

# A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the Litchfield School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing Google Meet for this electronic meeting.<sup>1</sup> All members of the Litchfield School Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-877-568-4106, password 544-679-229, or by clicking on the following website address: [Litchfield Community TV](#).

*b) Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting telephonically. Instructions have also been provided on the website of the Litchfield School Board at: [School Board Agendas](#).

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please email Christina Harrison at [charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org) or Michele E. Flynn at [meflynn@litchfieldsd.org](mailto:meflynn@litchfieldsd.org).

*d) Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

<sup>1</sup> Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

# LITCHFIELD SCHOOL DISTRICT

May 29, 2020

ENROLLMENT	PreK	K	1	2	3	4	S-TOT	5	6	7	8	S-TOT	9	10	11	12	S-TOT	TOTAL
Griffin Memorial	41	78	92	98	77	91	477											477
Litchfield Middle								94	94	95	114	397						397
Campbell High													118	100	110	108	436	436
TOTAL																		1310
MONTHLY ENROLLMENTS 2019/2020																		
September 27, 2019	41	76	90	98	76	92	473	95	94	94	113	396	120	103	107	109	439	1308
October 25, 2019	43	76	89	98	76	93	475	96	94	94	113	397	120	103	108	108	439	1311
November 25, 2019	45	77	90	99	77	93	481	96	94	94	114	398	119	101	109	108	437	1316
December 19, 2019	45	77	91	100	77	93	483	95	94	94	114	397	119	101	109	108	437	1317
January 31, 2020	45	77	92	99	77	93	483	95	94	95	115	399	118	101	109	107	435	1317
February 21, 2020	43	77	92	99	77	93	481	95	94	95	115	399	118	101	109	107	435	1315
March 27, 2020	43	78	92	98	77	91	479	95	94	95	115	399	118	100	110	107	435	1313
April 24, 2020	42	78	92	98	77	91	478	95	94	95	115	399	118	100	110	108	436	1313
May 29, 2020	41	78	92	98	77	91	477	94	94	95	114	397	118	100	110	108	436	1310
							0					0					0	0
May minus Sept.	0	2	2	0	1	-1	4	-1	0	1	1	1	-2	-3	3	-1	-3	2

## Kindergarten Registrations

1/31/20	56
2/21/2020	60
3/27/20	62
5/29/20	65

## 1st Grade Registrations

1/31/20	77
2/21/2020	78
3/27/2020	78
5/29/2020	80

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## LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

### Draft Minutes for May 20, 2020

Location: Town Hall & Remote Locations

#### In attendance:

B Bourque, Chair (Remote Location)  
 C Harrison, Vice Chair (Remote from Home)  
 E MacDonald, Board Member (Remote from Home)  
 R Meyers, Board Member (Litchfield Town Hall)  
 T Hershberger, Board Member (Remote from Home)  
 Dr. Michael Jette, Superintendent (Litchfield Town Hall)  
 Cory Izbicki, Business Administrator (Remote from Home)  
 William Lonergan, Principal, CHS (Remote from Home) (public session only)  
 Chloe Steiniger, Student Representative (Remote from Home) (public session only)  
 Trevor Scopelites, Student Representative (Remote from Home) (public session only)  
 Michele E. Flynn, Administrative Assistant (Remote from Home)

*In an effort to help slow down or stop the spread of the Novel Coronavirus (COVID-19), the School Board has implemented social distancing. We are following Governor Sununu's [Emergency Order #12](#) related to public meetings. Therefore, the town hall will be closed to the public and only 3 people will be in the physical presence. The meeting will be broadcast live on Litchfield TV, and a phone number will be provided for the public to call and listen to the meeting. Public comments, including concerns about accessing the meeting, must be sent via email to Christina Harrison, School Board Vice-Chair, at [charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org), and Michele E. Flynn, Administrative Assistant, at [meflynn@litchfieldsd.org](mailto:meflynn@litchfieldsd.org).*

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

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

**ACCESS CODE: 249-391-757**

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

4:00 p.m.

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

*The School Board entered into non-public session at 4:12 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.*

*Non-public session ended at 5:12 p.m.*

#### II. PUBLIC SESSION

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

Mr. Bourque called the meeting to order at 5:13 p.m. He read the Chair's statement regarding meeting procedures and took roll call attendance: **Mr. Bourque, present; Mrs. Harrison, present; Mrs. MacDonald, present; Mr. Meyers, present; Mrs. Hershberger, yes.**

##### B. Pledge of Allegiance

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

The Grading and Graduation Plans topics were moved up to Superintendent's Comments.

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**D. Summary of Non-Public Actions from May 6, 2020:**

*Mr. Meyers made a motion to approve the non-public minutes of April 15 and 29, 2020. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

*Mr. Meyers made a motion to accept the nomination of Emily Post as CHS Science teacher, at a salary of \$55,174 for the 2020-2021 year. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

*Mr. Meyers made a motion to authorize the Superintendent to negotiate a memorandum of agreement with the LEA with the following parameters:*

- 1. Students will finish the 2019-2020 year with 180 instructional days and end on June 18, 2020,*  
*Or,*
- 2. Students will finish the year with 173 instructional days and end of June 9, 2020, with teachers working 7 additional days as follows: credited for 3 days of past work (record at least 12 previous hours of professional development in MLP), 1 day to close out the current school year, and 3 days or 21 hours of new professional development to be completed between June 10 and June 18, 2020. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Harrison, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.*

**E. Presentations and Recognitions**

There were no presentations or recognitions.

**F. Correspondence**

Mrs. Harrison reported there were three articles of correspondence.

Colleen Gamache, regarding the date for CHS Graduation. Mrs. Gamache wrote that she was informed that the School Board and Superintendent would like to hold graduation on either June 5 or 6. She wrote that she was on the Graduation Committee and the members were in agreement on May 13 to hold graduation on July 24/25. She wrote the graduation ceremony should be live on the CHS Football field and graduates allowed to have 4 guests. She wrote that Mr. Lonergan has a copy of the plan that Mr. Norton created for social distancing.

Theresa Beaudet, 8 Hamel Circle, wrote a letter regarding final dates for the school year and the date for CHS graduation. She wrote that CHS administration, teachers, parents and seniors want a traditional graduation. She wrote that she learned the date for graduation is June 5, with a rain date of June 6, seems abrupt and arbitrary. She wrote that she is a member of the graduation committee, which has spent countless hours thinking and discussing development of a plan. She requested the School Board reconsider the early graduation date and allow greater flexibility for another date in June or July.

Jim Norton, Woodhawk Way, wrote that he is a member of the graduation committee and they have reviewed a comprehensive plan to have an outdoor graduation at CHS for the Class of 2020. He wrote the plan includes all 99 graduates and their families on the CHS football field with social distancing. He wrote that it is his hope the School Board reviews and approves this plan.

**G. Comments:**

● **Superintendent**

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

○ **CTE / VLACS Update**

Dr. Jette indicated that several parents have expressed concern regarding student GPAs. He commented that Mr. Lonergan has an update regarding VLACS and CTE classes.

Mr. Lonergan acknowledged that there was much concern regarding applying VLACS courses to student GPAs. He indicated that the courses cannot be applied to this year's GPAs because they have already been calculated for seniors and could impact students graduating with distinction, top ten, valedictorian, salutatorian, etc.

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Mr. Lonergan recommended that the courses can be applied to the student GPAs after June 30, which will be reflected in their transcripts for this year.

Mrs. MacDonald commented that the solