No Reports

D. Summary of Non-Public Actions from March 22, 2023:

1. Resignations:

- b. Amy Paradise resigned as CHS Special Education Teacher.
- c. Wendy Landelier resigned as CHS Reading Specialist.
- d. Donna Boucher resigned as CHS Nurse.
- e. Brittany Milligan resigned as CHS Music Teacher.

Mr. Cutter motioned to approve the resignations, as presented. Ms. Ames seconded the motion. The motion passed (5-0-0).

Ms. Harrison made the motion to approve the annual renewal list. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

E. Student Representative Report:

Emma Ducharme commented that today she met with Dr. Jette, Ms. McDonough, and the Student Council president to discuss her role as Student Representative. Ms. Ducharme will review the agenda before each meeting with the Student Council president and Ms. McDonough to see if any agenda items would benefit from student input.

The Student Representative position will also be a representation of all three schools. The Representative would go down to LMS and GMS to meet with the Student Councils and listen to what is happening at the schools within the District. Ms.

Ducharme added that in May, CHS would hold an election for Student Representative(s), and the students would vote for a junior and a sophomore.

Ms. Ducharme mentioned that she and Dr. Jette would attend South Central Regional School Student Board and Student Rep in Goffstown on Saturday.

F. Presentations and Recognitions:

1. Plodzik & Sanderson, P.A.

Mike Campo, Director from Plodzik & Sanderson, P.A., mentioned that this is the first time he has visited the Litchfield School District to make a presentation. Mr. Campo stated that when a School District engages with Plodzik & Sanderson, they review the financial statements and determine if outside parties can rely on them.

Mr. Campo commented that there were some concerns with the audit. Mr. Campo stated that Dr. Jette contacted him in late June / early July regarding problems with the cash balance. Mr. Campo came in, met with Business Administrator Doug Totten, and reviewed financial statements. The meeting resulted in Mr. Campo agreeing that there was concern over the cash balance without an audit being done.

Within a week of learning about the issue, the School District took action and brought Plodzik & Sanderson, P.A. in for a review. Mr. Campo noted that the School District brought in Plodzik & Sanderson, P.A. to perform an audit, and Ashley Miller, Senior Manager, and her team conducted the audit. Through the audit, the concerns of management were confirmed. Mr. Campo added that he had a meeting with the Superintendent, Business Administrator, and two School Board members and informed them it was time to bring in the District's legal counsel and tell the rest of the School Board.

Ashley Miller walked the Board through the FY2022 Audit Report. She noted that the School District ended the FY with a deficit of **\$7,150,977**. Mr. Campo acknowledged that **\$7.1M** is a lot of money. However, a significant portion of that is the state retirement system that the state puts on the local municipalities for their share of the unfunded retirement system.

Mr. Campo commented that during the meeting with the Superintendent, Business Administrator, and two School Board members, it was pointed out that the reports the Board received were from outside their system. The work was coming from Excel spreadsheets. He recommended that any Board using spreadsheets wants to have source documentation. This will allow the Board to walk one transaction over to the next. The Litchfield

School District has already implemented the suggestion.

Mr. Campo stated that in a sample of 29 disbursements, they identified 12 instances where the purchase orders were created after the invoice had been paid. He mentioned that this represented 41% of the disbursements reviewed. The Litchfield School District's Purchasing Policy indicates that purchase orders must be created before invoice payment. Mr. Campo noted that the District wants to make sure that they follow the Purchasing Policy and that if the District is going to spend money, it needs to know that the funds are available. Ms. Miller acknowledged that this is a common problem within School Districts.

Mr. Campo stated that any donation or unanticipated revenue exceeding \$5,000 should be brought to the Board for acceptance. He pointed out that the District cannot increase its appropriations if the Board does not formally accept the funds. The funds will have to go into the unassigned fund balance at the end of the year unless a formal acceptance is made.

Mr. Campo mentioned that the School District did not go into a negative position, but when the bank statement was reconciled, the District was overdrawn. He credited Business Administrator Totten for contacting the bank and vendors to resolve things. The District overdrew its unrestricted pooled cash account by \$218,396 in the current year.

Mr. Campo commented that there is no problem reimbursing staff for purchases, but he referred to the Purchasing Policy. He noted that the School District participates in a P-Card program. They recommend that purchases be made using the School District's P-Card, which would make all reimbursements subject to the same level of review as other School District purchases. Mr. Campo stressed that if the District feels uncomfortable speaking to WMUR, the Union Leader, or a member of the public, then it is something that the District should control.

Mr. Campo said that regular deposits are necessary. He mentioned that in performing procedures over the student activity funds, it was identified that their deposit records did not provide adequate support to determine if deposits were made timely. Mr. Campo said that they recommend the implementation of a standard deposit form, which should include the source of the funds, the activity fund to post the deposit to, and the date received by a Teacher or Advisor.

The Board thanked Mr. Campo and Ms. Miller for their presentation to the Board.

2. Report from Jacob Hess, CHS Principal

Mr. Hess commented that he would have members from the spring play, "Puffs," but they were busy with the production. He noted that "Puffs" is a 2015 original play by New York-based playwright Max Cox. The play is a parody of the Harry Potter book series by J. K. Rowling, and it follows a group of Hufflepuff students that attend the school at the same time as Harry Potter but are not heroes or trying to save the world.

Mr. Hess commented that they decided to spend money on the set, which can be reused. Opening night is on Friday, April 14. The tickets are sold at the door, \$5 for students and \$10 for adults.

Report from Jacob Hess, Principal CHS

a. **Enrollments:**

- i. Class of 2023 - 109
- ii. Class of 2024 - 117
- iii. Class of 2025 - 96
- iv. Class of 2026 - 91
- v. Total Enrollment: 413

b. **Recognitions:**

Mr. Hess walked the Board through the activities that have been occurring at Campbell.

- i. **FBLA** - Twelve Campbell HS representatives attended the FBLA State Leadership Conference on March 23 and 24. They attended general sessions with motivational speaker Molly Kennedy, actively participated in workshops, and competed in their respective events! The experience was very much hands-on, 21st-Century learning focused, and enjoyed by all our students.
- ii. **Math Club** - The Math Team finished third in the Class M Division at the New Hampshire State Mathematics Competition at NHTI in Concord on March 13. The team was led by Sophomore Aron Fekete, who scored 32 points, missing only 1 question!
- iii. **Robotics** - CHS First Robotics team competed in their first 2-day competition two weekends ago. The students decided to design and build a custom robot this season, a first for this group. This requires a lot more planning, building, and programming. Despite this significant challenge, the team's robot competed, scored in all ten matches, and narrowly missed the playoff round. To score, the robot had to drive, pick up items, place items at different levels (usually across the game field), and drive onto and balance a seesawing platform. The team faced tough competition from some Mass schools and NH teams from Windham and Hollis-Brookline. In less than two weeks, the students have identified how to improve the robot's structure for the next competition.
- iv. **Fashion Show** - Saturday, March 25, Emma Burns put on a Fashion Show as a fundraiser and her Senior Project. The show consists of going to stores (mostly small stores, not the Big Box ones) and asking if they would like to participate in the school fashion show. The stores lend us clothes ranging from fun casual clothing to tuxedos and prom gowns. We promote the stores through the event. We also ask local businesses if they want to buy an ad for our program and/or participate in raffles.

This year the theme was "A Day in New York" for the casual segment and "The Oscars" for the formal segment. I planned the show with my Committee (which consisted of a little over 20 people), I called stores, created outlines for our script, and planned out the stage setup. The number of models we had was 35 models, and we had over 80 outfits for them.

- v. **CHS Concert Band** - On Saturday, March 25, the CHS Concert Band and Chorus went to Bow High School for the NHMEA Large Group Festival. Each group was required to play three selections for a panel of judges and sight-read a portion of a piece that they had never seen before. The CHS Concert Band scored a rating of 4 out of 4 on both their prepared performance and sight reading performance, earning them the award of a Large Group Festival Plaque that will be displayed in the Performing Arts Department Trophy case.

c. **Instructional Highlights:**

- i. **Nicole St Jean's Honors American Lit Class** - Juniors are in the middle of reading a choice book that takes place during the Great Depression. They collaboratively determined a reading schedule and have been meeting once a week. When students are not in book club meetings, we do whole class activities to foster connections and determine themes between the books.

This week, students participated in a gallery walk and discussion. They walked around the room observing various photographs from the Great Depression (i.e., Hoovervilles, ration lines, dust bowl). They then sat with peers not reading the same book as them to share their thoughts, connections, and questions about each photo.

Ultimately, they chose one photo that stood out to them, rearranged their seats to sit with people in their book club, and shared which photo stood out most and why. Many chose the same photo because it reminded them of their book club novel. Students have been engaged in class and excited to discuss their books.

- ii. **Noah Benoit's Honors US History Class** - Students went through a self-paced lesson using Google Slides on six events from the Cold War. For each event, students were given three different ways to learn about the event, with a quick formative check-in that reinforced content knowledge and asked students to apply their learning differently. At the end of the lesson, students added to a Jam board one thing they learned and one question they had.

Ms. MacDonald asked Mr. Hess if CHS is working on common assessments. Mr. Hess said they are working on making common assessments happen when the classes overlap topics. He noted that English and Social Studies are the only areas where the District sees this happen.

d. **Graduation Date:**

Mr. Hess proposed that the high school graduation occur on June 9. He added that they are looking at the senior activities and ensuring they stay close to the 175 days.

Ms. Harrison made the motion to approve the CHS Graduation for Friday, June 9, 2023; at 6 pm., Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Dr. Jette noted that the last day of school is Thursday, June 15, four additional instruction days after graduation.

e. **Upcoming Dates:**

- i. Spring Break April 24 through 28

G. **Community Comment on Agenda Items @ 6:10 pm:**

- i. No one was present

Closed at 6:11 pm

H. Correspondence:**Litchfield School Board – Correspondence for 4/5/23 Meeting**

#	Date	From/To	Summary
1	3/20/2023	Mike Jette	Response to Denise McHugh in regards to Mary Widman's email correction.
2	3/22/2023	Kelley Kennedy	Current curriculum model's grading practices. Her son does not have homework and is not accountable for completing formatives, and she is concerned that it sets students up for college failure.
3	3/22/2023	Kathleen Follis	Explaining the Robotics Club Challenge. Highlighting the different teams involved in meeting and performing the challenge.
4	3/23/2023	Amy Anderson	Fears the rotation of peer groups in PK may affect social-emotional learning. Having the same group of Peer Friends would be beneficial.
5	3/23/2023	Rachel Palmer	Believes peer students would benefit from 3 and 4-day programs to help them prepare for Kindergarten
6	3/23/2023	Erica Robbins	A two-day-a-week program will not help her child adjust to a full-time Kindergarten Program
7	3/27/2023	Andrea DeStefano	Concerns about meeting her daughter's safety needs. Contacted Ms. Fowler several times for paperwork but have not received an email. Hearing there will be cuts to Special Education Programs.
8	3/26/2023	Jan Sullivan	Draft Minutes
9	3/27/2023	Samantha McClelland	Inquiring about Alternative Diploma. Sent several emails back and forth with Samantha Fowler to set up a meeting time.
10	3/28/2023	Sophia Fowler	Receipt of an email from Ms. DeStephano and will work with CHS Team.

11	3/28/2023	Mike Jette	Response to Ms. DeStephano regarding Paraprofessional shortage, CHS Transition Services, and ESY Services.
12	3/29/2023	Heidi Ames	To the whole Board, ideas to shorten meetings?
13	3/29/2023	Kristen Derkrikorian	<ul style="list-style-type: none"> • Acknowledge Heather Morrisette and Dennis Bernabei – very happy with their job as Case Managers for her children. • Lack of Para support, especially when they are out. • ESY Program Courses. • Alternate High School Diplomas.
14	3/29/2023	Jan Sullivan	Draft Meeting Minutes 3/22/2023
15	3/31/2023	Ann Imorati	Payroll Manifest
16	3/31/2023	Mike Jette	April 5 Agenda
17	3/31/2023	Andrew Cutter	Asked for details regarding CRS Learning, supplies expense to Daniel Harrison, travel expense from Josh Knight, and comment on lease payment.
18	4/03/2023	Peter Plansky	Does SB have to approve the charge to the PK program?
19	4/03/2023	Peter Plansky	Questioning competency and grading on the agenda. Andrew Cutter replied with where it is located in the agenda.
20	4/03/2023	Ann Inamorati	Answered Andrew's question: CSR is a grant, backup paperwork regarding Mr. Knight and Mr. Harrison. Also confirmed BOA is an installment payment.
21	4/03/2023	Andrew Cutter	Surprised to see an expense check from "Puffs" production. I wanted clarity on where ticket sale money goes.
22	4/03/2023	Doug Totten	Forwarded approved budget for CHS theater.

23	4/03/2023	Heidi Ames	Reply to PP email. Adding grading and reporting to the agenda.
24	4/03/2023	Tina Harrison	Respond to Andrew Cutter, giving a breakdown of what supplies were purchased, rented, etc., for this year's two CHS plays.
25	4/03/2023	Andrew Cutter	Thanks Tina
26	4/04/2023	Heidi Ames	She believes that the goal of plays is not to be
27	4/05/2023	Tara and Bob Keating	Concerns about the possible removal of the Functional Skills Curriculum. This program is part of the education students need to be successful in school and life.
28	4/03/2023	Sophia Fowler	Reached out to set up a meeting with the Keatings.
29	4/04/2023	Tara Keating	Will meet with Ms. Fowler when her husband returns from NC.
30	4/05/2023	Andrew Cutter	Will be remote on April 19.
31	4/05/2023	Andrew Cutter	Budget Committee Update
32	4/05/2023	Andrew Cutter	Website Committee Update
33	4/05/2023	Liz MacDonald	Asking whether I should read the email or leave a summary for minutes.
34	4/05/2023	Andrew Cutter	Agreed to add a letter to correspondence.
35	4/05/2023	Tina Harrison	Possible Committee reports template.
36	4/05/2023	Mike Jette	Will Discuss this evening.
37	4/05/2023	Peter Plansky	Response to AC - Yes

II. General Business:

A. Superintendent's Report

1. LMS Sign on McElwain

Dr. Jette said that he has been speaking with the Town regarding increasing the size of the sign on McElwain.

2. Grade 8 Transition

Dr. Jette mentioned that eight current Grade 8 students do not plan to attend Campbell High School.

- a. 1 student is moving.
- b. 1 student is going to a private school – a family member works at the private school.
- c. 6 students are going to a private school – paying tuition.

3. **GMS Project & Consolidation**

Dr. Jette commented that at the Deliberative Session, there were comments about whether the District should consider consolidating the schools. He pointed out that the statements at Deliberative were regarding reducing three schools to two.

Dr. Jette asked for the Board's input regarding whether they would prefer to stay on track and pursue a new elementary school or if the Board would instead consider consolidating schools.

Chair Heidi Ames noted that the Board discussed moving a couple of grades into Campbell last year. She added that parents made it known how they felt about Grade 7 and 8 students sharing Campbell with Grade 9 through 12 students. Last year's conversations were about needing dedicated areas for the Grade 7 and 8 students. The Board held a few Community Forums last year to listen to the community regarding moving two grades to the high school for only a few months.

Mr. Plansky said that this was a subject that the Board needed to discuss because the District is looking at \$50M (including interest) to build a new school. He added that the Class of 2027 has approximately 90 students. Mr. Plansky pointed out that considering that Campbell was made for 600 students, it is unlikely that the District would have to add on to the school. He said that the Grade 6, 7, and 8 students might have to return to LMS if they wanted to play baseball or basketball.

The Board discussed how the District would have to set up separate lunch times. Mr. Plansky stressed that it was the responsibility of the Board to do what was best for the District and keep the taxpayer's pocketbook in mind. Ms. MacDonald noted that the District would have to add an addition to LMS to fit the additional students.

Dr. Jette said the District could move Grades 7 and 8 to Campbell and Grades 3 and 4 to LMS. The District would be left with needing classrooms for Pre-K, K, and Grades 1 and 2. The Board discussed what would happen with the four grades and their concerns with McElwain.

Mr. Cutter stated that the District would need to spend approximately \$13M on adding onto LMS, \$13M to add onto CHS, and roughly \$4M in upgrades to the septic systems and parking lots. The total cost would be approximately \$30M to consolidate onto older schools instead of \$36M (not including Building Aid) for building a new school. Mr. Cutter commented that he agreed with Mr. Plansky, and the District would need to find out the costs for putting Grades Pre-K through 5 in LMS and Grades 6 through 12 in Campbell.

Mr. Totten reviewed the options that would be looked at through a feasibility study.

Dr. Jette requested that the Board authorize using approximately \$10,000 from the Capital Improvement Expendable Trust Fund to do a feasibility study.

Mr. Cutter made the motion to authorize up to \$10,000 from the Capital Improvement Expendable Trust Fund for a feasibility study of the sixth option presented this evening. Mr. Plansky seconded the motion. The motion passed (5-0-0).

4. **Enrollment**

Dr. Jette reviewed the enrollment numbers. [Enrollment Numbers](#)

5. **Next Community Forum – May 10, 2023**

Dr. Jette stated that the next Community Forum is on May 10, and he wanted to know if the Board had any ideas for the forum. Ms. Harrison commented that the Board had discussed doing a forum regarding PowerSchool, but acknowledged that it was more of a "beginning of the year" forum.

Ms. Ames said she liked having a forum where parents could talk to the Board about school-related topics. Dr. McGee agreed and commented that he liked the idea of an open mic night.

6. **Donation of a Shed – GMS Baseball Field (\$1,950)**

Dr. Jette mentioned that Kevin Cormier, who works or owns Triple Construction, LLC, donated a new shed for the GMS baseball program. Dr. Jette noted that the price of the shed is \$1,950, and under the gift policy, the Board should vote to accept the donation. The Board should also acknowledge that it has a new shed for the GMS baseball program.

Ms. Harrison made the motion to accept the donation of a shed at the GMS baseball field in the amount of \$1,950. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Dr. Jette informed the Board that the District would send a letter of thanks from the Board to Mr. Cormier.

7. **School Board Calendar**

Dr. Jette mentioned that he assumed the Board wanted to keep the same calendar. The Board would meet on the first and third Wednesday evenings of the month at 5:30 pm. The Board agreed to keep the same setup. Dr. Jette said he would remain attentive to months like March and propose one meeting in July.

8. **Vandalism at LMS**

Dr. Jette commented that the District had an unfortunate case of vandalism at LMS. He noted that it appeared that someone with a four-wheeler decided to rip up the leech field. The damage was substantial, and the District is making a police report.

Ms. MacDonald suggested that the District install trail cameras to take action.

Dr. Jette noted that the grounds crew, who have enough to do, now must repair the leech field damage.

B. Business and Operations:

1. **Financial and Operations Report**

Business Administrator Doug Totten stated that the Board has the links to the audit and the corrective action plan. He noted that the goal is to be transparent to everyone, not just the School Board and Budget Committee.

2. **FY2022 Audit**

Business Administrator Doug Totten mentioned that some pages on the audit have to do with pensions. The District collects the money for the pensions, but it has to give the funds to the New Hampshire Retirement System (NHRS).

a. FY2022 Audit

- i. Like past audits, many reports link in financial information associated with the New Hampshire Retirement Systems. Reports that solely report on the School District's finances can be found on page (page number on the actual document): 8 (Exhibit C-3), 10, 37, 38, 39, and 40.
- ii. A material weakness finding regarding the Capital Projects fund can be found on page 50.
 - a. Monthly Financials
 - b. Capital Projects Revenue / Expenses for FY24
- iii. FY2022 Governance Letter
- iv. Mr. Totten commented that the Budget Committee has requested that the Reserve and Trust Fund reports being more month-by-month. He added that they have a new Town Trustee, and the Board will have access to those emails.

C. **Public Minutes:**

1. March 22 – No action was taken.

III. **New Business:**

A. **Policies:**

Mr. Cutter mentioned that with the edit to the document and the idea that it may not be added to the Budget Committee bylaws, he wanted to know what the Committee wanted to do. Ms. Harrison noted that if the spirit of the policy was to memorialize an agreement, it does not appear that an agreement has been reached.

Mr. Cutter said that the Budget Committee proposed removing **“In return, the Budget Committee would not make motions to reduce the Special Education Accounts.”**

Mr. Cutter made a motion to approve the policy by removing a sentence from the Budget Committee. Mr. Plansky seconded the motion, which failed (2-3-0) (Second Read).

Chair Heidi Ames thanked Mr. Cutter for his time drafting the proposed policy.

Dr. Jette informed the Board that he had a conversation today regarding Special Education in the District. There are potentially five students who are facing \$100,000 plus Out of District (OOD) placements. He pointed out that this is a financial dilemma that the District is trying to work through.

Dr. Jette explained what outplacement was and how it affects the District.

Ms. Harrison made a motion to approve Policy JLCF – Wellness. Mr. Cutter seconded the motion. The motion failed (5-0-0) (Second Read).

Mr. Cutter thanked Ms. Hershberger, Ms. Crowley, and the Wellness Committee for getting the Wellness Policy to where it is.

B. Community Forum - Follow-Up:

Mary Widman, Director of Curriculum and Instruction, mentioned that she took the feedback from the forums and the School Board meetings and was coming back with an update. The Leadership Team believed that the District needed to get the revised curriculum wrapped up. She noted that the updated curriculum is incomplete because of time, and the District needs more money to keep personnel after school.

Ms. Widman presented the following information.

Priority	Deadline	Action Steps - The Party Responsible
Revised Social Studies Curriculum	To Professional Educator Review Committee (PERC) in April To the Board by May 3	Final review K-8 in the process - All Teams Revise competencies - GMS grading team; Secondary grade level groups Final HS revisions in SS PLC
Revised ELA Curriculum	To PERC in May to the Board by June 7	Revise competencies - GMS grading team; Secondary grade level groups Complete writing in building Teams - 4/10 - 4/21
Revised Science Curriculum	To PERC in September to the Board by October 4	Revise competencies - GMS grading team; Secondary grade level groups Complete writing in building Teams - 5/1 - 6/10
Rolling grades	By June 7	Collect feedback from committees Grading and Reporting - 3/21 District Admin Team - 3/22 CBE leadership Team - 3/28 Create a Proposal for the 23-24 school year for Committees by the April meeting. Recommendation to the Board for June 7
Assessment plan changes Midyear/EOY summative Add value to formatives.	By June 21	Collect feedback from committees Grading and Reporting - 3/21 District Admin Team - 3/22 CBE Leadership Team - 3/28 Create a Proposal for the 23-24 school year for Committees by the May meeting.

		Recommendation to the Board for June 21
WSP and Rubrics Scale Percentage equivalent	By June 21	Collect feedback from committees Grading and Reporting - 3/21 District Admin Team - 3/22 CBE Leadership Team - 3/28 Create a Proposal for the 23-24 school year for committees by the May meeting. Recommendation to the Board for June 21
Procedure review and accountability. Re-Assessment Late work		Collect feedback from Committees. Grading and Reporting - 3/21 District Admin team - 3/22 CBE leadership team - 3/28 Create a Proposal for the 23-24 school year for Committees by the May meeting. Recommendation to the Board for June 21

The Board thanked Ms. Widman for presenting the update. In the future, the forum update will be on the agenda under Old Business.

C. Job Descriptions:

Dr. Jette reviewed the job descriptions for the School Psychologist and Mental Health Clinician. He noted that there is one District Psychologist for the three schools, and the position is year-round.

1. **School Psychologist:** [Job Description](#)

2. **Mental Health Clinician:** [Job Description](#)

Ms. Harrison motioned to approve the School Psychologist and Mental Health Clinician job descriptions. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

IV. Old Business:

- A. None

V. School Board Comments:

- A. The Board discussed how to present the Committee reports.

VI. Manifest:

- A. The Manifest was circulated for signatures.

VII. Community Input @ 7:49 pm:**A. Jim Norton, 24 Woodwalk Way -**

Mr. Norton wanted to know if the Board intended to keep four full-time Music Teachers. He asked the question because Brittney Milligan, CHS Music Teacher, had provided the District with her resignation. He was concerned that the Music program would continue with only three Teachers.

Dr. Jette said that in Non-Public Session, he would present a collaborative plan developed by the Administrators and the Music Teachers. He will present it to the Board for their feedback, and the District will have information out as quickly as possible.

Closed at 7:51 pm.

VIII. Upcoming Meetings:

- A. April 19, 2023 @ 5:30 pm. - School Board Meeting**
- B. May 3, 2023 @ 5:30 pm. - School Board Meeting**
- C. May 10, 2023 - Community Forum**

IX. Non-Public Session:

Non-Public Session under RSA 91-A: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, 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.

Ms. Harrison made the motion to enter Non-Public at 7:52 pm. Ms. McDonald seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair H. Ames -Yes
- ii. Vice-Chair L. MacDonald -Yes
- iii. A. Cutter -Yes
- iv. C. Harrison - Yes
- v. P. Plansky - Yes

X. Return to Public Session:

Ms. Harrison motioned to adjourn the Non-Public Session at 9:08 pm. Mr. Plansky seconded the motion. The motion passed (5-0-0).

XI. Adjournment:

Mr. Plansky motioned to adjourn the public meeting at 9:09 pm. Mr. Cutter seconded the motion. The motion passed (5-0-0).

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
April 19, 2023
Litchfield Town Hall
Date Approved: 05 / 03 /2023**

In Attendance:

Members: Heidi Ames, Chair; Elizabeth MacDonald, Vice Chair; Andrew Cutter (remote); and Peter Plansky

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Student

Representative: Emma Ducharme

Absent: Christina Harrison

Also in Attendance: Barrett Christina, Executive Director of the NHSBA; Jen Grantham, LMS Principal; Shea Bishop, Grade 7 Math Teacher; Kerrie Momnie, Grade 7 ELA Teacher

I. Public Session:

A. Call to Order:

5:30 pm - Chair Heidi Ames called the meeting to order, followed by the Pledge of Allegiance.

B. Review and Revision of Agenda:

Dr. Jette mentioned that a couple of links on the agenda were livened up and should appear in red. Chair Heidi Ames commented that Ms. Harrison was not feeling well and would not attend the meeting.

1. COVID Plan: [COVID Update](#)

2. Committee Reports:

- a. Budget Committee [Report](#)
- b. Facilities Improvement Committee [Report](#)
- c. Grading and Reporting Committee [Report](#)
- d. Joint Loss Management Committee [Report](#)
- e. Wellness Committee [Report](#)

C. Remote Participation:

Mr. Plansky made a motion to permit Mr. Cutter to participate remotely. Ms. MacDonald seconded the motion. The motion passed (3-0-0).

Roll-Call

- i. Chair H. Ames -Yes
- ii. Vice-Chair L. MacDonald -Yes
- iii. P. Plansky - Yes

Mr. Cutter stated that he was alone and was not at the meeting because of a business trip.

D. Summary of Non-Public Actions from March 22, 2023:

Ms. Harrison made a motion to accept the Non-Public Meeting Minutes from March 8. Mr. Cutter seconded the motion. The motion passed (4-0-1). (Mr. Plansky abstained)

Ms. Harrison made a motion to seal the Non-Public Meeting Minutes from March 8. Ms. MacDonald seconded the motion. The motion passed (3-2-0).

March 22, 2023

Mr. Cutter made a motion to accept the Non-Public Meeting Minutes from March 22. Mr. Plansky seconded the motion. The motion passed (5-0-0).

Mr. Cutter motioned to approve the nomination of Dana Giampaola as CHS Assistant Principal. Ms. Ames seconded the motion. The motion passed (5-0-0).

Mr. Cutter motioned to approve the nomination of Arianne Gosselin as CHS Special Education Teacher. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Ms. Harrison motioned to approve the resignations, as presented. Ms. Ames seconded the motion. The motion passed (5-0-0).

- | | | | |
|------|--------------------|-----|--------------------------------|
| i. | Katie Scheffer | LMS | School Psychologist |
| ii. | Lauren West | GMS | Special Education Case Manager |
| iii. | Nicholas Sica, Jr. | CHS | Social Studies Teacher |

D. Student Representative Report:

Emma Ducharme mentioned that on Saturday, April 8, she and Dr. Jette went to the Regional Student School Board Representative Meeting. Ms. Ducharme noted that she was able to hear from other Student Representatives about their roles. The students talked about some things and the issues occurring in other Districts. Ms. Ducharme commented that she received some helpful knowledge that will help her guide and prepare the new Student Representatives, who will be elected in May.

Ms. Ducharme noted that this was the first meeting for Student Representatives, and she thought it was a great event. She commented that on the same day, the Student Council went to the Manchester Food Bank and helped with the distribution. Ms. Ducharme said it was a great event, and they enjoyed it.

Ms. Ducharme mentioned that spring sports are up and running. The boys' lacrosse, the girls' lacrosse, and softball all have games tonight.

South Central Student Board Rep Training: [Photo](#)

E. Presentations and Recognitions:

1. New Hampshire School Boards Association (NHSBA) Scholarship to Michael MacDonald

Chair Heidi Ames welcomed Barrett Christina, Executive Director of the NHSBA, and Michael MacDonald, student, to the meeting.

Mr. Christina thanked the School Board for inviting him to their meeting and noted that he was pleased to present the NHSBA Scholarship to Michael MacDonald. Mr. Christina stated that the NHSBA is proud to offer a yearly scholarship program designed to encourage and support students who have a strong interest in pursuing a career in public education or a related field. The scholarship is available to children and grandchildren of School Board members whose School Board is a New Hampshire School Board Association member.

Mr. Christina commented that the NHSBA provides five awards of \$2,000 each in each statewide region. The factors considered for the award winners are academic achievement, active participation in school-sponsored and extracurricular activities, community service activities, and an essay on "Steps that my local School Board can take to promote student achievement."

Mr. Christina said that the winner of the 2023 NHSBA Student Scholarship for the South Central Region was Michael MacDonald. Mr. Christina said that Mr. MacDonald is the son of School Board member Elizabeth MacDonald, and he thanked Ms. MacDonald for her service on the Litchfield School Board.

Mr. MacDonald's accomplishments consist of the following:

- a. Maintained an outstanding GPA while taking many High Honor Courses.
- b. Named to the Honor Roll in all four years of high school.
- c. Member of the National Honor Society.
- d. Engaged in numerous extracurricular and community-based activities.
- e. Class President
- f. Leader in the Campbell's Social Studies Honor Society.
- g. He coached youth soccer.
- h. Member of the Diversity, Equality, and Engagement Program Club.

Mr. MacDonald read his essay to the Board members. [Winning Essay](#)

Mr. Christina presented Mr. MacDonald with a certificate and scholarship. Mr. Christina took pictures with Mr. MacDonald, his family, Dr. Jette, and Chair Heidi Ames.

Report from Jen Gratham, LMS Principal

Jen Grantham introduced Shea Bishop, Grade 7 Math Teacher, and Kerrie Momnie, Grade 7 ELA Teacher. Ms. Grantham said the two Teachers were at the meeting to talk about iReady and how it is being implemented at LMS. Ms. Grantham turned the presentation over to Ms. Momnie and Ms. Bishop.

2. iReady

Ms. Bishop presented iReady to the Board and mentioned that what she is doing on the computer is not only on the smartboard but also on students' computers during class. Ms. Bishop stated that iReady is an online program for Math and Reading.

Ms. Momnie mentioned that students take a diagnostic benchmark assessment in both Reading and Mathematics three times a year. The assessment places students in a grade level based on the student's skills. iReady can provide individualized lessons to target the specific needs of each student.

Ms. Momnie said that there are two tracks of lessons that can be used. The first track is "MyPath," and the lessons are automatically generated. Teachers can override a particular level and assign lessons gradewide, by class, or by a student. This can be used for pre-teaching, remediation, and enrichment. The students can test out of a tier two Mathematic Intervention.

Ms. Bishop and Ms. Momnie discussed the student growth using iReady, and how the students are invested in using the program. They talked about how the Teachers meet with the students and set goals in January, allowing the student to understand what their year growth would look like. Ms. Bishop asked the Board some questions to show how the program works.

Ms. Gratham asked the Teachers to talk for one minute about how they adjusted Best Practices to help address students' needs and be able to remediate or extend learning for students. Ms. Bishop mentioned that there are four instructional days where the students have the option to complete their iReady assignments, and there is one day where the Teacher can pull students for remediation or enrichment.

The Board thanked Ms. Bishop and Ms. Momnie for their presentation.

3. Grade 8 Field Trips:

Ms. Grantham stated that the Grade 8 students had a wonderful trip to Nature's Classroom at the beginning of April. She noted that this trip is typically for Grade 6 students, but the students missed the trip two years ago. She commented that the District is looking at some of the programs designated for Grade 8 students for next year.

Ms. Ames noted that she is hearing that the Grade 8 students need to get their permission slips in. Ms. Grantham confirmed that Grade 8 has three more field trips for the rest of the year.

- a. Cog Railway
- b. Freedom Trail
- c. Canobie Lake Park

F. Community Comment on Agenda Items @ 6:04 pm:

- a. No one was present.

Closed at 6:05 pm

G. Correspondence:

Litchfield School Board - Correspondence for the 4/19/23 meeting

#	Date	From/To	Summary
1	4/6/23	Andrew Cutter	Budget Committee Highlights
2	4/7/23	Doug Totten	Discussing going from 9 buses to 8
3		Andrew Cutter	Believes we should consider due to declining enrollment but be mindful of start times
4		Liz MacDonald Doug Totten Liz MacDonald Dan Mitchell Mike Jette	We cut a bus route last year. 3:45 pm is too late for GMS kids to be arriving home. CHS/LMS pick up traditionally at 6:40 am on. Start and end times of routes presently. I was at GMS today, and many things are going on with Bus 1 and 7. It has frequently been happening and will be for the foreseeable future. Will have an update Wednesday
5	4/7/23	Melissa Raikey	Commenting on eight students leaving the District. Leaving a big hole in the class.

6	4/7/23	Melissa Rakiey	Thanking the School Board for hiring another Spanish Teacher. Commented on how lucky we are to have Jaclyn Rube
7	4/10/23	Jan Sullivan	School Board minutes and Updated minutes
8	4/10/23	Mike Jette to Pat Keefe	Copy of RIF Letter '24
9	4/10/23	Pat Keefe to Mike Jette	Thanking him
10	4/10/23	Andrew Cutter	Draft Budget Committee Meeting Calendar
11	4/10/23	Andrew Cutter	The expectation of a draft budget timeline by October 24
12		Mike Jette	Saying the District needs more time to develop a budget. We do not need six meetings when we have done it in the past in two or three.
13		Andrew Cutter	Mr. Cutter believes we need more meetings, and the Board does not follow the budget closely enough. Explains why the Town needs more time, and 10/24 is the proposed date.
14	4/10/23	Liz MacDonald to Andrew Cutter	Confused why we are discussing it in April. Adds to the email thread adding Tina Harrison into the group chat
15	4/10/23	Heidi Ames	Discussion on Budget Committee/ Budget Sessions. We need to have discussions as a board. We have a very full fall with negotiations, which takes significant time.
16	4/11/23	Emma Ducharme	District Wellness Newsletter
17	4/12/23	Crystal and Andy Fosters	Disappointed in the lack of diverse options for self-identification on the gender questions
18	4/13/23	Mike Jette	SB Meeting Agenda Shared
19	4/13/23	Doug Totten	Capital Project Funds (30) Summary 2019-23
20	4/13/23	Tara and Bob Keating	Ms. Fowler's Meeting is not necessary <ul style="list-style-type: none"> a. Why is ESY being cut? b. What are the plans for Functional Skills within The Sp. Ed Program? c. Short, middle, and long-term goals of Sp. Ed Dept. d. Alternative Diploma discussion update.

21	4/14/23	Tara and Bob Keating	Asked for answers to be provided, they may want to set up a meeting.
22	4/13/23	Sophia Fowler	Would still like to meet in person
23	4/14/23	Barbara Bielawski	Forwards agenda for April 18 Meeting
24	4/14/23	Mike Jette	Response to Fosters Thank you for your input. After a hearty discussion, we had to balance community sentiments. We used the traditional male/female, not listed, and prefer not to answer
25	4/14	Mike Jette	Save the date for a presentation from Fred Bramante on Revisions of ED 306 Rules.
			Followed up by Invitations to Dinner and Forum
26	4/14/23	Jan Sullivan	Draft Minutes for April 5 meeting
27	4/16/23	Andrew Cutter	Will be remote April 18 asks for a link to be added
28	4/17/23	Ann Inamorati	Manifest
29	4/17/23	Peter Plansky Mike Jette Heidi Ames	Will not be available on May 17 due to a family obligation Working with Town to get it broadcast In agreement moving the regular meeting to the 24th
30	4/17/23	Sophia Fowler	Answering Keating's email. <ul style="list-style-type: none"> a. There is no documented framework to determine the needs of each student. Three hours a day is an approximate ½ a school day. An extended school day was added. ESY has never been more than four days a week b. Functional life skills at high school are being discussed. c. The short-term goal is to get frameworks for each Special

			Education setting so there is a point of reference. Nothing has been written down. d. The date for the independent diploma meeting was postponed due to a scheduling conflict.
31	4/19/23	Peter Plansky to Jan Sullivan	Asking for meeting minutes
32	4/19/23	Jan Sullivan and Mike Jette	Response to where to find minutes
33	4/19/23	Ann Inamorati	Credit card Manifest
34	4/19/23	Peter Plansky	Asking about agenda changes
35	4/19/23	Mike Jette to Peter Plansky	Changes are in Red

II. **General Business:**

A. **Superintendent's Report**

1. **LMS Sign on McElwain**

Dr. Jette said he has been speaking with the Town regarding increasing the sign size on McElwain. Jeff Blackwell, Building Inspector, is looking into helping the School District get a sign.

2. **May Meeting Changes**

- a. May 3 – Regular Meeting
- b. May 10 – No Meeting
- c. May 17 – ED 306 Community Forum @ 6:30 in Campbell Auditorium
- d. May 24 – Regular Meeting
- e. May 31 – No Meeting
- f. June 7 – Regular Meeting

Dr. Jette said the State Board is considering a revolutionary rewrite of Section Ed 306 – Minimum Standards for Public School Approval - [Section Ed. 306](#). Dr. Jette noted that as soon as he can get information regarding the rewrite, he would provide it to the Board.

Dr. Jette stressed that the community residents should attend the forum on May 10 and listen to Mr. Bramante regarding the proposed changes to Ed. 306. The changes that are made will significantly impact public schools in New Hampshire. He noted that the staff, residents of Litchfield, and residents from out of town are invited to the forum.

3. **Impact Fee Update:**

Dr. Jette reminded the Board that they had requested that the Select Board release Impact Fees to the School District to pay the lease for the project at LMS. He noted that the request for the Impact Fees has been in front of the Select Board since the request on January 23. Dr. Jette pointed out that the Select Board chose to receive legal advice from their attorney, and the Town's Legal Counsel informed the Select Board that the request from the School Board was a legitimate reason to use Impact Fees. Dr. Jette added that his understanding is that the Select Board want their attorney to attend one of their meetings and explain why the use is permissible.

Ms. MacDonald asked how much the School Board requested in Impact Fees, and Business Administrator Doug Totten stated that they asked for \$52,148. Dr. Jette commented that Impact Fees are funds that were collected from developers based on the methodology created by Bruce Mayberry. The Impact Fees must be used within a specific time, or the fees must be returned to the developer.

The Board discussed the use of Impact Fees by the Recreation Commission to install pickleball courts at Sawmill Brook Park. Mr. Totten stated that they thought about using Impact Fees after hearing that the Town had used Impact Fees to make a payment towards the Fire and Rescue building.

Dr. Jette said he would like to resolve this before the school year's end. At the end of the Fiscal Year, the District has to wrap up its accounting for the year. He added that the District had already made the lease payment because the lease payment was due. Receiving the Impact Fees would help to end the year in a better situation.

Ms. Ames stated that the School Board had contacted the Select Board and the Budget Committee regarding meetings with the Chairs from each Board. The Budget Committee and the School Board are ready to meet, but they have not heard back from the Town. She added that the Impact Fees would be a topic that could be discussed.

4. School Calendar: [2023 - 2024 School Calendar](#)

Dr. Jette mentioned that the School Board approved the school calendar, and then the high school came forward and asked why there was an early release on Friday, May 12; it had always been on a Thursday. Dr. Jette looked into it, and the early release is now set for Thursday, May 11. The same issue has occurred with the 2023 – 2024 calendar. Dr. Jette asked if the Board wanted to vote to change the early release or come to a consensus that the early release would occur on Thursday, May 9, and not Friday, May 10.

Mr. Cutter made a motion to approve both calendars. Ms. Ames seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames -Yes
- ii. Vice-Chair L. MacDonald -Yes
- iii. A. Cutter - Yes
- iv. P. Plansky - Yes

5. School Climate Surveys:

Ms. Ducharme stated that the students filled out the surveys today during advisory. The survey asked about the school environment and how students felt things were going in the District. The survey also asked the students about things that they liked and things that they would change.

Dr. Jette asked if the students were shown the video before the survey. Ms. Ducharme said the students were provided with the video earlier in the week.

Dr. Jette informed the Board that he sent email links to the three schools, and everyone in the community should have received the email. He acknowledged that the District had over-surveyed the families and students but requested that they take the survey.

B. Business and Operations:

1. LMS Renovations

Mr. Totten stated that things would pick up again on June 19. NorthBranch is returning to renovate the kitchen and finish tying in the HVAC work in the cafeteria. He noted that the March invoice is less than usual, but that is because less work was being done.

Mr. Cutter asked if the ceiling panels in the kitchen area would be replaced, and Mr. Totten confirmed the panels would be replaced. Part of the summer work is pulling out the oil tank, regrading, adding some loam, and reseeding around the building.

a. [March Invoice](#)

- i. \$19,396.36 paid from the Municipal Lease
- ii. Change Orders [Google Sheet](#)

2. **Financial Reports**

Mr. Totten reviewed the financial reports with the Board.

These reports aim to ensure transparency so that everyone can make informed decisions.

- a. [March 2023](#): Google sheet that organizes expenditures and revenue reports by month, breakdown of fiscal year spending in the capital projects fund, end-of-month cash balances, and balances in reserve and trust funds.
 - i. Next month we will show the reserve and trust fund balances by month.

3. **Capital Projects Fund (Multi-Year Lookback)**

Mr. Totten reviewed the Capital Projects Fund with the Board.

Multiple people/groups have requested a multi-year compiled list of expenses charged to the Capital Projects Fund. Info on this:

- a. [Fund 30 Compiled FY19-23 Google Sheet](#)
 - i. Capital Projects Fund is also known as Fund 30
- b. Fiscal Year 23 shows the expenses as of April 11, 2023
- c. This report is broken into the following sections (note the tabs on the bottom)
 - i. **Summary:** For both revenue and expenses
 - ii. **Revenue:** Breaks down the revenue that was used for FY 2021 - 2023
 - iii. **Expenses by year:** Breaks down each fiscal year by location and vendor for FY 2021 - 2023
 - iv. **Expenses by vendor:** Breaks down each fiscal year by invoices for each vendor for FY 2021 - 2023

4. **Student Transportation (For the 2023 - 2024 School Year)**

Mr. Totten mentioned that as the District talked about declining enrollment through the fall budgeting process, it was asked if it had the correct number of buses for morning and afternoon routes. He noted that through working with the bus company for the past few months, the District believes it can reduce its regular run buses from nine to eight.

Mr. Totten said that reducing one bus would not result in overcrowding. Reducing one bus would save the District around **\$66,917 for FY2024 (\$371.76 per day x 180 days)**. He commented that the buses with the longest routes would not absorb any new students. The buses absorbing more students will continue after or begin before the buses with the longest routes, and their routes will adjust (earlier and later) by about five minutes.

Ms. Ames commented that her concern was that the bus companies are already struggling to fill open positions. When the bus company has a driver out, they do not have enough substitutes to fill in. Currently, the District has nine buses and has room on other buses if a driver calls in sick. If the District reduces the number of buses by one, then the ability to combine bus routes might not be an option.

Mr. Cutter expressed his concern if one or two buses have mechanical issues and cannot pick up or drop off students. Ms. Ames asked that Mr. Totten find out the bus company's definition of overcrowding, and she wanted to know if three to a seat was considered overcrowding.

Bus Run	Earliest Scheduled Pick Up	Latest Expected Drop Off
LMS / CHS	6:40 am	2:55 pm (with buses departing at 2:26 pm)

GMS	7:40 am	3:43 pm (with buses leaving at 3:15 pm)
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Ms. Ames stated that she wanted to add this topic to the agenda for the next meeting under “Old Business.”

C. Public Minutes:

1. April 5 –

Ms. MacDonald made a motion to approve April 5, 2023, Public Meeting Minutes. Ms. Ames seconded the motion. The motion passed (4-0-0)

Roll-Call

- i. Chair H. Ames -Yes
- ii. Vice-Chair L. MacDonald -Yes
- iii. A. Cutter - Yes
- iv. P. Plansky - Yes

III. New Business:

Chair Heidi Ames commented that the Policy Committee did not meet today. Dr. Jette mentioned that a small group of Administrators met to discuss the Admin Team's concerns regarding the Dress Code. The District then invited parents and students into the conversation. The group agreed to come forward with the proposed policy JICA – GBEBA - Dress Code.

Dr. Jette reviewed the Dress Code and Personal Appearance Policy, and the Board discussed what is considered a proper dress code. The Board agreed to table the discussion until the May 3 meeting and have the second read at the May 24 meeting.

A. Policies:

1. First Read:

- a. JICA – GBEBA - Dress Code [Policy](#)

2. Second Read:

- a. None

3. Future:

- a. IHBG - Home Education
- b. XXXX - Rental

B. School Board Meeting Calendar 2023 - 2024: [School Board Meeting Calendar](#)

Chair Heidi Ames mentioned that this is last year's calendar put into a proposal for the 2023 – 2024 school year. The Board reviewed the calendar, and the consensus was to have the July meeting on July 12. Dr. Jette removed the Community Forums on December 13 and May 8.

Ms. MacDonald made a motion to approve the 2023 – 2024 School Board Meeting Calendar. Mr. Plansky seconded the motion. The motion passed (4-0-0)

Roll-Call

- i. Chair H. Ames -Yes
- ii. Vice-Chair L. MacDonald -Yes
- iii. A. Cutter - Yes
- iv. P. Plansky - Yes

C. Budget Committee Meeting Calendar: [Meeting Calendar](#)

Ms. MacDonald commented that everything is up in the air in the first six weeks of school. She noted that the Administration is starting to learn the staff and the students. Ms. MacDonald added that the School Board has some members negotiating a new CBA. Dr. Jette pointed out that they offered the Teachers the option to negotiate during the summer but they chose to wait until the fall. Dr. Jette said that he would make the offer to the union again.

The Board discussed how many meetings they would need with the Budget Committee. They discussed how the meetings, which the Budget Committee has been invited to, have been run in the past.

No action was taken.

D. General Assurances: [General Assurance Letter](#)

Dr. Jette said that this is an annual thing that the Board is asked to approve. The general assurances are tied back to the grant money the District received. He noted that the Superintendent and the Chair of the School Board need to sign the documents. The documents are due to the Department of Education by May 5. To make grant money available to the District, the Department of Education must receive the documents by May 5.

Ms. Ames noted that she read the documents and then went to last year's general assurances to see if there were any significant differences. She did not see any differences.

Ms. MacDonald made a motion to authorize the Board Chair to sign the general assurances for FY 2024. Ms. MacDonald seconded the motion. The motion passed (4-0-0)

Roll-Call

- i. Chair H. Ames -Yes
- ii. Vice-Chair L. MacDonald -Yes
- iii. A. Cutter - Yes
- iv. P. Plansky - Yes

Chair Heidi Ames will stop by the SAU Office to sign the general assurances.

E. Job Descriptions:

Dr. Jette reviewed the job descriptions for the Social Worker and Executive Assistant to the Superintendent.

Dr. Jette noted that the Social Worker job description needed to be updated. He commented that the District has one Social Worker in each school.

Dr. Jette mentioned that there were two positions in the office. Ms. Bielawski's title was Assistant to the Superintendent, and Ms. Flynn's title was Executive Assistant to the Superintendent. The District has merged that into one position and updated the job description. He noted that Ms. Bielawski had announced her retirement.

- a. **Social Worker:** [Job Description](#)
- b. **Executive Assistant to Superintendent:** [Job Description](#) Tabled

Ms. Ames motioned to approve the Social Worker job description. Ms. MacDonald seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames -Yes

- ii. Vice-Chair L. MacDonald -Yes
- iii. A. Cutter - Yes
- iv. P. Plansky - Yes

Dr. Jette informed the Board that he would post the job of Executive Assistant to the Superintendent immediately. He noted that the job description could be provided to the successful candidate after the May 3 meeting.

IV. Old Business:

A. Follow-Up: Community Forum:

Ms. Widman made a few updates.

Action Steps: Community Forum & Competency Grading

Priority	Deadline	Action Steps - The party responsible
Revised Social Studies Curriculum	To PERC in April To the Board by May 3	<ul style="list-style-type: none"> a. Final review K-8 in the process - All teams b. Revise competencies - GMS grading team; Secondary grade level groups c. Final HS revisions in SS PLC Review Guide d. PERC review has begun
Revised ELA Curriculum	To PERC in May To the Board by June 7	<ul style="list-style-type: none"> a. Revise competencies - GMS grading team; Secondary grade level groups b. Complete writing in building teams - 4/10 - 4/21
Revised Science Curriculum	To PERC in September To the Board by October 4	<ul style="list-style-type: none"> a. Revise competencies - GMS grading team; Secondary grade level groups b. Complete writing in building teams - 5/1 - 6/10
Rolling grades	By June 7	<p>Collect feedback from committees</p> <ul style="list-style-type: none"> a. Grading and Reporting - 3/21 b. District Admin team - 3/22 c. CBE leadership team - 3/28 <p>Create a Proposal for the 23-24 school year for Committees by the April meeting.</p> <p>Updated April 18 – Grading and Reporting</p> <p>Recommendation to the Board for June 7</p>
Assessment plan changes a. Midyear/EOY Summatives b. Add value to Formatives	By June 21	<p>Collect feedback from committees</p> <ul style="list-style-type: none"> a. Grading and Reporting - 3/21 b. District Admin team - 3/22 c. CBE leadership team - 3/28 <p>Create a proposal for the 23-24 school year for committees by the May meeting.</p> <p>Recommendation to the Board for June 21</p>

<p>WSP and Rubrics a. Scale b. Percentage equivalent</p>	<p>By June 21</p>	<p>Collect feedback from Committees a. Grading and Reporting - 3/21 b. District Admin team - 3/22 c. CBE leadership team - 3/28</p> <p>Create a proposal for the 23-24 school year for Committees by the May meeting.</p> <p>Recommendation to the Board for June 21</p>
<p>Procedure review and accountability. a. Re-Assessment b. Late work c. PERC</p>		<p>Collect feedback from Committees. a. Grading and Reporting - 3/21 b. District Admin team - 3/22 c. CBE leadership team - 3/28</p> <p>Create a proposal for the 23-24 school year for Committees by the May meeting.</p> <p>Recommendation to the Board for June 21</p>

V. School Board Comments:

- A. Ms. Ames congratulated the CHS Friends of Performing Arts for putting on a great play. She noted that she laughed and had an enjoyable time. She wished everyone luck who was participating in spring sports.
- B. Ms. MacDonald noted that LMS has a play tonight.

VI. Manifest:

- A. The Manifest was circulated for signatures.

VII. Community Input @ 7:50 pm:

- A. No one was present.

Closed at 7:51 pm.

VIII. Upcoming Meetings:

- A. May 3, 2023 @ 5:30 pm. - School Board Meeting
- B. May 10, 2023 @ 6:30 pm. - Community Forum (CHS Auditorium)
- C. May 24, 2023 @ 5:30 pm. - School Board Meeting

IX. Non-Public Session:

Non-Public Session under RSA 91-A: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, 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. Plansky made the motion to enter Non-Public at 7:52 pm. Ms. Ames seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames -Yes
- ii. Vice-Chair L. MacDonald -Yes
- iii. A. Cutter -Yes
- iv. P. Plansky - Yes

X. Return to Public Session:

Mr. Plansky made a motion to adjourn the Non-Public Session at 9:26 pm. Ms. Ames seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair L. MacDonald - Yes
- iii. C. Harrison - Yes
- iv. P. Plansky - Yes

XI. Adjournment:

Ms. Ames motioned to adjourn the public meeting at 9:27 pm. Ms. MacDonald seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair L. MacDonald - Yes
- iii. C. Harrison - Yes
- iv. P. Plansky - Yes

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
May 3, 2023
Litchfield Town Hall
Date Approved: 05 / 24 /2023**

In Attendance:

Members: Heidi Ames, Chair; Elizabeth MacDonald, Vice Chair; Christina Harrison; and Peter Plansky

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Student

Representative: Emma Ducharme

Absent: Andrew Cutter

Also, Jacob Hess, CHS Principal; Sophia Fowler, Director of Special Services; and Mary Widman, Director of **Attendance:** Curriculum, Instruction, and Assessment

I. Non-Public Session:

5:30 pm - Chair Heidi Ames called the meeting to order.

Non-Public Session under RSA 91-A: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, 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.

Ms. MacDonald made the motion to enter Non-Public under RSA 91-A:3 II(a) – the dismissal, promotion, or compensation of any public employee; and RSA 91-A:3 II(b) – the hiring of any person as a public employee at 5:31 pm. Mr. Plansky seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames -Yes
- ii. Vice-Chair L. MacDonald -Yes
- iii. C. Harrison -Yes
- iv. P. Plansky - Yes

II. Return to Public Session:

Ms. Ames made a motion to adjourn the Non-Public Session at 5:44 pm. Mr. Plansky seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames -Yes
- ii. Vice-Chair L. MacDonald -Yes
- iii. C. Harrison -Yes
- iv. P. Plansky - Yes

Ms. Ames mentioned that the bonus to having LMS and CHS share bus routes is that the LMS students get to see the crash car.

E. Presentations and Recognitions:

1. Report from Sophia Fowler, Director of Special Services

a. IEPs by school

Ms. Fowler listed the number of IEPs per school.

- i. GMS - 86
- ii. LMS - 70
- iii. CHS - 88
- iv. OOD, Charter, and Private Schools - 18
- v. The total active IEPs in the District is 262 out of 1206 students (21.7%)

b. Extended School Year

Ms. Fowler stated that the ESY is underway and that GMS had hired a Coordinator. She noted they met as a team to plan for staff and rooms. Ms. Fowler said that LMS has proposed staffing based on student needs. They have also been meeting with parents and staff to resolve concerns raised through email. Ms. Fowler mentioned that CHS has proposed staffing based on proposed student needs.

c. Hiring

Ms. Fowler commented that she had been actively working through interviews and references. She noted that it has been intensive because the references are not coming in fast and furious.

d. IMPACCT Academy

Ms. Fowler mentioned that she recently visited Inspiring the Mastery of Post-Secondary Achievement in College, Careers & Training (IMPACCT) Academy. IMPACCT Academy is a resource for Campbell students who are 16 years old or older. Ms. Fowler noted that she and Campbell's Social Worker attended a presentation about what IMPACCT Academy can do for the students. She mentioned that one seat is held for a Litchfield student every semester.

IMPACCT Academy is a high school program where students can earn up to five credits for 14 weeks of involvement. IMPACT is a partnership of Vocational Rehabilitation New Hampshire (VRNH), Granite State Independent Living (GSIL), and high schools throughout the State. The program is dedicated to helping students with disabilities become part of the local workforce as they navigate high school to employment, post-secondary education, or training leading to a career.

e. ELL

Ms. Fowler said that the spring testing has been completed and reported to the State.

f. Director of Special Services

Ms. Fowler commented that she has been working on 1:1 student teaching at GMS for three hours daily since March. She mentioned a high need for one of the students at GMS. Ms. Fowler stated that she has responded to parent and teacher requests to meet. She met with Mr. Hess, Ms. Nelson, and a couple of parents regarding a request for Alternative diplomas. Ms. Fowler added that she had been part of several IEP meetings.

Chair Heidi Ames mentioned that there had been many resignations from the Special Education Department, and she wanted to know if those positions would be filled for next year. Ms. Fowler said that regarding CHS, all the positions are in the pipeline; GMS, all the positions are in the pipeline; the ELL position just came forward today, the SLP position has a candidate, but the candidate backed out, and the School Psychologist position is still empty.

Ms. MacDonald asked if Adventure War was still happening. Ms. Fowler stated that it was already booked.

Ms. MacDonald asked about the School Psychologist position. Ms. Fowler commented that there are specific tests that only a School Psychologist can perform. The psychologist can also perform academic testing, which helps round out a student's profile.

Dr. Jette commented that this would be the last presentation by Ms. Fowler for this school year. He mentioned that if the Board wants additional information provided during her future presentations, they would be happy to provide it.

Ms. MacDonald asked what the State average for IEPs was, and Dr. Jette said he would get the Board the information.

The Board discussed the cost of Special Education and how the District is mandated to provide an appropriate education to students with disabilities. It was pointed out that the cost for one disabled student will not be the same for another student, and the cost is dependent on the student's needs.

The Board thanked Ms. Fowler for her presentation.

2. **Report from Mary Widman, Director of Curriculum, Instruction, and Assessment**

Ms. Widman mentioned providing the Board with the Curriculum, Instruction, and Assessment update.

a. **Professional Learning:**

Ms. Widman mentioned that the structure and learning from March 14 were a complete success. She noted that the District is doing Responsive Classroom training for LMS in June, during the week of 'Live2Learn.' They are also Planning for the Live2Learn programming, and she sent out a request for interest. There are already 26 interested staff members.

b. **Grading and Reporting/Competency-Based Education update:**

Ms. Widman commented that at the last School Board meeting, Ms. Harrison shared an update from Grading and Reporting. Ms. Widman noted that there had not been an update since because of April Vacation.

c. **PERC:**

[The K-12 Social Studies](#) curriculum has been drafted, and Ms. Widman brought it to the Board for its first read. She mentioned that it came with a recommendation from PERC, but Ms. Widman acknowledged that a few tweaks need to be made. She requested that the Board take action for a first read.

Ms. Widman commented that something came before vacation, and the Board did not receive it. She presented the proposal because of the District's inability to get a part-time PE Teacher to create a Wellness course. The course would be for Grade 9 students and would be Health and PE combined.

The course is designed to give students a comprehensive understanding of the relationship between physical activity and overall health. Students will engage in various physical activities while also exploring multiple health topics, including but not limited to substance abuse, nutrition, mental health, and disease prevention.

The rationale for adding this course

One main reason for running a combined course is current staffing and limitations on preps and planning blocks. By combining the course, the District would typically take two preps into one prep block for the assigned teacher, thus increasing the number of students with access to physical education and health education.

Secondly, offering a combined class allows for a more holistic physical and health education approach. This approach allows one to consider the whole person rather than just their physical abilities, and they can learn the importance of the health triangle and how one aspect of health affects the other. By combining the

courses, students will begin to understand and maintain a healthy lifestyle through activity. However, they will increase their knowledge base on how their habits, such as nutrition and sleep, can affect their overall level of

health. Finally, combining the two courses will expose students to more variety of physical activities that can lead to a healthier lifestyle post-high school.

Budgetary impacts

There would be no extra costs for the course, except for the additional cost of benefits. All equipment is available, and all other supplies can be purchased within the current budget.

Ms. Widman apologized for bringing this request to Board tonight and noted that she would understand if the Board did not feel comfortable discussing the proposal.

Mr. Hess mentioned that this move would create a conundrum because Grade 9 and 10 students would have to take the course to get the District caught up. He said that they were taking one of the resignations, using that part-time FTE, and adding it to the part-time FE Teacher to create another full-time Teacher. He said that this would provide another elective and help to reduce the number of study halls that the District has.

Mr. Hess acknowledged that he wanted to keep one of the wood shop courses, but it is going to be more challenging to hire a wood shop teacher than it is a PE Teacher.

Ms. MacDonald made the motion to approve the combination of Wellness and PE classes for Campbell High School. Ms. Harrison seconded the motion. The motion passed (4-0-0).

Ms. Widman mentioned that two courses are not included, and the two courses are Vietnam and World War II. She agreed to add the links to the curriculum update so the course curriculums are found.

Ms. Ames made the motion to approve the K – 12 Social Studies Curriculum for a first read. Ms. MacDonald seconded the motion. The motion passed (4-0-0).

Ms. Widman said that the links to the curriculum updates are public. If parents have any questions over the next two to three weeks, they can contact the School Board or the District.

Scheduling Updates:

Dr. Jette commented that Andrea is ready to make some decisions on the back end to get some things set up. He noted that the District is not overhauling the schedule, but there are tweaks.

Mr. Hess commented that throughout his career, he had worked 42-minute blocks, Skinny Mondays and No Skinny Mondays. He mentioned that two things that needed to be improved at CHS are better academic support for students and revamping the Advisory Period.

Mr. Hess said he sat down with the Admin Team and looked at many ways to add flextime to the schedule. The Team came up with eliminating Skinny Mondays. He stated that CTE students return from Alvirne at approximately 9:05 am and Pinkerton at approximately 9:10 am. All students can access Cougar Academic Time (CAT) and Advisory.

- i. Monday and Friday = Advisory (community building, WSP work, Core Value Work, Digital Portfolio Work, Advisor as academic advisor work, etc.)
- ii. Tuesday through Thursday = Intervention Work, Re-testing, Make-up Work, Clubs meet, Non-academic (aka, full school assemblies, etc.)

The Board discussed how the scheduling would work. Ms. Ames pointed out that the District is trying to ensure that formatives have teeth and students cannot decide to skip doing the work without a consequence. Ms. Harrison noted that the District should not penalize students who are doing well academically and have completed their formatives.

CHS: [Schedule](#)

Ms. Ames made the motion to approve the scheduling updates for 2023 – 2024 for CHS. Ms. MacDonald seconded the motion. The motion passed (4-0-0).

The Board thanked Mr. Hess for his presentation.

Dr. Jette presented the scheduling updates for LMS. He noted that Ms. Grantham considered the changes minor tweaks. The Board discussed the changes to the scheduling.

LMS: [Schedule](#)

They agreed to table the discussion until Ms. Grantham could attend a School Board meeting.

Assessment and Data:

Ms. Widman reminded the Board that the District is beginning the SAS time. She reviewed the times that the students would be taking the SAS.

i. **SAS**

1. **LMS**

- a. ELA - Week of May 8.
- b. Math - Week of May 15.

2. **GMS**

- a. May 15 through 26

3. **CHS**

- a. Science was rescheduled – TBA

ii. Ms. Widman stated that the SATs had been completed.

iii. Ms. Widman commented that Culture and Climate surveys are completed, but the results are not back yet.

Mr. Plansky asked how things were going with the competency grading. Ms. Widman said they have not had any meetings since the last Committee meeting. She added that they are in a good place with the formative versus the summative. She mentioned that the formatives that Teachers check off because the student handed in the assignment differs from the formative that is used to give feedback.

Mr. Plansky asked about the difference between the homework that received a checkmark and the lesson that received feedback. Ms. Widman commented that the homework that received a checkmark was for completing the assignment and being compliant.

The Board thanked Ms. Widman for her presentation.

F. Community Comment on Agenda Items @ 7:04 pm:

Claire Chew, 19 Newstead Street

Ms. Chew informed the Board members that she had a few subjects to comment about. The first was regarding the members who would not sign the Code of Conduct form. Ms. Chew mentioned that supporting does not necessarily mean agreeing with somebody. She commented that adults do not have to agree, and if they disagree,

they should be able to discuss calmly why the two sides do not agree. She pointed out that the District requires that student-athletes sign Code-of-Conduct forms and asked if the students could now refuse to sign the form.

Ms. Chew said that she liked the schedule that Mr. Hess had presented. She did express concern about the Tuesday through Thursday schedule, and how students are provided a lot of free time.

Closed at 7:07 pm

G. Correspondence:

Litchfield School Board – Correspondence for the 5/3/23 meeting

#	Date	From/To	Summary
1	4/21/23	Doug Totten	Mr. Totten answered the Board's Manifest questions that they had for him. Mr. Totten also responded to the question regarding reducing the number of buses from eight to seven. The question was whether students would be impacted if there were an issue with another bus.
2	4/21/23	Anastasia Brown, CHS Student Council Historian	Ms. Brown shared the Student Council's participation in the Manchester Food Bank at the JFK Coliseum. She mentioned it was a humbling, rewarding, and eye-opening experience. The Student Council plans to attend during the 2024 April Vacation and set up another date in the fall.
3	4/21/23	Caroline Light	Ms. Light congratulated Sarah Durfee for auditioning and making the NH Director's Band. Ms. Light attached a clip of Ms. Durfee's performance with her bandmates.
4	4/21/23	Jan Sullivan	Ms. Sullivan shared the Draft School Board Minutes
5	4/21/23	Heidi Ames	Ms. Ames forwarded a summary of the correspondence between the Chairs and Vice Chairs of the Select Board, Budget Committee, and School Board. The correspondence was regarding an informal meeting to improve the communication and collaboration amongst the Town Boards and School District. Chair John Son suggested meeting on May 18, and a possible topic could be the Budget Calendar. Accepted: a. School Board Chair and Vice-Chair b. Budget Committee Chair and Vice-Chair

			<p>Declined:</p> <p>a. Select Board declined the invitation because they were okay with the Budget Calendar and needed to see a reason to meet.</p> <p>Chair Heidi Ames said the meeting was to improve communication and bridge the gap after a few difficult years.</p> <p>Chair Robert Leary responded that it was discussed at the Select Board meeting the other night, and the consensus was that they do not need to move forward right now. Maybe down the road, but not now.</p>
6	4/26/23	Jen Grantham, LMS Principal	Ms. Grantham informed the School Board about a community project to fix the vandalized LMS field. The project is set for Friday, May 5, at 2:30 pm.
7	4/28/23	Ann Inamorati	Ms. Inamorati forwarded the Manifest for the Boards review.
8	4/30/23	Elizabeth MacDonald	Ms. MacDonald asked about disseminating fishing derby information, which will be in the GMS and LMS newsletters.
9	5/1/23	Noah Benoit	Mr. Benoit invited the School Board to participate in the Senior Project evaluation process.
10	5/3/23	Val Nelson	Val Nelson invited the Board to the Academic Awards evening on May 20.

Mr. Plansky mentioned that the Budget Committee asked if the District would receive a refund because it only used seven instead of the contracted eight buses.

II. General Business:

A. Superintendent's Report

1. LMS Sign on McElwain

Dr. Jette showed the Board a picture of the current sign. Dr. Jette mentioned that he is trying to get a blue and white sign that reads 'Middle School' and a green and white sign that reads 'McElwain.' The signs would be located on the top of a street post.

2. Community Forum - May 17, 2023

Dr. Jette said the Board should have received an invite to a dinner with Mr. Bramante at 5:00 pm. Mr. Plansky replied that he could not attend because he would be away. The event is scheduled to be in the CHS library at 6:30 pm. Dr. Jette noted that he would create a flier to send out and inform residents about what would occur at the event. Dr. Jette added that he would try to get the slides from Mr. Bramante so the community could get a preview of the presentation.

3. Enrollment Numbers

Dr. Jette commented that the enrollment numbers are available by clicking the link. He noted that GMS increased by two students in April, LMS stayed steady, and CHS declined by four. The overall student population is 1,206, the same as in September 2022. [Enrollment](#)

Dr. Jette said that the Kindergarten enrollment number right now is 73. Dr. Jette noted that he added a link Joyce created for the historical Kindergarten numbers. He mentioned that the closest the District could reach comparable numbers was in late April or early May. [Historical Kindergarten Numbers](#)

Dr. Jette stated that the District predicted that Kindergarten would have 71 students next year. He pointed out a policy to the Board on the spreadsheet. The policy he referred the Board to was [IHB - Class Size](#). The Board discussed the policy and the increase in the number of children attending the Litchfield School District because of the 172 units that will be built at 255 Derry Road and the units built at Dar Col Stables.

B. Business and Operations:

1. Financial and Operations Report

Mr. Totten had no update.

C. Public Minutes:

1. April 19, 2023

Ms. Harrison made the motion to accept the Public Meeting Minutes from April 19. Ms. MacDonald seconded the motion. The motion passed (4-0-0).

III. New Business:

The Board reviewed the policy below.

A. Policies:

1. First Read:

a. IICA – GBEBBA - Dress Code [Policy](#)

Dr. Jette said that he, Ms. Ames, Assistant Principals from GMS, LMS, CHS, parents, and students were on the Committee to discuss the Dress Code Policy.

Dr. Jette noted that one of the key additions to the Dress Code Policy was, "Dress is directly connected to safety, and it is a personal and parental responsibility to choose dress for school with safety in mind. If an individual is not able to safely exit an area of danger due to footwear choices or is outside in cold weather without adequate cover due to an unforeseen emergency evacuation, the school cannot be responsible for the dress choices made at home."

Dr. Jette mentioned that an image of a person would be added to the policy.

The Board discussed clothing as it related to freedom of speech. The Board agreed that the students had the right to wear whatever they wanted on their shirts. They addressed the wearing of hats in the classes and how the Teachers are not permitted to call out a student based on what the student is wearing.

2. Second Read:

a. None

3. Future:

- a. IHBG - Home Education
- b. XXXX - Rental

Ms. Harrison made the motion to approve Policy JICA – GBEBA - Dress Code as a first read. Ms. Ames seconded the motion. The motion passed (4-0-0).

Ms. Ames pointed out that the NHSBA site was still down and was still being held hostage. The Board's concern was that they could only update the District's policies if they had access to the NHSBA website.

B. Job Descriptions:

Dr. Jette reviewed the job description for the Executive Assistant to the Superintendent.

- a. **Executive Assistant to Superintendent:** [Job Description](#)

Ms. Ames motioned to approve the Executive Assistant to the Superintendent job description. Ms. Harrison seconded the motion. The motion passed (4-0-0).

IV. Old Business:**A. Follow-Up: Community Forum:**

Chair Heidi Ames mentioned that the Board had already discussed the follow-up with the community form when Ms. Widman was present.

B. Bus Routes:

Mr. Totten commented that the Board discussed reducing the number of buses by one at the last School Board meeting. Mr. Totten noted that the District received additional information from the bus company. The company informed the District that when they put substitutes on a bus, it is for the Litchfield routes and 140 routes between all of the towns that contracted with the bus company.

The company informed the District that they are covering all the routes, but it only takes a few sick employees to make a significant impact.

The consensus of the Board was not to reduce the number of buses at this time.

V. School Board Comments:

- A. Ms. Harrison welcomed everyone back after a week's vacation. She thanked everyone who kept the School District running while others were on vacation. Ms. Harrison noted that the District would celebrate 'Teacher and Staff Appreciation Week' next week. She thanked all the Teachers and Staff members who, day after day, come in and do their best work for the District's students.

Ms. Harrison asked if the School District received any reports on the new budget and if there were changes to the Adequacy Aid. Mr. Totten said he heard about \$800 per child but did not have an official report.

- B. Ms. Ames mentioned that last week was 'Bus Driver Appreciation Week.' She thanked the bus drivers for all their hard work and for transporting 40 children at a time. She noted that transporting three children is difficult enough.

Ms. Ames commented that she and Ms. MacDonald would meet with Budget Committee Chair Son and Vice-Chair Stevens on May 18 @ 5:30 pm in the Town Hall meeting room. The purpose of the informal meeting is to go over the Budget Calendar and to start rebuilding some bridges. She added that Dr. Jette and Mr. Totten will also attend the meeting.

The meeting is open to the public but will not be streamed by LCTV.

The Board complimented Dianne Plansky for her video on What's Up.

Ms. Ames stated that she understood that May 1 was Commitment Day. She congratulated the students who committed to colleges, as well as the students who have not committed.

- C. Ms. MacDonald said she attended the CIP meeting on Monday, May 1. After the meeting, she spoke with Dr. Queenan, Select Board's Representative, regarding the proposed construction at 255 Derry Road. Dr. Queenan informed her that they use a 0.6 ratio for students.

At the April 19 Planning Board meeting, it was mentioned that Calawa Court has 42 units and approximately 8 to 12 students. Using that formula, the 255 Derry Road project would have around 43 students.

Dr. Jette mentioned that he believed only seven students attended the School District from Calawa Court. He suggested they create a spreadsheet for Dar Col Stables, 255 Derry Road (BAE), and Olson's Mobile Park. The spreadsheet would be used to track how many bedrooms each development has.

Dr. Jette added that people should anticipate that there would be an ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) drill. The drill will be conducted age-appropriately, and it will not be a scary event.

VI. Manifest:

The Manifest was circulated for signatures.

VII. Community Input @ 7:56 pm:

Claire Chew, 19 Newstead Street

Ms. Chew mentioned that she has started to watch all the Board, Committee, and Commission meetings. She noted that the School Board is the most positive. She thanked Eversource because they provided entertainment. Ms. Chew said a helicopter was going up and down around the power lines. She added that there was an employee purposely hanging from the helicopter and checking the power lines.

Closed at 7:59 pm

VIII. Upcoming Meetings:

- | | | | |
|-----------|--------------|------------|---|
| A. | May 17, 2023 | @ 6:30 pm. | - Community Forum (CHS Auditorium) |
| B. | May 18, 2023 | @ 5:30 pm | - Informal Meeting (Town Hall Meeting Room) |
| C. | May 24, 2023 | @ 5:30 pm. | - School Board Meeting |
| D. | June 7, 2023 | @ 5:30 pm. | - School Board Meeting |

IX. Non-Public Session:

Non-Public Session under RSA 91-A: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, 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.

Ms. MacDonald made the motion to enter Non-Public under RSA 91-A:3 II(c) – reputation at 8:00 pm. Ms. Harrison seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames -Yes
- ii. Vice-Chair L. MacDonald -Yes
- iii. C. Harrison - Yes
- iv. P. Plansky - Yes

X. Return to Public Session:

Ms. Harrison made a motion to adjourn the Non-Public Session at 9:06 pm. Mr. Plansky seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair L. MacDonald - Yes
- iii. C. Harrison - Yes
- iv. P. Plansky - Yes

XI. Adjournment:

Ms. Ames motioned to adjourn the Public meeting at 9:07 pm. Ms. Harrison seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair L. MacDonald - Yes
- iii. C. Harrison - Yes
- iv. P. Plansky - Yes

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
May 24, 2023
Litchfield Town Hall
Date Approved: 06 / 07 /2023**

In Attendance:

Members: Heidi Ames, Chair; Elizabeth MacDonald, Vice Chair; Andrew Cutter; Christina Harrison; and Peter Plansky

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Student

Representative: Emma Ducharme

Absent: None

Also in

Attendance: Dan Mitchell, GMS Principal; Jen Grantham, LMS Principal

I. Public Session:

A. Call to Order:

5:30 pm - Chair Heidi Ames called the meeting to order, followed by the Pledge of Allegiance.

B. Review and Revision of Agenda:

Dr. Jette mentioned that a couple of links on the agenda were livened up, and some items were left off because they were carryovers from the last meeting.

Ms. Harrison said she would like to move the Facilities Improvement Report to old business. She noted that the Committee met today, and she has some items to report.

1. COVID Plan:

a. Illness Numbers

i. May [Link](#)

2. Committee Reports:

a. Budget Committee [Report](#)

b. Facilities Improvement Committee [Report](#)

c. Grading and Reporting Committee [Report](#)

d. Town Capital Improvement Committee [Report](#)

e. Wellness Committee [Report](#)

3. End-of-the-Year Activities:

Ms. MacDonald commented that the Board is not required to attend the events. Ms. MacDonald will attend many

of the events because she has a son who is a senior. She noted for transparency that three members of the Board went to the Academic Awards Night, and they did not talk to one another. [Link to Events](#)

Ms. Ames mentioned that Litchfield is a small town, and there would be times when a few Board members run into each other at events. The Board has taken a pledge not to discuss business at the events.

C. Summary of Non-Public Actions from May 3, 2023:

Ms. Harrison made the motion to accept the Non-Public Meeting Minutes from April 19. Ms. MacDonald seconded the motion. The motion passed (4-0-0).

Ms. Ames motioned to approve the nomination of Greg Pantazis as an LMS Mental Health Clinician. Ms. Harrison seconded the motion. The motion passed (4-0-0).

Ms. MacDonald motioned to approve the nomination of Katherine Richard as an LMS School Counselor. Ms. Harrison seconded the motion. The motion passed (4-0-0).

Ms. MacDonald motioned to approve the resignations, as presented. Ms. Ames seconded the motion. The motion passed (4-0-0).

- | | | | |
|------|----------------|-----|---------------------|
| i. | Jon Van De Car | CHS | Woodshop Teacher |
| ii. | Joanne Ray | CHS | Science Teacher |
| iii. | Kerry Momnie. | LMS | Grade 7 ELA Teacher |

D. Student Representative Report:

Emma Ducharme mentioned that there has been a lot going on in the last couple of weeks. This week is Spring Fest, and ends on Friday with a pep rally during the day. Ms. Ducharme commented that the hypnotist is coming back this year.

Ms. Ducharme commented that this past Monday, there was an Academic Excellence Banquet at the Puritan Backroom to recognize students with a 3.92 GPA or higher. Yesterday there was a spring pop concert at the high school. Student Council hosted a teacher car wash to show their appreciation. She said that today was move-in day for the Grade 8 students, and the students could meet the Administration. Student Council provided the Grade 8 students with a tour of the school.

Ms. Ducharme stated that the school had a speaker come in who was part of the Holocaust. She added that tomorrow is Trebuchet Day. The students who took Physics also built trebuchets and will demonstrate them tomorrow. The students who took Chemistry will demonstrate the setting off of bottle rockets. Ms. Ducharme said that a trebuchet is a catapult.

E. Presentations and Recognitions:

1. Report from Dan Mitchell, GMS Principal

Mr. Mitchell mentioned that he received a stack of letters from a Grade 3 class over April vacation. He stated that the letters were quite convincing, so he thought the Board would be interested in hearing what the students requested. Mr. Mitchell said that he had eight Grade 3 students who would convince the Board with their essays.

The eight students came to the table and read their letters to the Board. The students requested that the District provide the following:

- a. 7v7 soccer nets
- b. A football field
- c. A class pet
- d. A daily nap at school
- e. Two recesses per day
- f. Menus in the cafeteria
- g. Comfortable classroom chairs or beanbags

h. Secret rooms

Mr. Mitchell described the work that went into writing the letters and how the students wanted to be YouTube famous. The Board agreed that they had a lot to think about and to do some research.

The Board thanked the students for reading their letters.

Ms. Ames mentioned a request on Facebook today regarding the last day of school being an early release day. She requested that Mr. Mitchell enter the time of the release in his weekly newsletter.

2. Report from Jen Grantham, LMS Principal

Chair Heidi Ames commented that Ms. Grantham was present to answer any questions the Board had regarding the change to the schedule.

Ms. Grantham stated that the students would have more access to the Unified Arts because the purpose of middle school is to get a taste of everything, allowing the students to determine their interests. She noted that students only have two Unified Arts that change based on the schedule. Ms. Grantham added that Chorus and Band would still be offered all year.

Ms. Grantham mentioned that a student might have a core class on "A" days. She noted that for the Individualized Education Plan, the student only needs three days of core instruction. On the "B" days, the students might have music. She commented that students would rotate between schedules that allow for a four-quarter rotation.

Art, Health, Physical Education, and Tech Education will be quarter long and rotate each quarter through Grades 5-8, and flip-flop with Spanish, Music, and Library.

This allows students who may need a few days of specialized support to participate in an additional Unified Arts in Spanish, Computer Science, or General Music. Students needing Special Education CORE class only a few days a week will be scheduled for CORE on either an A or B day. This will allow students to participate in an additional Unified Art course on the other days.

The BEST class will be at the end of the day for all grade levels.

Common time will allow for the opportunity for cross-grade level instructional opportunities.

This allows for modification of schedules for special events without changing the regular schedule.

Mr. Cutter asked if there had been a study regarding student retention of information during that break. Ms. Grantham said that UA Teachers had told her that they prefer to have the students on an every-other-day model over one year than have them for only a semester.

These changes were made collaboratively with the LMS Building Administration and Teachers.

The Board discussed the pros and cons of meeting with students daily versus having an "A" / "B" schedule.

Ms. Harrison made the motion to approve the LMS schedule for next year. Ms. Ames seconded the motion. The motion passed (5-0-0).

F. Community Comment on Agenda Items @ 6:15 pm:

No one present for Community Comment

Closed at 6:16 pm

G. Correspondence:**Litchfield School Board – Correspondence for the 5/24/23 meeting**

#	Date	From/To	Summary
1	May 8, 2023	Carolyn Leite/School Board	<p>South Central Music Festival</p> <p>We had six (6) students selected via the Director's recommendation, three bands, and three choruses.</p> <p>Sara Durfee (ill), Alex Kasprzak (clarinet), Chloe Sellers (bass clarinet, Viv Lambert (voice), Addie Leary (voice and Hannah Couture (voice).</p> <p>The groups were composed of 7th & 8th graders (with a handful of 6th graders) from across the region.</p>
2	May 8, 2023	Andrew Cutter/Doug Totten	<p>Asking Mr. Totten if School District Employees' names can be withheld from budget reports.</p> <p>Doug provides a copy of the report. Mr. Cutter requests another way for Budget Committee to correlate names with ID numbers.</p> <p>Ms. MacDonald inquires why</p> <p>Mr. Cutter wants to ensure we are not duplicating counting employee names, which is masked by just having the position listed. I also want to track and monitor raises provided at the employee level - which, without a mapping, will have no way to do so. I believe including an employee ID number is a good alternative here.</p>
3	May 8, 2023	Bob/Tara Keating/Sophia Fowler	<p>Regarding the discussion on independent diplomas and functional skills curriculum at CHS</p> <ul style="list-style-type: none"> ● Ms. Fowler responds by inviting them to a meeting to discuss further steps. ● Keatings is asking for updates on the functional skills curriculum. ● Ms. Fowler responds that there is no functional skills curriculum at this time. ● Keatings ask for updates on the diploma and what is being discussed regarding the functional skills curriculum. ● Ms. Fowler responds to an in-person discussion regarding foundation documents and the BU life skills curriculum.

			<p>May 8, 2023 JD Son- after an hour of no communication after GM's power outage. Mass communication is available, and we need to do a better job of keeping parents and the community informed. Mr. Son believes the SAU should be in charge of communication.</p> <p>Dr. Jette - He was in contact as soon as the situation was identified. Once they had a handle on the situation, they communicated with parents. It took time to understand the problem and develop the best course of action. He remained remote for communication purposes not to overwhelm the cellular network.</p> <p>JD appreciated the response but would have liked an 8:00 am quick post saying GMS is without power, phones, and bathrooms.</p> <p>Dr. Jette explained that the bathrooms and water were working.</p>
4	May 10, 2023	Andrew Cutter	<p>Requesting information on new developments and student predictions</p> <ul style="list-style-type: none"> • Dr. Jette shares a spreadsheet for housing development. Meeting with BC Chairs and will gain insight into proposed developments. • Ms. MacDonald responds Planning Board has shared more information in regard to future buildings in Town, and we will discuss this at the SB meeting.
5	May 11, 2023	Liz MacDonald	Shared an end-of-year activity spreadsheet with the Board of important events and banquets
6	May 17, 2023	Andrew Cutter	<p>Sharing disappointment that parents parked on GM's playground during LMS ball games on May 17, so after school, students could not use the playground. He does not think cars should be parked on the playground after school.</p> <ul style="list-style-type: none"> • Ms. Ames responds that Mr. Cutter follows the chain of command and contacts Mr. Mitchell, Ms. Grantham, and Mr. Duforney regarding his concerns. She also suggested that he reach out to the After School Coordinator. The opposing team did not have buses to the game, so the parents from out of town all showed up at GMS for the game to drop off their players.

			<ul style="list-style-type: none"> Mr. Mitchell indicated that it was a perfect storm. Cars were coming for the game and dismissal at GMS. Ms. Grantham and Mr. Dufourny are aware of the situation and have contacted coaches to speak to parents.
7	May 17, 2023	Ann Inamorati	Attached are manifests for review
8	May 17, 2023	Corey Sultzen	Introducing himself as the new LEA President
9	May 17, 2023	Heidi Ames	<p>Sending regrets about not being able to attend the Community Forum. Well wishes sent from Board</p> <ul style="list-style-type: none"> Email from Mr. Plansky from the forum inquiring why the information was not posted before the meeting. Ms. Harrison and Ms. MacDonald responded that they were attached to the emails on May 9 and 16th, highlighted as a "Link."
10	May 20, 2023	Heidi Ames/Andrew Cutter	<p>Ms. Ames addressed Mr. Cutters' concern about being unaware of the LEA election. Ms. Ames explained that the LEA is a separate entity that the District does not oversee. We have no direct communications with LEA leadership unless the Board Chair and Superintendent are aware.</p> <p>May 23 Ms. Kleiner informed the School Board that the Select Board approved the request of \$52,148 in Impact Fees for LMS lease. Attached letter</p> <p>May 23 Forwarded credit card manifests</p>
11	May 23, 2023	Kim Kleiner	<p>Ms. Kleiner informed the Board of approving \$52,148 from LMS Impact Fees. Attached letter</p> <p>Forwarded credit card manifests</p>

II. **General Business:**

A. **Superintendent's Report**

1. **LMS Sign on McElwain**

Dr. Jette said that he is still working on the LMS sign, and he has reached out to the Town and will keep the Board up to date with any new information. Dr. Jette said he would keep the LMS sign on his report because he did not want to lose sight of it.

2. **Debrief the Community Forum – May 17, 2023**

Dr. Jette mentioned that the District held the Community Forum on May 17. He noted that the School Board's Recording Secretary kept minutes of the event. Dr. Jette commented that he kept a summary document of the parents who came to speak. He will summarize the thoughts if they are not captured in the minutes. He added that the School District hosted the event, but it was an event put on by Fred Bramante.

Ms. Harrison stated that she was disappointed that more residents did not attend the event. She believed a discussion on the competencies needed to graduate would have been an excellent. It became more of a debate on whether Common Core or Competency-Based Education was the way to go. Ms. Harrison commented that this event was more about Mr. Bramante

presenting the revisions to the State Education rules. She acknowledged that much information was not discussed because of the debates on the subject.

Mr. Cutter added that it was presented as a side-by-side comparison of the rules. He noted that the presentation was a competency-based bias behind the entire presentation. Mr. Cutter acknowledged that Mr. Bramante was passionate about competency-based education.

Ms. MacDonald said that some of Mr. Bramante's ideas were unattainable. The District cannot do personalized learning and send the students out into the community every day.

The Board discussed how they were concerned with changing from 180 days to 165 days; even though Mr. Bramante showed how they could still reach the required number of hours.

Dr. Jette stated that he spoke to four Superintendents that had the presentation done before Litchfield, and they all made similar comments. Dr. Jette added that he would include the School Board's comments and send the document to Mr. Bramante. When it goes to the State Board for approval, probably in the fall, the Board would have Litchfield's feedback.

Mr. Plansky asked how the School Districts would get the same number of hours into 165 days compared to 180 days. It was mentioned that the requirement is currently 990 hours or **(180 days x 5.5 instructional hours a day = 990 hours)**. Mr. Bramante suggested during his presentation that Districts move to 165 days and increase the instructional school day by 30 minutes **(165 days x 6 instructional hours a day = 990 hours)**.

3. Update on LEA Officers

Dr. Jette commented that the LEA had an election, and there are new Officers. Corey Sulzen is the new president, and Stacy Leary is the association's vice president. The District had its first meeting with them and is doing some good work.

4. Educator Evaluation Model

Dr. Jette mentioned that they are working on the Educator Evaluation Model. This document is approximately 150-pages about how Teachers in Litchfield are evaluated. The date stamp on the document was from the fall of 2016 and modified in the spring of 2017, so it is outdated. Dr. Jette stated that depending on how the conversations go, he would like to present the Board with an updated model to be put in place for the next school year.

Dr. Jette commented that the Board has access to the 150-page document, but the hyperlink document is not accessible until finalized.

Dr. Jette described what the "Walk through Model" was.

Mr. Cutter asked if there had been discussions with the new LEA Administration regarding attendance at the School Board meetings, and Dr. Jette said that the topic was not brought up when they met.

5. GMS Power Outage

Dr. Jette said that regarding the power outage, the District's priority is the student's safety. He commented that the initial call with Mr. Mitchell was at 7:40 am, and Mr. Mitchell requested a two-hour delay. The problem was that the buses were already picking up students, and parents were on their way to work. The next step was to be ready to accept the students and make sure that their safety was at the top of the list.

Dr. Jette commented that the District had to figure out where they were with Eversource and when the power would return. The District was informed that the power would be back on at 9:15 am. He pointed out that 9:15 am came and went without restoring power. Dr. Jette acknowledged that the District needs to communicate with parents quickly, but added that the District needs to have information to provide parents. In the future, the District will try to communicate more rapidly with the parents or guardians.

Mr. Mitchell agreed that safety is the number one priority. He pointed out that a typical power outage occurs before the buses are out picking up children or after the students are in school. Mr. Mitchell commented that this was the perfect storm, where the buses were already picking up children, and the school just lost power. The first thing they did was to make sure that the students were secure and safe until the District knew what was occurring with the power.

Mr. Mitchell mentioned that the District chose to leave the students on the buses a little bit longer, and the students dropped off by car were put in the gymnasium. The Administration knew that the students were in one of two spots, the bus or the gymnasium.

Mr. Mitchell said that the Food Service provided students with breakfast and lunch for hungry students. The power was restored right after 11 am.

Dr. Jette commented that his job was to call the District's liaison at Eversource; he arranged for the students to be transported to the high school if they needed to move the students. Dr. Jette stressed that the District had no plans to send students home. He added that the students were safer at the school than sending them home to an empty house.

The Board discussed when the communications went out to parents and the decisions made by Dr. Jette and Mr. Mitchell.

Mr. Cutter asked if the District has a protocol for situations where one or more of the schools has lost electricity. If they do not have a protocol, is this an opportunity to create one? Mr. Mitchell agreed with Mr. Cutter because the State's Homeland Security provides the District's protocol. Mr. Mitchell mentioned that he had informed the State that they were planning for something with a low chance of happening, so why not create a plan for what to do during a loss of power?

The Board thanked the Teachers for doing an incredible job during an unusual situation.

B. Business and Operations:**1. Preview of Budgeting Interactive Document**

Mr. Totten stated that the School District receives many documents that are over 100 pages, and one of those documents is the budget report. He mentioned how he invested time researching applications that would make presenting information easier. The application he presented to the Board was "Google Looker Studio!".

Mr. Totten mentioned that the application reads information from a spreadsheet and shows graphics and data on the screen. Multiple users can use the application simultaneously and for different purposes.

2. Adequacy Aid and Statewide Education Property Tax (SWEPT)

Mr. Totten said there was a question the last time the Board met regarding Adequacy Aid and SWEPT. He mentioned that there is a lawsuit against the State regarding how much an adequate education costs. Wealthy municipalities are permitted to keep the excess SWEPT funds.

Mr. Totten reviewed what Adequacy Aid is. Adequacy Aid is the amount of money the State pays toward local education. The Litchfield School District amount is based on average daily membership and increased for each free or reduced student, Special Education student, English Language Learner student, a student who scored less than proficient on Grade 3 reading (and was not a free or reduced, Special Education, or ELL) and stabilization grant (based on FY2012).

Adequacy Aid is based on the students, and SWEPT is based on property tax.

a. SWEPT: Statewide Education Property Tax

- i. RSA 76:3 – The State is required to raise \$363M in revenue each year. In FY2023, the State gave the taxpayers a break and only raised \$263M.
- ii. Based on the total equalized valuation (minus utilities) of statewide properties, the town then uses its equalized valuation to determine its local SWEPT tax rate. The school budget does not impact SWEPT.
- iii. The funds are raised and retained locally. The funds are collected by the municipalities and paid to the School District. This is part of a property owner's tax bill.
- iv. The Yearly State Payment = (Adequacy Aid + Stabilization Grant – SWEPT)

Fiscal Year	Adequacy	Stabilization Grant	Adequacy (Total)	Adequacy (from SWEPT)	Adequacy (from State)
FY24 (Estimate)	\$5,178,839	\$2,167,003	\$7,345,842	\$1,985,321	\$5,360,521
FY23*	\$5,203,296	\$2,167,003	\$7,370,299	\$1,418,072	\$5,952,227
FY22	\$5,507,711	\$2,167,003	\$7,674,714	\$1,939,191	\$5,735,523
FY21**	\$6,053,903	\$2,167,003	\$8,220,906	\$1,918,196	\$6,302,710
FY20	\$5,390,363	\$2,167,003	\$7,557,366	\$2,005,996	\$5,551,370
FY19	\$5,168,635	\$1,906,963	\$7,075,598	\$1,918,836	\$5,156,762

Changes to Adequacy Aid					
	Per Student	Per Free or Reduced	Per Special Ed	Per ELL	Per 3rd Read
FY24	\$3,866.18	\$1,933.08	\$2,079.89	\$756.43	756.43
FY23	\$3,786.66	\$1,893.32	\$2,037.11	\$740.87	740.87
*Increases due to consumer price index (CPI) to adjust for inflation					

- a. Per Student: Base amount for each K-12 student and based on average daily membership (ADM) (Litchfield would receive 50% of this base for a student registered in Litchfield for half of a year).
 - i. FY24 (Estimated ADM for SY22-23): 1,156.97
 - ii. FY23 (ADM for SY21-22): 1,191.97
- b. Per Free or Reduced Lunch: Added amount for each student who qualifies due to household income.
- c. Per Special Ed: Added amount for each student who receives special education services through an IEP.
- d. Per ELL: Added amount for each English Language Learner student. This is not for students who have progressed to a monitor stage.
- e. Per 3rd Read: Added amount for each student who scores less than proficient on the State testing in reading in Grade 3, is not a free or reduced lunch, Special Education, or ELL student.

3. LMS Renovations

- a. North Branch [April Invoice](#)
 - i. \$35,419.48

b. Change Orders [Google Sheet](#)

Mr. Cutter commented that the Board had discussed the consideration of a circuit breaker for LMS; where does that stand? Mr. Totten said it is going through the electrical engineers because of the size of the building. The engineers have to design a system that will work with the equipment currently in the building. The engineers are trying to design a circuit breaker that would work in the building, and if the District agrees to the price, then that project will move forward. The approximate cost is between \$1,500 and \$2,000.

Mr. Cutter asked for an update on solar. Mr. Totten mentioned that the panels would be on the roof in July or August. The next part is to connect to the system so that the District can use either Eversource or solar. The issue that the

District and every other significant construction project have is finding a switchgear. The switchgear will allegedly arrive in December. Mr. Totten said that they are looking into alternatives.

The Board discussed their concern that the manufacturer would not deliver the switchgear by December. If the solar panels are installed in August, and the switchgear, at best, would be delivered by December, the District will lose out on four months of electricity from the arrays. They were also concerned that the switchgear would arrive in December, but

the District would need a few months to inspect and install the device.

4. Financial Reports

- a. [FY 2023](#): Google sheet that organizes expenditures and revenue reports by month, breakdown of fiscal year spending in the capital projects fund, end-of-month cash balances, and balances in reserve and trust funds.
- b. Reminder FY2023 included new contracts for both unions. For this reason, the salary increase was lumped together for FY2023, which makes comparing position-level salaries more difficult.
- c. Mr. Totten commented that the District has been looking and advertising to hire PARAs, Special Education Teachers at LMS, and other positions. He noted that the District tried to employ a halftime Physical Education Teacher but could not. Mr. Totten mentioned that because of decreased enrollment numbers, the District had to reduce the number of Kindergarten Teachers by one. He added that in some situations, the District did not hire people to replace employees that left. The District never said “no” to hiring people.

Mr. Totten reviewed the spreadsheet with the School Board. He noted that he aims to return as much money to the taxpayers as possible. At the same time, the District is responsible for the health and safety of the students. He pointed out that communication is critical to **Alert, Lockdown, Inform, Counter, and Evacuate (ALICE)**.

Mr. Totten said that Campbell is using the new radios, but they do not have enough. LMS has a portion of the staff using old radios and the rest using new ones. The new and old radios do not communicate with one another. Mr. Totten stressed that the new radios could communicate with the other schools, Fire and Police Departments.

Mr. Totten stated that the next item was the blue lights. The blue lights would be placed in loud areas, and where a loudspeaker or radio would not work well. Staff would be provided with panic buttons, and the blue lights would turn on when pressed. He added that the police would be immediately notified when the blue lights turned on.

Ms. MacDonald commented that she was 100% supportive of increasing the communication upgrades across the three schools. Mr. Cutter agreed with Ms. MacDonald but added that he would instead use the money that the taxpayers put aside rather than take money out of the General Fund.

Mr. Cutter mentioned that the Board had heard a lot about the overspend concerning Special Education. He suggested that the District might be able to transfer some of the excess funds to Special Education and still return a nice amount to the taxpayers. Mr. Totten pointed out that transferring funds to Special Education would require a vote from the taxpayers.

The Board discussed items they could not purchase last year and might be able to buy with the excess funds from this year. They mentioned the gator utility vehicle and playground equipment that was ADA-compliant. Mr. Totten stated that he believed the money for the gator was encumbered, but he would look into it and get back to Board with an answer.

Mr. Cutter commented that the Select Board voted to release the School Impact Fees for \$52,148 for the lease payment. He asked Mr. Totten why they requested the Impact Fees if the District has a significant surplus in the General Fund. Mr. Totten stressed that either Impact Fees are used, or they are lost. He pointed out that the people who have lived in Litchfield for a while did not pay into it. The Impact Fees came from those who moved into new developments within the past six years.

Mr. Totten wanted to ensure that the School District was using available funds before asking the taxpayers for money.

Mr. Cutter asked where the District was regarding the enhancement of Wi-Fi in LMS. Mr. Totten said he spoke with Chris Jamrog, IT Director, about the Wi-Fi. Mr. Janrog informed Mr. Totten that the quote he received was \$70,000, and he believed that was high. Mr. Jamrog is going to work on receiving another quote.

C. Public Minutes:

1. May 3, 2023

Ms. Harrison made the motion to accept the Public Meeting Minutes from May 3. Ms. MacDonald seconded the motion. The motion passed (4-0-1) (Mr. Cutter abstained).

III. New Business:

The Board reviewed the policies below.

A. Policies:

1. First Read:

- a. JECB – Exchange Students [Policy](#)

2. Second Read:

- a. IICA – GBEBB - Dress Code [Policy](#)

3. Future:

- a. IHBG - Home Education
- b. XXXX - Rental

IICA – GBEBB - Dress Code

Mr. Cutter asked about the discussion regarding hats. Ms. Ames commented that she was part of the Dress Code Committee. She pointed out that there were student and parent representatives from all three schools. Since CHS students may wear hats at the Teacher's discretion, the LMS representatives requested that they be permitted to wear them at LMS. The belief was that it would be too distracting at GMS, but LMS students should not be distracted.

Ms. MacDonald stressed that she was against students wearing hats during school hours. Ms. Ames pointed out that the Board wants students, parents, and staff to provide input. If the Board goes against the will of the students, parents, and staff, would they receive information on other topics in the future?

The majority of the Board did not agree with the Policy. Dr. Jette noted that if the Policy did not pass, then it would be up to the Board to revise the Policy so it would pass.

Mr. Cutter made the motion to revise Policy JICA – GBEB – Dress Code to remove hats being allowed at all three schools. Mr. Plansky seconded the motion. The motion carried (3-2-0).

Dr. Jette mentioned that he believed most of the Board was rejecting the proposed change. He said that the Board might want to revert to, “Headgear including hats, hoods, and caps are permitted for religious, medical or other reasons by School Administrators.”

Mr. Cutter agreed with the change and suggested that the policy be effective at the start of the next school year.

Mr. Cutter made the motion to approve the policy as amended for the first reading. Ms. Harrison seconded the motion. The motion carried (5-0-0).

Mr. Cutter reminded anyone listening that the policy is not set in stone yet, and the Board wants to hear from students, parents, and staff.

JECB – Exchange Students

Dr. Jette suggested that the suspension on Policy JECB – Exchange Students be lifted.

Mr. Cutter made the motion to lift the restriction on Policy JECB – Exchange Students to allow exchange students once again return to our schools. Ms. Harrison seconded the motion. The motion carried (5-0-0).

Dr. Jette commented that the exchange program is costly but very beneficial to the students.

Ms. Ames stated that the Policy Committee would meet again on June 7 before the School Board meeting.

The Board discussed whether the District had a policy for or against classroom pets. Dr. Jette mentioned that there is a Board-level policy regarding animals in the schools, but he did not believe the policy prohibits a classroom pet. Ms. Ames said she is interested in having comfort or support animals in the Guidance Office.

B. Job Descriptions:

Ms. Ames noted that this would be tabled until the June 7 meeting.

C. Student Support Network:

Dr. Jette mentioned that the Student Support Network was something that the District had been working on to assist students who are running into difficulties in the schools. Dr. Jette presented the Student Support Network to the Board.

Purpose: To establish and articulate how the District’s Student Support Services are related and how they interact within and between schools.

Goals: To provide efficient and effective services that support student success. To ensure the District resources are strategically used to maximize student impact.

General Network Diagrams:

- a. [Student Support Network Diagram](#)
- b. [Student Services Network](#)

Expectations:

1. Each school will establish a written process for Student-Centered Support.
 - a. Referral Process for MTSS-B
 - a. Case Study analyses
2. The Student Support Network at each school will meet every Monday at 10:00 am.
 - a. The Student Services Director and School Psychologist will attend alternate meetings monthly at each school.

- b. The Director of School Counseling will coordinate vertical team meetings monthly.
 - . This includes professional development and training
 - i. Vertical articulation & training
 - ii. Consistent screening protocols
 - iii. Consistent paperwork & tracking
2. ChAT or CAT meetings will be coordinated between schools, and common and consistent protocols will be established. Some parts are articulated in this [MTSS draft document](#) as a starting point.
 1. Special Education meetings will be scheduled on a District-wide calendar that allows for efficient meetings.
 2. Meeting [Grid](#).

The Board liked the idea of the Student Support Network and wanted to ensure the information would be in the student handbook. Dr. Jette noted that the District had asked the three schools to pick a meeting day and time, where the Student Support Network would have a standard meeting time.

Dr. Jette commented that he, Ms. Fowler, and Ms. Widman met with a group of parents on Monday night. The meeting was with parents of Special Needs students who wanted to talk. One of the things that came out of the meeting is that the District needs to create a Special Ed Parent Advisory Group. Dr. Jette noted that the one standard agreement that came from the meeting was that the District and parents needed a formalized group.

D. Town Energy and Community Power:

Dr. Jette mentioned that Town Administrator Kim Kleiner contacted him because the Select Board is interested in forming a Town Energy Committee. He commented that this started when the Town looked into Community Power. To bring the project forward, the Town must have an Energy Committee.

[Community Power w/ Standard Power Link](#)

Ms. Kleiner reached out and said that the Select Board wants to create an Energy Committee and wanted to know if the School Board would be interested in participating.

The Committee would be made of members appointed by the Select Board. The Committee would include:

- a. 1 or 2 Board of Selectmen Representatives
- b. Town Administrator and/or Finance Director
- c. 4 Residents of Litchfield or Town of Litchfield Business Owners with interest in Community Power Energy opportunities, Finance, Budgeting, or Energy Conservation.

The Committee would act as an advisor to the Board of Selectmen.

The Mission Statement is:

1. To assess current energy use by Town municipal activities based on currently available information to be provided by Town staff; Save Litchfield taxpayers money thru wise and timely investment in efficient energy technologies and practices.
2. To evaluate energy conservation and air emission reduction practices recommended by utilities and Federal agencies and in use by other municipalities, which may be potentially applicable to the Town of Litchfield operations.
3. To evaluate and recommend Community Power Energy opportunities that the Town of Litchfield might consider further in detail.
4. To evaluate and recommend energy conservation, supply alternatives, and air emission reduction alternatives, which might be considered by individual residents, and recommend actions the Town might take to disseminate information on such alternatives to residents.

5. May offer recommendations to other Town Boards and Commissions on energy efficiency.

Ms. MacDonald said she would be interested in being part of the Committee just to understand what options are available. Ms. Ames noted that she would be the backup.

IV. Old Business:

A. Follow-Up: Community Forum (Grading & Reporting):

Dr. Jette commented that this was Ms. Widman's standing report. He noted that the last time Ms. Widman attended a School Board meeting, she indicated they had made significant headway on the objectives and plans that were mapped out.

Dr. Jette added that he believed a final report would be presented at the end of June.

Mr. Cutter mentioned that he appreciated the update, but there was a line for the Work Study Practices (WSP) and Rubrics that reads, "Create Proposal for 23-24 school year for Committees by May meeting." Mr. Cutter questioned if this was a deliverable for today. Ms. Ames stated that this was discussed at the Grading and Reporting meeting in May, and the goal is to have a final recommendation for the School Board at the June 21 meeting.

The Board discussed the Assessment Plan changes that have been made. They also discussed the need for feedback from parents regarding the final recommendation. The belief was that the Board would hear the final recommendation in June, approve it in July, and implement it in either August or September.

[Grading & Reporting Link](#)

B. Social Studies Curriculum:

Ms. Ames stated that the Social Studies Curriculum was approved for a first read on May 3, and tonight would be a second read. Ms. MacDonald said that she liked how they eliminated the redundancies, and Ms. Harrison noted that the curriculum was easier to read.

Dr. Jette pointed out that if the Board sees curriculum documents, it is because the staff was thoroughly involved in creating the curriculum.

Ms. Harrison made the motion to approve the Social Studies curriculum. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

C. Facilities Improvement Committee Report:

Ms. Harrison mentioned that the Facilities Improvement Committee met today. She noted that the last two meetings focused on the consolidation option. She commented that Kyle provided an extensive presentation regarding the sixth option two sessions ago. Option six would consolidate Pre-K through Grade 6 at LMS and Grades 7 through 12 at Campbell.

Ms. Harrison encouraged everyone to watch the meeting and consider whether consolidation makes the most sense for the community, students, and schools. Ms. Harrison said that option five was the original decision they had arrived at from all the Community Forums. Option five is building a new elementary school, Pre-K through Grade 4, at the Robin Reilly site.

Kyle informed the Facilities Improvement Committee that he recommended option five because of the impact on educational programming and the almost insignificant cost difference between the two options. Ms. Harrison commented that the Board needs to decide soon, and the District only has two chances at the Building Aid. The taxpayers need to decide whether to move forward with building a new elementary school. If they do not move forward, the District is off the Building Aid list for the next biennium.

The Committee voted to recommend option five.

Mr. Totten mentioned that Kyle had commented that if the District went with option six, it would be hard for Kyle to come up with a price. The community would need to provide more input on how they want the building to look. The Board discussed the negative impact of consolidating three schools into two.

V. School Board Comments:

- A. Ms. Harrison stated that she had had the opportunity to attend several end-of-the-year events. Ms. Harrison mentioned that she, Ms. MacDonald, and Ms. Ames attended the Academic Excellence banquet. She noted that it was a fabulous event to celebrate the academic overachievers.

Ms. Harrison commented that last night was the CHS Spring Pops Concert, which is always a fun concert. She added that Ms. Millegan had made a change to the concert format.

- B. Ms. Ames mentioned that the GMS LEGO League teams have been working hard, and they presented their projects at the LEGO League Expo.

Ms. Ames stated that she, Ms. MacDonald, Dr. Jette, and Mr. Totten had the chance to sit down and have a great meeting with Mr. Son, Budget Committee Chair, and Ms. Stevens, Budget Committee Vice-Chair. The Boards agreed to meet again in September, and there is a possibility for a meeting in July with only the elected Officials.

- C. Ms. MacDonald mentioned that she had attended the Athletic Scholars, the Senior's Night is coming up, the year-end track banquet, and the last Town soccer game. She noted that her son has been playing soccer with the same group of kids since he was five years old.

Ms. MacDonald read an article that affected parents of graduating students.

- D. Mr. Cutter congratulated the GMS LEGO League and mentioned that watching it was fun. He also congratulated the students who had plans after graduation.

VI. Manifest:

The Manifest was circulated for signatures.

VII. Community Input @ 9:00 pm:

- A. None

Closed at 9:01 pm

VIII. Upcoming Meetings:

- A. June 7, 2023 @ 5:30 pm. - School Board Meeting
 B. June 24, 2023 @ 5:30 pm. - School Board Meeting

IX. Non-Public Session:

Non-Public Session under RSA 91-A: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, 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.

Ms. Harrison made the motion to enter Non-Public at 9:01 pm. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair L. MacDonald - Yes
- iii. A, Cutter - Yes
- iv. C. Harrison - Yes
- v. P. Plansky - Yes

X. Return to Public Session:

Mr. Cutter made a motion to adjourn the Non-Public Session. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair L. MacDonald - Yes
- iii. A, Cutter - Yes
- iv. C. Harrison - Yes
- v. P. Plansky - Yes

XI. Adjournment:

Mr. Plansky motioned to adjourn the Public meeting at 10:58 pm. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair L. MacDonald - Yes
- iii. A, Cutter - Yes
- iv. C. Harrison - Yes
- v. P. Plansky - Yes

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
June 7, 2023
Litchfield Town Hall
Date Approved: 06 / 21 /2023**

In Attendance:

Members: Heidi Ames, Chair; Elizabeth MacDonald, Vice Chair; Andrew Cutter (remote); Christina Harrison; and Peter Plansky

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Absent: None

Also in

Attendance: Jen Grantham, LMS Principal; Martha Abney, Social Studies Teacher; and Kyle Barker, Architect

I. Public Session:

A. Call to Order:

5:49 pm - Chair Heidi Ames called the meeting to order, followed by the Pledge of Allegiance.

B. Remote Participation:

Chair Ames stated that Mr. Cutter is remote because of a business trip. She noted that the Board needed to vote to allow Mr. Cutter to participate.

Ms. Ames made a motion to allow Mr. Cutter to participate and vote remotely. Ms. Harrison seconded the motion. The motion passed (3-0-0).

Mr. Cutter confirmed that he is on a business trip in Orlando, Florida. Mr. Cutter added that he was in his hotel room, and no one was with him.

C. Review and Revision of Agenda:

Dr. Jette mentioned that a couple of links on the agenda were livened up. Ms. Ames said she would move the Budget, Website, and Policy Committee reports to Old Business.

D. Summary of Non-Public Actions from May 3, 2023:

a. Non-Public Minutes:

Ms. Ames made the motion to approve both session 1 and session 2 of the Non-Public Meeting Minutes from May 3. Ms. Harrison seconded the motion. The motion passed (4-0-1).

b. Nominations:

Ms. Ames made a motion to accept the nomination of Shannon Riley. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Ms. Ames made a motion to accept the nomination of Courtney Bradish. Mr. Cutter seconded the motion. The motion passed (5-0-0).

Ms. Ames made a motion to accept the nomination of Jessica Carroll. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Ms. Harrison made a motion to accept the nomination of Lynn Colantuoni. Ms. Ames seconded the motion. The motion passed (5-0-0).

Ms. Harrison made a motion to accept the nomination of Meghan Glaude. Mr. Plansky seconded the motion. The motion passed (4-0-1) (Ms. MacDonald abstained).

Ms. Harrison made a motion to accept the nomination of Susanne Merrill. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Ms. Harrison made a motion to accept the nomination of Tara Coakley. Mr. Cutter seconded the motion. The motion passed (5-0-0).

c. Resignations:

- | | | | |
|-----|---------------------|-----|--------------|
| i. | Adrienne Val-Naylor | GMS | Nurse |
| ii. | Kim Barnett | CHS | Math Teacher |

Ms. Ames made a motion to accept the resignations as presented. Ms. Harrison seconded the motion. The motion passed (5-0-0).

E. Student Representative Report:

None

F. Presentations and Recognitions:

1. Report from Jen Grantham, LMS Principal

Ms. Grantham mentioned that Devorah Holder and Martha Abney were present as two representatives from the Creating a Culture and Climate for Positive Outcomes (C-3PO). Ms. Holder and Ms. Grantham presented photos and discussed what occurred when the photo was taken.

Ms. Grantham said that it is a hectic time at LMS. She mentioned that they had "Entrepreneur Day" today. She commented that the LMS softball team won the Tri-County Championship, and the Chorus and Band have been awesome. Tomorrow is the Terry Fox Walk to fight cancer. Ms. Grantham stated that the grade level with the highest percentage would be able to slime the Principal. Ms. Grantham commented that the summer construction is getting ready to start.

Ms. Ames mentioned that there had been a proposed change in the dress code regarding hats at LMS or removing hats at CHS and LMS. Ms. Ames asked Ms. Grantham if she had received any feedback on the proposal. Ms. Grantham stated that she had and she heard from both sides. She added that both sides were split evenly.

Ms. Grantham commented that her job at LMS is to enforce the School Board's policy to the best of their ability.

Ms. Grantham stated she was excited to have Promotion coming back to LMS next Wednesday. She asked that people carpool to and from school. She noted that there is no parking on McElwain Lane and asked people to listen to where they should park.

The Board thanked Ms. Grantham for coming to the meeting.

2. Presentation on School Consolidation:

Chair Heidi Ames commented that Kyle Barker was at the meeting to present the school consolidation options. Dr. Jette mentioned that he also invited David Lee, the owner's representative, to the elementary school project. Mr. Lee is also consulting and advising the School District. Dr. Jette commented that Mr. Barker is the architect of record.

Dr. Jette said he shared two of the Facilities Improvement Committee meetings with the School Board members.

- a. [May 10, 2023](#)
- b. [May 24, 2023](#)

Mr. Barker mentioned that he had a lot to go through so that he would go through the presentation as quickly as possible. Mr. Barker noted that he would likely be asked what the cost difference was with the different options. He acknowledged that he did not have the information but added that comparing the costs of building a new school versus the cost of renovating the current building is difficult.

Mr. Barker reviewed the historic enrollments for the School District up through Grade 12. He pointed out that during the past five years, the number of births has been higher than in the past ten years. In Litchfield, there were 82 births in 2022, the most significant number since 2009.

Mr. Barker showed the floor plans of the first and second floors of Campbell High School. He talked about where the classes, the gymnasium, auditorium, shop, art, and music rooms were located. Mr. Barker stated that last year there was talk about moving the Grade 8 students up to Campbell and the negative response the District received.

Mr. Barker pointed out to the Board how difficult it would be to move Grades 7 and 8 to Campbell High School and be able to separate those students from the Grades 9 through 12 students. Mr. Barker stated that he did a utilization study to see how much of the high school was being used and if empty rooms could be used. The study showed that 67% of the rooms are utilized, and the average high school is 75%. He stressed that the utilization was low, but there were no empty classrooms.

Mr. Barker commented that if they want to keep the Grade 7 and 8 students away from the Grade 9 through 12 students, the District would have to create a second cafeteria. This would likely mean making the Music Room the second cafeteria and putting an addition to the high school for a Music Room.

The Board discussed the pros and cons of expanding the number of lunch periods from three to four or more. The reason was that the cafeteria could only hold 160 students. The point was made that more lunch periods would increase the odds that a Grade 7 or 8 student would meet up with a Grade 9 through 12 student. Mr. Barker stressed that it is not as easy as adding Grade 7 and 8 students into Campbell High School without deciding how they would be kept separated. He said the District would also need to find ways to separate the students in the classrooms and hallways.

Mr. Barker said that LMS had similar issues. He noted that the school is close to the building's property lines on the east and south sides. There are steep slopes on the east side of the building; on the north side, there is a large wetland that would be in the way. There were discussions about where an addition could be added, and Mr. Barker pointed out that when one is trying to save money, they do not put additions where it would cost the most.

Mr. Barker showed the floor plan for LMS to the School Board. He talked about how the best place to put an addition to the school would be the front entrance. He noted that the addition would have to be significant. The problem is that the addition would then block the newly built entranceway. They would also have to move the main office to the addition because of the Department of Homeland Security guidelines.

Mr. Cutter asked if the LMS septic system could be expanded. Mr. Barker stated that he believed it could be expanded. He noted that 10 to 15 years ago, there was a discussion about putting the elementary school on the LMS site. Mr. Lee reminded Mr. Barker that the septic system was looked at years ago for expansion, and they were told that it would be problematic. Mr. Barker agreed and remembered that NOVUS told them there were restrictions because of the nitrate setbacks.

Mr. Barker commented that renovating the schools would not create a considerable saving. The money the District would save by not building another gymnasium would then be spent on additional cafeterias needed for the

schools. The current cafeterias need to be bigger for the increased number of students.

Mr. Barker reviewed the pros and cons of the new elementary school on the new site, additional renovations to consolidate two schools, and time and cost. [Pros and Cons](#)

The Board discussed the pros and cons and acknowledged that the residents want a school that fits the community. The residents want a school that serves the rural setting and is the right size. Dr. Jette pointed out that there are 275 elementary schools in the State, and GMS is considered number 31 in size (from the top). He added that if the District does the consolidation, then the elementary school would jump to number four in size.

Mr. Barker reviewed the timelines for each of the options.

Mr. Cutter asked when the Board is expected to vote on this. Dr. Jette stated that it all depends on when the Board wants to bring a motion forward. He added that for the District to stay on track, they would need a warrant article ready for the Town Meeting in March. Dr. Jette said that he would like to have direction by the end of June.

Mr. Barker wanted to point out the situation with the Department of Education. The Litchfield School District has a letter of intent to fund up to \$7M. Mr. Barker added that based on the formula, he believes the District would receive the total amount. He noted that if the District does not show interest in doing something, it will drop off the Building Aid list.

The Board discussed Build Aid and how Litchfield is impacted negatively because of how it ranks on the Free and Reduced Lunch list.

Mr. Lee stated that he worked for the District and did not work with Mr. Barker. Mr. Lee said he would not guarantee that a renovation would be less than a new building. He pointed out that there are always different things that problems that occur with an older builder. Mr. Lee added that without having the actual design, and a program together and not knowing the size, function, and availability of land, there is no way to discuss costs.

Mr. Lee stressed that if the Board decided to move ahead with the renovation of Campbell and LMS, there would likely be two bond votes. If assumed that the bond votes for the construction would happen in two separate years, and he was concerned that the first bond vote would pass and the second vote would fail.

Mr. Cutter thanked Mr. Barker and Mr. Lee for putting the presentation together, but without the actual costs, he is unsure how the Board can decide without estimated costs. Mr. Barker said the costs are solely on the School Board. If the Board told him that the work costs had to be no more than the specific dollar amount, then he could design the school for that amount.

Mr. Plansky asked for the information Mr. Barker sent to Highbridge Hill Elementary School. Mr. Barker said he did not have the schematics but could send it to the Board. He did provide the Board with handouts regarding the Highbridge School.

Mr. Cutter asked Mr. Barker to discuss how the Building Aid could apply to all options, not just a new school. Mr. Barker pointed out that as long as the District spent money correcting the issues on its Building Aid application, the District would still receive the funds.

Mr. Barker commented that the Board basing its decision on the educational value is more valuable than the possible or perceived cost savings. In the long term, people will not remember the cost of the bill, but they will remember what the value of the building is from an educational standpoint.

Mr. Cutter mentioned that he did some simple math and came up with approximate construction numbers.

- a. **New school** – (80,000 square foot building x \$500 per square foot = \$40M)
- b. **Renovation** – (\$12M for 8 classrooms in Bow. Litchfield would need 16 classrooms per school. \$24M for 16 classrooms x 2 schools = \$48M)

Dr. Jette said that the School Board should vote at the next School Board meeting to decide which direction the District is heading regarding a new school or renovations.

The Board thanked Mr. Barker and Mr. Lee for coming in and presenting to the Board.

G. Community Comment on Agenda Items @ 7:19 pm:

No one was present for Community Comment

Closed at 7:20 pm

H. Correspondence:

The Board mentioned that they did not receive the correspondence and would table it until the next meeting.

II. General Business:

A. Superintendent's Report

1. Enrollment

Dr. Jette said the enrollment is 1,203 students, and the District opened the school year with 1,206 students. He pointed out that the numbers remained pretty stable throughout the year. Dr. Jette commented that between his last report and today, the District added one more Kindergarten student.

2. NH Success Story

Dr. Jette commented that he received an email this morning from Griffin Roberge. Mr. Roberge is the NH Director of Energy. He shared that the United States Department of Energy has profiled Campbell High School. The article mentioned that Campbell High School was awarded \$80,000 to upgrade the school's outdated and inefficient interior lighting.

[Article Link](#)

3. No Safe Experience Bracelets

Dr. Jette stated that Governor Sununu had sent bracelets to every Middle and High School in the State. The bracelet promotes drug awareness and ensures students understand that they should not experiment with drugs.

B. Business and Operations:

FY2023 Transfers

1. Transfers (as of 5/30/23)

a. The last time transfers were communicated to the Board was in an email to H. Ames and A. Cutter on 3/31/23

2. [Policy DBJ](#): Any transfer in excess of \$5,000 shall first require Board approval and authorization. Mr. Totten apologized that some transfers were over \$5,000 and did not have Board approval. He noted that this would not happen again.

Mr. Cutter commented that the Board discussed budget transfers for the salaried pool line item at the last meeting. He asked where they were located in the file. Mr. Totten said they talked about doing this for next year, and Hollie is putting together a list of budget transfers that would occur for the Fiscal Year 2024. The Board discussed how Mr. Totten transferred money from the bottom line, not the line item from the salaried pool line item. Mr. Totten noted that they could work on one for Fiscal Year 2023.

Dr. Jette explained that there is a big pool of funds that has tens of thousands of dollars that are for salaries. He noted that no one transfer would exceed \$5,000 because each transfer would only be approximately \$1,000 to \$2,000. Since the transfers are done separately, the District is following the policy.

Mr. Totten said this year was more complicated because it was a contract year. He commented that there are multiple sums of money in the lines. There are some for Non-Union personnel and their raises and Union personnel and their raises.

The Board discussed the Superintendent's Discretionary \$40,000 line item within the Superintendent's purview. Dr. Jette responded that this line item had been used to compensate Administrators, Non-Union members, and the SAU staff. He mentioned that he would double-check to make sure pointed out that no one received more than \$5,000.

The Board discussed the definition of a transfer.

Ms. Ames suggested that the Board discuss at a future meeting whether transferring funds from the salary pool to salaries is considered a "transfer" under Policy DBJ.

Mr. Totten acknowledged that this was his mistake, and he assured the Board that he would correct the mistake.

Ms. Ames made the motion to approve the transfers from this year through May 30, 2023, as outlined in the Business Administrators Report. Ms. Harrison seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. A. Cutter - Yes
- iii. C. Harrison - Yes
- iv. P. Plansky - Yes

Ms. Harrison requested that Mr. Totten present the transfers to the Board monthly for approval if needed. Mr. Totten reminded the Board that they should review the transfers at every meeting. The Board would then need to pre-authorize anything that is over \$5,000.

- 3. Transfers that were over \$5,000:
 - a. Note A (see note on transfer): District Speech to District Contracted Services (Speech)
 - i. After being unable to hire the fourth Speech Pathologist, he moved the associated money into Professional Services. The contract would read "not to exceed the \$57,836.

Ms. Harrison made the motion to approve the transfer of \$57,836 from 2150 Speech Services to account for 110 Salaries to account for 330 Professional Services. Ms. Ames seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. A. Cutter - Yes
- iii. C. Harrison - Yes
- iv. P. Plansky - Yes

- b. Note B: District Data Communications to District Telephone.
 - i. This transfer was used to match up the expected expenses with the correct account code. This is done correctly for the FY2024 budget.
- c. Note C: District Contracted Services (Speech) to District Contracted Services (OT & Special Ed)
 - i. OT: After being unable to hire a part-time OT, a decision was made to contract out expediently.
 - ii. Special Education: Unexpected need to increase contract with one of our providers.
- d. Note D1-D3: Building Services and Non-Instructional Equipment
 - i. Several transfers due to:
 - a. Not including the last invoice of \$44,332 for the CHS light project as an FY2022 expense. This showed a substantial percentage of the \$46,260 budget for CHS Repairs and Maintenance being used.
 - ii. In the end, changes were made to:

- a. Provide an option during auditing to either count the \$44,332 CHS light project expense in FY2022 or FY2023.
- b. Ensure that the encumbered amount for the CHS booster pump is returned to the taxpayers.

FY2024 Transfers

- 1. The District has not been able to hire a fourth Speech Pathologist for the FY2024 school year.
- 2. The District seeks authorization for a transfer of \$57,836 from account 2150 (Speech Services) to account 110 (Salaries) to account 330 (Professional Services).
 - a. The contract (with Boothby) is written with a maximum amount of \$57,836.

FY2023: End-of-Year Funds

Mr. Totten said that there were no real changes since the last time. The approximate amount underspend is \$900,000. Mr. Totten then commented that the District received HB 1221 in the amount of \$132,570.63 and revenue that was over expected in the amount of \$201,404.34. This would leave the District with approximately \$1,233,974.97.

Mr. Totten mentioned that the District could transfer \$50,000 to the Food Service Fund. This would pay off the Food Service debt. He noted that the taxpayers approved three warrant articles, and \$350,000 needs to be transferred to:

a. Building Maintenance Capital Reserve Fund	\$125,000
b. Capital Improvement Expendable Trust Fund	\$125,000
c. Employee Benefit Reserve Fund	\$100,000

Mr. Totten commented that they could transfer \$116,000 to the Capital Projects Fund and another \$60,000 to the Capital Projects Fund for the pre-bond expenses. He noted that if the \$116,000 or the \$60,000 were taken out of the Expendable Trust Fund, the District would need to have a Public Hearing before the end of the Fiscal Year. The Expendable Trust Fund only has \$125,000 in it.

Mr. Totten reviewed the optional items.

a. Purchase of Radios: All three schools	\$42,000	
b. Purchase of Blue Lights: All three schools	\$42,000	
c. Gator	\$8,500	
d. Fireproof Filing Cabinets		\$8,000
e. LMS Wi-Fi	\$50,000	
f. ADA Swing at GMS	\$0.00	
g. Multi-Year Reading Contract	\$53,500	
h. Auditorium Upgrades (sound)	\$35,000	
i. CHS PA System	\$33,000	
j. LMS Stage Curtain	\$0.00	
k. DC Trip	\$10,000	
l. LMS Surge Protection	<u>\$0.00</u>	
	Total = \$256,500.00	

The Board discussed the items, whether they were needed, and whether a warrant article could be used instead of the General Fund.

Dr. Jette suggested donating \$10,000 to the Class of 2024 to be used for their benefit. This money would make up for the DC Trip that the students could not go on because of the pandemic.

Ms. Ames supported the idea. She commented that the Board had discussed creating a warrant article, putting it in the budget, and other options to help the incoming senior class.

[Projected End-of-Year \(for FY 2023\)](#)

Dr. Jette recommended that the Board use the Expendable Trust Fund to transfer \$116,000 and \$60,000 to the Capital Trust Fund. The Expendable Trust Fund currently has \$125,000, but the District will put another \$125,000 into the Trust Fund.

Mr. Cutter suggested they use the Expendable Trust Fund for the \$116,000 and the underspend on the \$60,000. Ms. Harrison stated that if they transferred the funds from the Year Ends Fund, then that would leave more money in the Capital Projects Fund.

Ms. Ames said that her preference is to have both amounts funded by the year-end balance. If the Board disagreed, she would use the year-end balance to transfer \$116,000 to the Capital Trust Fund and the Expendable Trust Fund to transfer \$60,000 to the Capital Trust Fund.

Ms. Ames made a motion for the Board to authorize the balance of the \$116,000 coming from the year-end fund balance. Ms. Harrison seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. A. Cutter - Yes
- iii. C. Harrison - Yes
- iv. P. Plansky - Yes

The consensus was to have the balance of the \$60,000 come from the Expendable Trust Fund. This means the District needs to have a Public Hearing at the next School Board meeting. The Public Hearing would start at 5:30 pm.

C. Community Comment @ 8:25 pm:

Daniel Harrison, 95 Pinecrest Road –

Mr. Harrison stated that, in full disclosure, he was related to a member of the Board. Mr. Harrison mentioned that he was at home watching the meeting and came down to the meeting to tell the Board that they were off base. He informed the Board that their perspective missed a major point.

Mr. Harrison mentioned that the soundboard is a relatively minor expense for CHS. He noted that without an educational discount, the soundboard would cost approximately \$6,000 out of a \$24M Budget. He pointed out that the music classes are a four-credit course; performance is a competency and is required for graduation.

Mr. Harrison commented that the students need a space to perform, and the soundboard is unusable. Mr. Harrison noted that he spent two hours running the soundboard for the Senior Awards Night, it is unusable, and it is garbage. The soundboard needs to be replaced. He pointed out that this is not a want, an extra, or a nice to have.

The District has a Music Department that offers music classes that have competencies called performance. The students need to perform, and the Board owes them a place and equipment to perform. He asked the Board to reconsider what he believed to be a relatively minor expense.

Furthermore, Mr. Harrison stated that the Performing Arts Department, except for music, is an extracurricular activity. The students raised approximately \$20,000 with the “Wizard of Oz” ticket sales. He noted that the Board could find \$6,000 out of the \$20,000 to improve the Arts Department's space. He stressed that the students earned the money, and it is not taxpayer money to give back. Please return the funds to the students in the form of a soundboard that they can use.

Closed at 8:27 pm

D. Public Minutes:

1. **May 24, 2023**

Ms. Harrison made the motion to accept the Public Meeting Minutes from May 24. Mr. Plansky seconded the motion. The motion passed (4-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. A. Cutter - Yes
- iii. C. Harrison - Yes
- iv. P. Plansky - Yes

III. New Business:

The Board reviewed the policies below.

A. Policies:**1. Second Read:**

- a. IICA – GBEBA - Dress Code [Policy](#)

Dr. Jette commented that he updated the policy for the Board. He mentioned that the following updates were made:

- a. Added the parts regarding personal responsibility.
- b. Article III - Added that footwear needs to be worn at all times.
- c. Article IV – Reverted to the original language. No hats will be permitted at Campbell if the policy is approved.
- d. Additional Requirements – Requirement 3 was removed because one and two covered it.

The Board discussed the proposed policy on hats. The proposal is that headgear, including hats, hoods, and caps, are permitted for religious, medical, or other reasons by School Administrators. The Dress Code Committee suggested that LMS students be allowed to wear hats, which was rejected. The Committee is also proposing that CHS students not be allowed to wear hats.

Ms. Ames stated that the Board received multiple correspondences from the community regarding wearing hats in school. She pointed out that an exception may be made for religious, medical, or other reasons deemed by School Administrators. Ms. Ames commented that this exception would likely cause chaos in a classroom. The example was of students complaining that they could not wear a hat, but another student could.

Ms. Ames stressed that her concern is that the Board put together a Committee to work on a Dress Code policy. The Committee asked staff and students what they thought, and the Committee presented the proposed Dress Code policy. She found it disheartening to request help from the staff and students. The Committee spent time working on the policy only to watch the Board pull back on the suggestions made by the Committee and change the policy further to impact the students at Campbell.

Ms. Ames added that she sat on the Dress Code Committee and will follow the Committee's recommendations. Ms. Harrison noted that she also supported the recommendations of the Committee. Mr. Plansky said that he held the same position that he had two weeks ago. Mr. Plansky noted that he voted 'yes.'

Mr. Cutter mentioned that he had spoken with residents regarding their feelings towards hats in the school. He suggested that the Board wait until Ms. MacDonald returns before they vote. Ms. Harrison said that she was informed that Ms. MacDonald would be at the meeting in a few minutes. The Board agreed to table the discussion until Ms. MacDonald was present.

Ms. MacDonald entered the meeting at 8:34 pm.

B. Job Descriptions:

Dr. Jette presented three job descriptions to the Board.

- a. Dining Services Director [Job Description](#)

Ms. Ames made the motion to approve the Dining Services Director job description. Ms. Harrison seconded the motion. The motion carried (4-0-0). (Mr. Plansky was not present)

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice Chair L. MacDonald - Yes
- iii. A. Cutter - Yes
- iv. C. Harrison - Yes

b. **Director of School Counseling** [Job Description](#)

The Board discussed whether the Mental Health Clinician would report to the Director of School Counseling. Dr. Jette asked that the Board table the vote until he could receive confirmation of whom the Director of School Counseling supervises.

c. **School Counselor** [Job Description](#)

Dr. Jette said that there would be School Counselors in the three schools. The position reports to the Director of School Counseling and/or School Administration.

Ms. Harrison made the motion to approve the School Counselor job description. Ms. Ames seconded the motion. The motion carried (5-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice Chair L. MacDonald - Yes
- iii. A. Cutter - Yes
- iv. C. Harrison - Yes
- v. P. Plansky - Yes

C. JICA – GBEBA - Dress Code (continued)

Ms. MacDonald asked if the Board received any correspondence after 3 pm today. Ms. Ames said that no other correspondence came in.

Ms. Grantham stated that no parents reached out to her regarding hats. She noted that when the Dress Code Committee was meeting, Ms. Thayer was the representative. Ms. Grantham, Mr. Sultzen, and Ms. Thayer went to all the LMS Team meetings and asked how the staff felt about hats. Ms. Grantham commented that the response from the Teams was the same; some said they did not care, some were firmly against hats, and others supported students wearing hats.

Ms. Grantham mentioned that it is difficult to identify students who are wearing hats while they are in the hallway. Ms. MacDonald said that she would vote 'yes' on the policy.

Mr. Plansky made the motion to approve Policy JICA – GBEBA – Dress Code as written. Ms. MacDonald seconded the motion. The motion failed (2-3-0).

Mr. Cutter noted that he believed that he was the swing vote. He commented that if it made the student's school day easier, he would lean toward reverting to how the policy was initially written.

Mr. Sultzen commented that he uses wearing hats as an incentive. He acknowledged that his students were disappointed that wearing a hat to school was taken off the prize wall. He pointed out that as a teacher, he is more concerned that students are wearing clothes that appropriately cover them. The battle should be ensuring students wear appropriate clothes and not hats.

Roll-Call

- i. Chair H. Ames - No
- ii. Vice Chair L. MacDonald - Yes
- iii. A. Cutter - No
- iv. C. Harrison - No
- v. P. Plansky - Yes

Ms. Ames asked if this meant that the policy would go back to the Dress Code Committee, and Dr. Jette said that he would not convene the Committee again. The Board understood that the vote meant the Dress Code policy reverts before any proposed changes were made.

Ms. Ames stated that she would like to take the policy home and see if she could look at the hat language and tweak the wording. The Board agreed, and Dr. Jette said that if the Board voted on the policy at the July 12 meeting, the District would have enough time to put the policy in print.

Dr. Jette noted that this policy should go back to the Policy Committee with the language that is recommended.

D. Job Descriptions (continued):**a. Director of School Counseling**

Dr. Jette commented that he reviewed the Social Worker job description, and it read that the School Administrator and Director of Students supervised the Social Worker. This means that the Director of School Counseling is not the supervisor of the Social Worker.

Ms. Ames made the motion to approve the Director of School Counseling job description. Ms. Harrison seconded the motion. The motion carried (5-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice Chair L. MacDonald - Yes
- iii. A. Cutter - Yes
- iv. C. Harrison - Yes
- v. P. Plansky - Yes

IV. Old Business:**A. Follow-Up: Community Forum (Grading & Reporting):**

Ms. Ames asked Dr. Jette if the Board is still expecting a presentation in two weeks. Dr. Jette stated that Ms. Widman would bring forward the final recommendations. He added that Ms. Widman is still waiting for some of the answers to questions that the staff has been asked.

Mr. Plansky noted that he would like to have the presentation prior to the meeting.

[Grading and Reporting Link](#)

B. Capital Improvement Plan:

Dr. Jette mentioned that the CIP Committee asked the School District to submit their draft project proposals by July 17. If the CIP has questions regarding the submissions, they will be asked on July 17, and the final submissions are due by September 18.

Dr. Jette said the question is whether the Board wants to modify any of the work that was done last year. He noted that the Board had been provided with two documents. The first document detailed the District's work and

how they prioritized it. The only update would be that the taxpayers approved the warrant article to purchase the property for the proposed Robin Reilly Elementary School. The other document showed the Town's proposed projects.

Mr. Cutter commented that last year there was a discussion about having the School District have its own CIP Committee, and he wanted to know where that topic landed. Ms. Harrison said that they agreed to remain with the Town's CIP Committee.

Ms. Ames pointed out that the Board needs to update its numbers regarding the proposed cost of a new elementary school. Other than the cost, everything else looked correct to her. Dr. Jette said he would contact Mr. Barker to confirm that the numbers were accurate.

C. **Committee Reports:**

a. **Budget Committee** – The Budget Committee asked a few questions and needed a response from the SAU.

- i. Confirmation that the projected FY2023 underspend includes summer payroll. Ms. Douglas reminded Mr. Cutter that this had been missed in our calculations in years past and can result in a large decrease in our projections. Mr. Totten provided Mr. Cutter with an answer.

The School Board discussed if it is in the Budget Committees' purview to ask Dr. Jette, Mr. Totten, and the School Board to answer questions regarding the District's finances. Mr. Plansky and Ms. MacDonald agreed that it is in the Board's best interest to answer the questions. Ms. Harrison commented that the Budget Committees' oversight is the budget, not the individual expenditures.

Mr. Cutter noted that he understood that this was the end of the Fiscal Year for the School District. He added that the School District only has to inform the Budget Committee that they received the Budget Committee's questions and allow us a few weeks to pull it together.

- ii. Mr. Taylor requested a breakdown of staff attrition. Specifically, a count of staff has left and is resulting in positions we have been unable to fill, as well as a count of staff that is resulting from a reduction in force/positions that are eliminated from the budget due to decreasing enrollment.

- iii. Mr. Taylor and Ms. Douglas have also requested updated financials specifically related to Solar. Given the delays for installation, how does that affect the economics presented to the voters in March 2022?

b. **Policy Committee** – Mr. Cutter stated that there had been reports that the NHSBA's policy database had been down, and it has since been restored. Mr. Cutter commented that he had spent time going through the NHSBA database and reconciling it against the Policy Report that the Committee reviewed in March 2023. Mr. Cutter said that he wanted to check the report at the June 21 meeting.

c. **Website Committee** – Mr. Cutter noted that the Website Committee had lost momentum due to competing priorities and year-end activities. He pointed out that the timeline is at risk, as the end of the school year is close. Dr. Jette said IT Director Chris Jamrog informed him that he envisions livening up the new website in August. If the staff does not do the cleanup of the new website, then Mr. Jamrog will do it.

V. **School Board Comments:**

A. Ms. Ames said she attended the Grade 6 Entrepreneur Fair today. Ms. Ames noted that she is the proud owner of lots of stuff that the students worked on. She said the Grade 6 students did a great job. She congratulated CHS Assistant Vice-Principal Michael Perez for receiving the Assistant Vice-Principal of the Year Award.

B. Ms. MacDonald commented that lacrosse won, and they have a game Sunday night. Ms. MacDonald mentioned attending the athletic awards at Murphy's Tap Room & Carriage House. Over 300 people attended the event. She

noted that the CHS Boosters raised enough money to purchase new banners for the gymnasium. Tonight she was at the Senior's Award Night, and Ms. MacDonald stated how she is always amazed at how students are Scholar Athletes and National Honor Society members.

Ms. MacDonald commented that former Student Representative Emma Ducharme received multiple awards tonight.

- C. Ms. Harrison congratulated the students who are graduating on Friday and the parents.
- D. Dr. Jette commented that with the bleachers and chairs on the gymnasium floor, the gymnasium could fit 1474 people. Each graduating student will receive six tickets for graduation.

VI. Manifest:

The Manifest was circulated for signatures.

VII. Upcoming Meeting:

- A. June 21, 2023, @ 5:30 pm. - School Board Meeting

VIII. Non-Public Session:

Non-Public Session under RSA 91-A: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, 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.

Ms. Harrison made the motion to enter Non-Public at 9:36 pm. Mr. Plansky seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair L. MacDonald - Yes
- iii. A. Cutter - Yes
- iv. C. Harrison - Yes
- v. P. Plansky - Yes

VIII. Return to Public Session:

Mr. Cutter made a motion to adjourn the Non-Public Session. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair L. MacDonald - Yes
- iii. A. Cutter - Yes
- iv. C. Harrison - Yes
- v. P. Plansky - Yes

X. Adjournment:

Mr. Plansky motioned to adjourn the Public meeting at 10:58 pm. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair L. MacDonald - Yes
- iii. A. Cutter - Yes
- iv. C. Harrison - Yes
- v. P. Plansky - Yes

School Board

June 7, 2023

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary

**Litchfield School District
School Board Meeting
June 21, 2023
Litchfield Town Hall
Date Approved: 07 / 12 /2023**

In Attendance:

Members: Heidi Ames, Chair; Elizabeth MacDonald, Vice Chair; Andrew Cutter; Christina Harrison; and Peter Plansky

Superintendent: Michael Jette

Business

Administrator: Doug Totten

Absent: None

Also in

Attendance: Jacob Hess, CHS Principal; Mary Widman, Director of CIA; and Dan Mitchell, GMS Principal

I. Public Session:

A. Call to Order:

5:52 pm - Chair Heidi Ames mentioned that she had already called the meeting to order and had a Non-Public Session under RSA 91-A:3, II (c) – reputation. The Pledge of Allegiance followed.

B. Public Hearing – RSA 34:10

Ms. Ames stated that the Board was heading into a Public Hearing under RSA 34:10 – Expenditures from the Capital Reserve Fund. Ms. Ames turned the meeting over to Business Administrator Doug Totten.

Mr. Totten said that at the beginning of the year, the Boards understood that they would use the Capital Improvement Expendable Trust Fund. The funds would be used for any pre-Bond work that had to do with the elementary school. He noted that the District now knows the total amount for that work is approximately \$55,610. The fund balance provides two options.

1. The first option is:

a. Capital Improvement Expendable Trust Fund Balance (as of May 31, 2023)	\$125,227.05
b. FY23 Capital Projects Fund expenses associated with elementary work	<u>(\$55,610.00)</u>
c. Remaining Capital Improvement Expendable Trust Fund Balance	\$69,617.05
d. Addition of \$125,000 from warrant article	<u>\$125,000.00</u>
e. FY24 Starting Capital Improvement Expendable Trust Fund	<u>\$194,617.05</u>

2. The second option is:

a. Reduction to the Fund Balance from the General Fund	<u>(\$55,610.00)</u>
b. Capital Improvement Expendable Trust Fund Balance (as of May 31, 2023)	\$125,227.05
c. Addition of \$125,000 from warrant article	<u>\$125,000.00</u>
d. FY24 Starting Capital Improvement Expendable Trust Fund	<u>\$250,277.05</u>
e.	

Mr. Totten said that the District had capped any spending until July so that that amount would stay the same. He and Dr. Jette recommended using the fund balance from the General Fund.

Dr. Jette said that at the last meeting with Mr. Barker, they began to draft a budget to get a bond vote in March 2024. The draft will go to the Facilities Improvement Committee at its next meeting. The estimated budget is between \$115,000 and \$120,000 of work needed to get the question in front of the voters. If the voters agree to the bond in March, the District would have additional expenses getting the bond sold in July.

Dr. Jette pointed out that the taxpayers clearly wanted the other funds to be replenished. He recommended using the available fund balance and leaving the \$250,277.05 for the LMS Project.

Ms. Ames said she looked at Mr. Totten's Business Administrator's Report regarding the end-of-year spending.

If the Board did elect to do Option 2, and assuming the Board approved all the items that have been suggested. The District would be returning approximately \$425,000 to the taxpayers. It was pointed out that the beginning balance was 1.25M.

Mr. Cutter pointed out that Option 1 aligns with the intent and purpose behind the Trust Fund in the first place. He strongly supported Option 1. Ms. Ames agreed but added that the taxpayers wanted the funds replenished.

Ms. Harrison mentioned she supported Option 2 because the District has the money in the General Fund, and they know that they will be using the Capital Reserve Fund. She added that if there was an underspend at the end of the year, the taxpayers wanted the District to replenish the funds they used.

Mr. Plansky said every item on the wish list should be a warrant article and allow taxpayers to decide.

C. Community Comment on Agenda Items @ 6:02 pm:

No one was present for Community Comment

Board Action

Mr. Cutter made a motion for Option 1. No one seconded the motion. No vote (0-0-0).

Ms. Harrison made a motion to approve the transfer of \$55,610.00 from the General Fund balance to cover the costs for the Capital Project Fund's expenses associated with the elementary school work. Ms. Ames seconded the motion. The motion passed (4-1-0).

The Public Hearing closed at 6:04 pm.

D. Review and Revision of Agenda:

Dr. Jette mentioned that the agenda was in good shape. Ms. Ames said she would move the Policy report to Old Business. Dr. Jette said this would be the last time the Board would see Illness Numbers on the agenda.

E. Summary of Non-Public Actions from June 7, 2023:

a. Nominations:

Mr. Cutter motioned to approve the nomination of Sarah Pooler as LMS Special Education Teacher. Ms. Harrison seconded the motion. The motion passed (4-0-1) (Ms. MacDonald abstained).

Ms. Harrison motioned to approve the nomination of Jocelyn Biedrzycki as LMS Social Worker, pending certification. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Ms. Harrison motioned to approve the nomination of Laura Shaw as LMS Music Teacher. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Ms. Harrison motioned to approve the nomination of Maryam Abdi as CHS Social Studies Teacher. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Ms. Harrison motioned to approve the nomination of Danielle Shultz as a DISTRICT School Psychologist. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Ms. Ames motioned to accept the resignation of Courtney Beach as GMS Special Education Teacher. Ms. Harrison seconded the motion. The motion passed (5-0-0).

Mr. Cutter motioned to deny the tuition waiver request. Ms. Harrison seconded the motion. The motion passed (3-2-0) (Mr. Plansky and Ms. MacDonald voted "no").

Ms. Harrison motioned to authorize the Superintendent to make offers of employment on behalf of the School District from June 22, 2023, through August 31, 2023. Ms. MacDonald seconded the motion. The motion passed (4-1-0) (Mr. Cutter voted "no").

b. Resignations:

- i. None

F. Student Representative Report:

None

G. Presentations and Recognitions:

1. Report from Jacob Hess, CHS Principal

a. Enrollments:

- i. Class of 2023 - 109 (graduated 100 students)
- ii. Class of 2024 - 113
- iii. Class of 2025 - 95
- iv. Class of 2026 - 89
- v. **Total Enrollment: - 406**

b. Recognitions:

- i. Mr. Hess said graduation was fantastic and noted that this was his first graduation at Campbell. He commented that the Committee that puts the graduation together puts on a good show in honor of the students.
- ii. Mr. Hess stated that they had the End of the Year Staff Awards. He listed off the Principal/Staff Awards.
 - 1. CHS Teacher of the Year - Kristen DuPont
 - 2. CHS Principal's Service Award - Amanda Soucy
 - 3. CHS Principal's Leadership Award - Shannon Szepan
 - 4. CHS Extra Mile Award - Kelly Fraser
 - 5. Unsung Hero Award - Lisa Moore
 - 6. "Rookie" of The Year Award - Nicole St. Jean
 - 7. CHS Above and Beyond Award - Jess Yianakopolos
 - 8. CHS Support Staff of the Year - Karen Santom
 - 9. CHS Paraprofessional of the Year - Cari Bruner
- i. 2022-2023 School Year – Mr. Hess wanted to thank everyone who worked at CHS and helped get them through the year. This includes Paras, Custodians, Food Service, Support Staff, Substitute Teachers, the Counseling office, all of the Teachers and the students, families, and the Litchfield community.

c. Instructional Highlights:

- i. **Curriculum Work** – Mr. Hess mentioned that they spent the final four months of the school year focusing on curriculum work within the PLC meetings. He noted that each Department made a deep dive into current and future units to gather feedback from colleagues on lessons and their connection to the competencies. Mr. Hess added that there was an incredible reflective practice to ensure they could deliver the highest quality instruction to the District's students.
- ii. **Focus on Assessments** – Mr. Hess stated that they shifted their focus to assessments as the school year ended. He said they would spend some time over the summer and fall working on comprehensive

assessments. Mr. Hess mentioned that this meant creating “midterm” and “final-esque” competency-based assessments for the courses. He provided a huge shout-out to Mary Widman for collaborating with him during the school year on the curriculum work.

d. Upcoming Dates:

- i. Summer Vacation – June 16 – August 25
- ii. First Day of School 2023-2024 School Year – August 28, 2023

H. Community Comment on Agenda Items @ 6:11 pm:

Chair Heidi Ames stated, “Public comments are limited to three minutes per person. Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary.”

a. Janine Anctil, 43 Tanager Way -

Ms. Anctil informed the Board that she is a Teacher at GMS, a taxpayer, and has three kids in the District. Ms. Anctil mentioned that she watched the previous School Board and Facility meetings. She believed that the meetings provided a lot of information regarding what a consolidation project would look like.

Ms. Anctil commented that there are many reasons that she does not support a consolidation project. One of the reasons was that the cost would come out to be similar, but a consolidation project would provide the taxpayers with buildings that are not what they want them to be.

Ms. Anctil said that the cons of a consolidation project were numerous and significant, and the pros were fewer.

Ms. Anctil noted that she supports a consolidation project because of the following reasons:

- i. She wants to be something other than the fourth-largest elementary school in the state.
- ii. She wants the number of students in a classroom to be, at most, the research-based number of the most effective population of students in an elementary school.
- iii. She does not want to lose field space for the Town.
- iv. She does not want to lose gym space for the Town.
- v. She wants to avoid affecting the 55+ community by putting in an Emergency Access Road.
- vi. She wants to avoid a project that drags out for at least 30 months.

Ms. Anctil mentioned that the property for the proposed new elementary school is ideal. She added that the soundboard is desperately needed in the CHS auditorium would not be paid for by taxpayer money because the money was raised by the students who put on the "Wizard of Oz." It was pointed out that the soundboard is no longer on the wish list, and the Department only has to ask for permission from Mr. Hess and Mr. Totten. Mr. Totten said that they are waiting until July to purchase it.

b. Matt Shoemaker, 20 Greenwich Road -

Mr. Shoemaker informed the Board that he has been lucky enough to participate in the process for a long time. He said it is easier for him to feel more confident because he has participated in the forums. He learned that there are problems with the school building and the property, which makes renovation not an option.

Mr. Shoemaker pointed out that he was part of the group that found the piece of property across from the fire station. He mentioned that the Town keeps kicking the can down the road, and the costs keep increasing every year.

Mr. Shoemaker mentioned that he does not care what anyone thinks about population growth or shrinkage. He believes taxpayers need to be good stewards of the Town way into the future. Mr. Shoemaker added that he does not see people complaining in 50 years that Litchfield built an extra school.

Mr. Shoemaker commented on the proposed development of 172 units at 255 Derry Road off Route 102 and how his daughter would be going to school elsewhere if it were not for the Teachers at GMS.

He thanked the Board for their hard work.

Closed at 6:21 pm

I. Correspondence:**LITCHFIELD SCHOOL BOARD – CORRESPONDENCE for June 7, 2023, and June 21, 2023 Meeting**

Date	From / To	Summary
May 24, 2023	Melissa Raikey	Hats should be allowed in school
May 25, 2023	Kathy McCue/SB	Asking for longevity pay for those at the top of the LSSA pay scale. Advocating for Para Training separate from teacher training.
May 25, 2023	Mike Jette/SB and KM	The salaries are determined through the Collective Bargaining Unit.
May 26, 2023	Andrew Cutter/SB	Budget Questions
May 30, 2023	Heidi Ames/Kim Kleiner	New Fire Chief - Doug Nicholl
May 30, 2023	Melissa Raikey/SB	Hats should be allowed in school
May 30, 2023	Doug Totten/SB	End-of-year spending
May 31, 2023	Andrew Cutter/SB	Budget Committee Request for end-of-year spending.
May 31, 2023	Heidi Ames	Reporting out is fine, and it is all discussed during our meeting. Numbers will change - hesitant to share prematurely.
May 31, 2023	Tina Harrison	The BC has access to BA reports. Sharing numbers before we have set costs may lead to confusion.
May 31, 2023	Liz MacDonald	Is this something the Town does? Early access leads to confusion and more questions. Numbers
June 2, 2023	Mike Jette/SB	LFD - Engine 2 Blessing 6/11
June 2, 2023	Mike Jette/SB	LFD - Engine 2 Blessing 6/11
June 2, 2023	Barb Bielawski/SB	Agenda
June 2, 2023	Joan Franklin/SB	Mission Study for Litchfield Community Church is asking about community needs.
June 3, 2023	Mike Jette/SB	Power outage update
June 5, 2023	Mike Jette/SB	Agenda Change
June 6, 2023	Peter Polansky/MJ	Asking for access to a PP presentation
June 7, 2023	Hollie Falzone	Current Job Openings
June 8, 2023	Ann Inamorati	Credit card manifest
June 8, 2023	Heidi A/SB	Graduation decision
June 9, 2023	Gabrielle Kim-Levesque	Graduation outside

	Stephanie Brown Karen Henderson Molly Dyer Alyvia Ashe Sophia Almedia Amy Ashe	
June 9, 2023	Doug Totten	SB Financial Document
June 9, 2023	Noah Benoit	Pro hats
June 9, 2023	Mike Jette	Slides from Kyle Barker
June 12, 2023	Jan Sullivan	Draft minutes
June 13, 2023	Mike Jette	Intro to new Executive Administrator Assistant Kayla Collins
June 13, 2023	Amanda Bartley	New Elementary School Questions
June 13, 2023	Josh Rixey/MJ's response	Add inside pictures of LMS to Google Website MJ - for security reasons, we will not allow access
June 14, 2023	Donna Boucher	Personnel Issue
June 16, 2023	Ann Inamorati	Manifest
June 16, 2023	Raquel Schmidt	Student concern
June 19, 2023	Hollie Falzone/Andrew Cutter	Vacant Positions not filled this calendar year

IV. General Business:

A. Superintendent's Report

1. Student Honor Roll Summary

Dr. Jette commented that he was asked for a summary of the Honor Roll, and Andrea pulled the numbers. The numbers have been broken down by school and grade level.

School

	LMS	CHS
# of Students	351	405
High Honors #	51	35
High Honors %	14.53%	8.64%
Honor Roll #	86	127
Honor Roll %	24.50%	31.36%
Total #	137	162
Total %	39.03%	40.00%

Grade-level

	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
# of Students	94	80	87	90	89	94	113	109
High Honor #	24	16	13	23	9	11	8	7
High Honor %	25.53%	20.00%	14.94%	25.56%	10.11%	11.70%	7.08%	6.42%
Honor Roll #	47	27	43	32	17	31	41	38
Honor Roll %	50.00%	33.75%	49.43%	35.56%	19.10%	32.98%	36.28%	43.36%
Total #	71	43	56	55	26	42	49	45
Total %	75.53%	53.75%	64.37%	61.11%	29.21%	44.68%	43.36%	41.28%

Dr. Jette commented that he and the Admin Team looked at the numbers today and discussed how high the numbers are. Ms. Harrison asked what numbers they should be looking for. Ms. Harrison noted that she was surprised at how high some numbers were.

Mr. Plansky asked if there was a way to compare standardized testing scores against the grades the District's Teachers provided to students. Dr. Jette said he would work on that for the August annual assessment summary.

Mr. Cutter expressed his concern that he is hearing that there is an issue with the testing scores that students received but then seeing a significant number of students earning Honors or High Honors. Dr. Jette agreed and stated that was the discussion the Admin Team had. He pointed out that students within the schools receive grades from their teachers who say they are performing well. Dr. Jette stated that students must receive all "A" grades to earn High Honors.

Ms. MacDonald stated that seven students in Grade 12 earning High Honors is not a lot. She added that the number is low when students are permitted to hand in assignments late or are allowed retakes.

Ms. Harrison said that the focus should be on proficiency and meeting proficiency standards. She added that sometimes the report is not 100% about competency or proficiency.

Dr. Jette acknowledged that when it comes to grades students receive from their Teachers, the parents play a significant role. The parents cannot demand an "A" or a "B" on a state assessment. Teachers everywhere claim that they have or are being badgered to allow students to retake exams.

Ms. Ames asked how these numbers compared to when the District did not have rolling grades. She asked for that data to be pulled as well.

2. **End of Year Activities - Recap:**

Dr. Jette commented that he wanted to thank the Board and acknowledge their presence at a lot of the events was noticed. He added that the staff in the District Office did their best to get out and attend the events.

3. **Litchfield Veterans Association**

Dr. Jette also acknowledged the Litchfield Veteran's Group and the Campbell High School PTO. He noted that both groups were asked to help with the end-of-year staff luncheons. The Veteran's Group helped at GMS and LMS, and the PTO helped at CHS.

B. Business and Operations:

Business Administrator Doug Totten said North Branch was back at work in LMS. They are working in the cafeteria and kitchen.

LMS Renovations

1. North Branch restarted work on June 19, 2023
2. Change Orders:

**LMS: North Branch Phase Two
Total Confirmed Change Orders**

		\$6,128,406.00	Original Contract
Change Order	Amount	Total Contract	Notes
001	\$ (10,384.00)	\$ 6,118,022.00	*See 001 Tab
002	\$ 108,856.62	\$ 6,226,878.62	*See 002 Tab
003	\$ 16,712.25	\$ 6,243,590.87	*See 003 Tab
004	\$ 41,464.58	\$ 6,285,055.45	*See 004 Tab
005	\$ 15,608.67	\$ 6,300,664.12	*See 005 Tab
006	\$ 3,920.41	\$ 6,304,584.53	*See 006 Tab
007	\$ 22,070.51	\$ 6,326,655.04	*See 007 Tab
008	\$ 495.59	\$ 6,327,150.63	*See 008 Tab
009	\$ (2,349.40)	\$ 6,324,801.23	*See 009 Tab
Potential	\$ -	\$ 6,324,801.23	*See Potential Tab
		\$ 6,324,801.23	
Total	\$ 196,395.23		
			7% of the contract
			\$428,988.42
Total	\$ 196,395.23		
Reimbursement	\$ 24,595.15		Current Percent of Contract
Confirmed Total	\$ 171,800.08		2.80%

* To be reimbursed from a reduced monthly

** COP029 was approved on November 16, 2022. This is a no-cost change order that extends the contract completion date from May 31, 2023, to August 26, 2023, to allow the kitchen work to be completed.

Financial Reports

[Link to Financial Reports](#)

FY2023 Audit

The District's pre-audit occurred on June 15, and Plodzick and Sanderson will return from July 26 through July 28.

The audited numbers are then used to complete the DOE-25 and MS-25, creating the average cost per pupil in each of the three schools (tuition we charge) and setting the tax rate (along with the Town's financials).

Mr. Totten commented that every year there is a Board questionnaire that needs to be filled out and signed at the next School Board meeting. Dr. Jette mentioned they would bring a paper copy at the next Board meeting for the Board to complete and sign by the Chair.

[Board Member Questionnaire](#)

Transfer of Changes in Salary

Mr. Totten said this was a continuation of the last Board meeting regarding transfers, but it was specifically for Non-Union bubble lines. Each year, Non-Union raises are built into the 2900s and given out to people. These do not show up until the following year in the budget. Anything over \$5,000 is highlighted in yellow.

Mr. Totten said that Ann will start on the transfers tomorrow, which is for this current year.

The Board discussed the transfer process and how it did not consider it a transfer in the past.

1. **FY2023 Non-Union** - Spreadsheet to be added on 6/19/23 that will show what was transferred and transfers over \$5,000 that needs approval.
2. **FY2023 Union** - Decision on if we want this to occur.
3. **FY2024 Non-Union** - Transfers will be worked on during July.
4. **FY2024 Union** - Due to the second year of a known contract, all information is already correct in FY24 budget documents.

Mr. Cutter made the motion to approve the FY2023 Pool Transfers. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Mr. Totten said he would get the Board the transfers for the Non-Union employees before the next meeting.

Ms. Ames commented that when they get to budget season, the District discussed having two pools. One would be used to ensure that positions align with other Districts. The other pool would be a discretionary pool for merit increases.

FY2023 – End-of-Year Funds

[Link to End-of-Year Funds](#)

1. Food Service Fund

Mr. Cutter made a motion to approve a transfer of up to \$50,000 to cover the Food Service Fund balance. Mr. Plansky seconded the motion. The motion passed (5-0-0).

2. Radios

Mr. Cutter made a motion to approve \$42,000. Ms. Harrison seconded the motion. The motion passed (5-0-0).

3. Blue Lights

Ms. Ames made a motion to approve the purchase of blue lights for all three schools at the cost of \$16,500. Ms. Harrison seconded the motion. The motion passed (5-0-0).

4. Gator

Mr. Cutter made a motion to approve \$8,500 for the purchase of a gator. Ms. Harrison seconded the motion. The motion passed (4-1-0) (Mr. Plansky voted “no”).

5. Fireproof Filing Cabinets

Ms. Harrison made a motion to authorize the expenditure of \$8,000 for fireproof filing cabinets. No Second. No vote (0-0-0).

6. LMS Wi-Fi

Mr. Cutter made the motion to approve the LMS Wi-Fi. Ms. Ames seconded the motion. The motion passed (5-0-0).

7. Multi-Year Reading Contract

Ms. Ames made the motion to approve the Multi-Year Reading Contract. Mr. Plansky seconded the motion. The motion passed (5-0-0).

8. CHS Auditorium Upgrades

Mr. Cutter made a motion. Ms. Harrison seconded the motion. The motion passed (5-0-0).

9. CHS PA System

Mr. Cutter made a motion to approve the CHS PA System for \$33,000. Ms. Ames seconded the motion. The motion passed (5-0-0).

10. LMS Stage Curtain

Mr. Plansky so moved. Ms. Harrison seconded the motion. The motion passed (5-0-0).

11. Transfer to Senior Class (DC Trip)

Mr. Plansky so moved. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

12. LMS Surge Protection

Mr. Cutter made a motion for the main surge protector for \$7,500. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Dr. Jette thanked the Board and added that this gives the District a lot of direction.

C. Public Minutes:

1. June 7, 2023

Ms. Ames made the motion to accept the Public Meeting Minutes from June 7. Mr. Cutter seconded the motion. The motion passed (4-0-1) (Ms. MacDonald abstained).

V. Old Business:

A. Discuss Elementary School Project:

Chair Ames mentioned that the Board had previously voted on Option 5. She stated that Option 5 is the new school on the new site. Ms. Ames noted that since the vote, the Board has done a lot of due diligence concerning the consolidation request. Ms. Ames commented that she only believed there was something for the Board to vote on tonight if someone wanted to move forward with the consolidation request.

Mr. Cutter stated that he believed it should be voted on because the Board has a new member. Mr. Plansky said that at the last meeting, Dr. Jette commented that the School Board should vote to decide which direction the District is heading. Mr. Cutter added that the Board should revote because the dollar amounts have changed.

Ms. Ames stressed that she was not against a revote but did not believe the Board needed to revote. The Board has already voted, regardless of the makeup of the Board, and approved moving forward with the request.

Dr. Jette said that the current number for a new school is \$39M, with \$7M coming from Building Aid. The loan would be for \$32M, which does not include the interest. Ms. Harrison said that NRPC Executive Director Jay Minkarah calculated the cost last year while working with the CIP Committee. The price, including interest, would be approximately \$55,436,282. Dr. Jette noted that this number was based on the school costing \$35M, and the cost has increased over the year to \$39M. This means that the cost plus interest would be more than \$55M.

Mr. Cutter made a motion to approve the new elementary school on the land identified that was voter-approved last March. Ms. Harrison seconded the motion. The motion passed (5-0-0).

The Board discussed what is happening in other towns, especially Hooksett. Ms. MacDonald pointed out that Hooksett does not have a high school, and the parents are sending their children to Londonderry. She noted that if local towns had empty spaces in their schools, those spaces would have been taken. She added that Alvirne is not an option.

B. Follow-Up - Community Forum:

Ms. Widman commented that Mr. Hess might be asked to contribute, and Mr. Mitchell would speak about the elementary processes. She thanked the Committees that were involved in helping with all the changes. Ms. Widman stated that the following occurred over the last couple of months:

- a. The Social Studies curriculum was revised and approved.

- b. Significant progress was made on the secondary ELA curriculum. Hopefully, it will be ready in October.
- c. Considerable progress was made on the Science curriculum. Hopefully, it will be ready in October.

Ms. Widman said the areas highlighted from the Community Forum when she originally came to the Board were areas of need or desired change. She noted that each of these areas has a final recommendation. Approved by PERC and brought to the Board for a first read on May 3. The Board approved it on May 24

Priority	Deadline	Action Steps - The party responsible
Revised Social Studies Curriculum	Completed and Approved	Approved by PERC and brought to the Board for a first read on May 3. The Board approved it on May 2
Revised ELA Curriculum	To PERC in September, To the Board in October	Revise competencies - GMS grading team; Secondary grade level groups. Complete writing in building teams
Revised Science Curriculum	To PERC in September To the Board by October 4	Revise competencies - GMS grading team; Secondary grade level groups Complete writing in building teams
Rolling Grades	Ready for the Board	Final Recommendation for the Board
Assessment Plan Changes	Ready for the Board.	Final Recommendation for the Board
WSP and Rubrics	Ready for the Board	Final Recommendation for the Board
Procedure Review and Accountability.	Ready for the Board	Final Recommendation for the Board
Elementary Report Card		Draft example Competencies and Indicators

Ms. Widman said the District would eliminate rolling grades from LMS and CHS. GMS does not have rolling grades. Report cards will be issued at the end of each semester, with progress reports given at the end of quarters one and three. Each semester will count at 50% of the final grade, and credit will be given at the end of the course.

Ms. Widman mentioned that formative work would count as 15% of each competency grade for the upcoming school year. She acknowledged that the District would need to work with Teachers on what constitutes formative work.

The Board and Ms. Widman discussed the expectations and parameters the Teachers would have to learn.

Ms. Harrison stressed that if parents have a concern, those concerns must be brought to the Teacher. Ms. Widman agreed and added that there has to be a chain of command. The concern was that if parents did not bring their concerns to the Teacher, it would be too late when the issue was brought to the District's attention.

Ms. Widman mentioned that the District would have to wait to see how these changes affect the grading. She noted that even though a student's formative work is now 15% of their competency grade, the students still might need to change their attitude towards formatives.

Ms. Widman commented that all courses at CHS would have a summative competency assessment. The District will be working on review processes regarding the assessments but also make sure that the Teachers are grading the same. LMS has asked for an extra year to implement the procedures because of the amount of new staff.

Ms. Widman stated that they had many discussions regarding work-study practice and rubrics. The work-study practices and rubrics have remained the same. The Board discussed what rubrics are. Ms. Widman explained how the work-study practice is the behaviors that students are demonstrating; She commented on why a student's behavior and participation

in class is a separate competency and therefore graded separately from the student's academic grade.

The School Board expressed their concern that if a Teacher only gave one formative, 15% of a student's competency grade would be based on that one formative.

Ms. Ames noted that it was 8:09 pm and asked if anyone in the public wanted to comment.

C. Community Comment 8:09:

a. Corey Sultzen, Grade 5 Teacher -

Mr. Sulzen said that Grade 5 has a lot of High Honor Roll students because the Teachers are allowed to retest the students as many times as they want. He pointed out that students might have problems with subtracting fractions. He mentioned that a student could receive a "B" because a student could retake the test as many times as they wanted. Mr. Sultzen commented that students receive lower state standardized scores because they cannot retake the test for a better grade.

Mr. Sultzen said that with competency-based grading, the District is trying to teach the skills to the students, and at the same time, they are trying to grade on a percentage. He stressed that the grading is for the parents and the feedback is for the students. Mr. Sultzen added that you could not have both competencies and grading on a percentage simultaneously without problems.

b. Noah Benoit, Social Studies Teacher -

Mr. Benoit mentioned that Ms. Ames said attaching a grade to a formative would now make it matter. He wanted to concentrate on the word "matter" and said Ms. Ames's comment meant that the formatives did not matter before. Mr. Benoit stated that the students should be doing the formatives because it is important to their growth and development. He stressed that students should not be doing formatives to bring a grade from a "B" to an "A."

c. Melissa Raikey, 13 Naticook Avenue -

Ms. Raikey commented that she was listening to the correspondence and believed her emails were misunderstood or misrepresented. Ms. Raikey stated that she sent the emails to the Board because she was part of the Dress Code Committee a few years ago. Ms. Raikey was disappointed that three Board members, who were not part of the Dress Code Committee, had strong opinions on the hat aspect.

Ms. Raikey noted that she believes there is a benefit to the students for being able to wear hats at school.

Ms. Raikey mentioned that when a Sub Committee is put together and the Committee makes recommendations, those recommendations should be listened to over the personal beliefs of the people who were not part of the meetings.

Ms. MacDonald stated that she was asked to make the correspondence quick and concise.

Closed at 8:16 pm.

D. Follow-Up - Community Forum (Continued):

Ms. Widman commented that the last piece was regarding the Procedure Review and Accountability. She noted that two topics were regularly brought up. One was the irregularity of the reassessment of procedures. No changes were made, but the decision was to implement the procedures with commitment. Part of this will be working with the Teachers to put the ownership of learning on the students.

The procedure piece is that each building is dedicated to reviewing the expectations at the start of the school year and building an accountability plan.

The Board discussed the policy for reassessment. [Reassessment Link](#)

The Board discussed that there are circumstances where the Teachers need to make an exception and times when a student should not be able to take a test five times.

The second regular topic was late work expectations and procedures. Ms. Widman said they put it back on the buildings to revise or create late work expectations. She mentioned that LMS has chosen not to make a late work expectation, and CHS is changing its policy, and it will be in place by the July meeting.

Ms. Ames pointed out that her concern was consistency. She was concerned that what one Teacher may do is different from another Teacher who works in the same Department and building. She added that the communication between the student and Teacher has to be clear and understood.

Ms. Widman commented that Dr. Jette was correct; there are tough parents in Litchfield who can be ruthless to some Teachers. Mr. Plansky said that it is incumbent on the Administration to stand up to the parents. It was pointed out that the parents are not going to the Administration; they complain to the School Board.

Ms. Widman mentioned they were asked to work on the elementary school report card. Mr. Mitchell reviewed the report card and provided the Board with a sample of a Grade 4 [elementary school report card](#) and [All Grade Indicators](#).

Ms. Ames asked for a motion to approve the recommendations from Ms. Widman regarding Grading and Reporting.

Mr. Cutter made a motion to approve all the recommendations. Ms. Ames seconded the motion. The motion passed (5-0-0).

The Board thanked Ms. Widman for her hard work.

E. Capital Improvement Plan:

Dr. Jette mentioned that the CIP Committee asked the School District to submit their draft project submissions by July 17. If the CIP has questions regarding the submissions, they will be asked on Monday, July 17, and the final submissions are due by September 18. The School Board will meet on July 12 before the draft submissions are due.

[CIP Spreadsheet](#)

The Board discussed the CIP Spreadsheet because the numbers were not updated. The Board thought that Ms. Flynn might have created the spreadsheet.

[CIP School Spreadsheet](#)

Dr. Jette asked the Board if there was anything that they wanted to update on the spreadsheet. Mr. Cutter said he needed clarification on why the LMS fields were separate line items. He pointed out that the District is presenting a new elementary school, and essentially GMS would no longer exist. He asked why the LMS fields would still be on the GMS property. Mr. Totten said that the tax map shows that the GMS property differs from the LMS fields. Ms. Ames added that the fields behind GMS belong to LMS.

- | | | | | |
|----|-----|------------------|-------------|-------------------------|
| a. | GMS | (Map 9, Lot 23) | 6.20 Acres | |
| b. | LMS | (Map 12, Lot 11) | 62.01 Acres | LMS Map |

Mr. Cutter stated that the LMS fields are in terrible condition and must be replaced. The Board discussed how the students go to the GMS baseball field to play softball or baseball. Mr. Cutter noted that there were games this year that the other schools demanded that the games be played at another or their home field.

Dr. Jette commented that this year was challenging because the District could not find anyone to maintain the fields. He added that the attention went to CHS because the students played at a higher caliber. Mr. Cutter stated that if the District was going to move forward with the new elementary school proposal, then the District should be creating fields on the

LMS property. He added that on the left, from where the LMS parking lot is, the District could build athletic fields.

Ms. Ames agreed there was a need, and "LMS fields" should move from **Necessary** to **Priority**. Dr. Jette noted that if they have a more District-focused project, they would be able to get more community buy-in.

Mr. Cutter agreed to go along with the will of the Board but asked that the priority ranking be changed.

Ms. Ames made a motion to amend the Litchfield School Board CIP matrix and move up LMS Fields to the number six slot and slide everything else down. Mr. Cutter seconded the motion. The motion was withdrawn (0-0-0).

Mr. Cutter made a motion to move it up to the number eight spot. Ms. MacDonald seconded the motion. The motion was passed (5-0-0).

The Board agreed to make the LMS Fields a ranking of **Priority**.

Mr. Cutter made a motion to change the LMS Fields priority ranking from **Necessary** to **Priority**. Ms. Ames seconded the motion. The motion passed (5-0-0).

F. Policy Committee:

Mr. Cutter said that the Policy Committee met earlier today, and they talked about the reconciliation performed on all of the District's policies against the NHSBA website. He added that the Policy Committee agreed to meet on July 12 for four hours. This would occur before the School Board meeting.

VI. New Business:

A. Litchfield Educator Model of Supervision:

SUPERVISION AND EVALUATION PHILOSOPHY AND MODEL

Dr. Jette said that there were six people in the room who worked on the document. They are:

- Janine Anctil
- Corey Sultzen
- Marie Widman
- Dan Mitchell
- Jacob Hess
- Himself

Dr. Jette stated that there were competing documents on the website, and finding the professional growth model took a lot of work. When the document was adopted at first, it was quickly amended. The document was approximately 146 pages. This past spring, a Team of Administrators sat down, took the 146-page document, and re-wrote it into a five-page document with hyperlinks.

Once the Administration Team had a draft document, they presented it to the LEA. This is the document that the District would like the Board to proceed with next year: [Litchfield Educator Model of Supervision \(LEMS\)](#).

Ms. Ames asked the Board members to review the document, and the Board would vote on it at the July 12 meeting.

Dr. Jette informed the Board that the word "Educator" has replaced the word "Teacher" in many documents. He noted that the document includes Counselors, who are considered more an Educator than a Teacher.

B. Policies:

1. First Read:

- a. [JICA – GBEBBA - Dress Code Policy](#)

Ms. Ames mentioned that the Policy Committee did discuss the Dress Code Policy this afternoon. The Committee elected to present and put forth the language that the Dress Code Committee recommended. The Policy Committee recommends that the District stick with the original language because it allows CHS and LMS staff to have discretion in their classroom.

Ms. Ames stressed that the Board had discussed the topic for two months. Ms. Ames added that this was a first read because of the language change. She recommended that the Board waive the policy and make tonight the first and second reading.

Mr. Cutter made a motion to finally approve the Policy JICA – GBEBBA Dress Code. Ms. Harrison seconded the motion. The motion passed (4-1-0). (Ms. MacDonald voted "no").

VII. School Board Comments:

- A. None

VIII. Manifest:

- A. The Manifest was circulated for signatures.

IX. Upcoming Meeting:

- A. July 12, 2023 @ 5:30 pm. - School Board Meeting

X. Non-Public Session:

Non-Public Session under RSA 91-A: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, 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. Plansky made the motion to enter Non-Public at 9:17 pm. Mr. Cutter seconded the motion. The motion passed (5-0-0).

XI. Return to Public Session:

Ms. Harrison made a motion to adjourn the Non-Public Session. Ms. Ames seconded the motion. The motion passed (5-0-0).

Roll-Call

- | | | |
|------|-------------------------|-------|
| i. | Chair H. Ames | - Yes |
| ii. | Vice-Chair E. MacDonald | - Yes |
| iii. | A. Cutter | - Yes |
| iv. | C. Harrison | - Yes |
| v. | P. Plansky | - Yes |

XII. Adjournment:

Ms. Ames motioned to adjourn the Public meeting at 10:11 pm. Ms. MacDonald seconded the motion. The motion passed (5-0-0).

Roll-Call

- i. Chair H. Ames - Yes
- ii. Vice-Chair E. MacDonald - Yes
- iii. A. Cutter - Yes
- iv. C. Harrison - Yes
- v. P. Plansky - Yes

Respectfully Submitted,
Jan Sullivan
School Board Recording Secretary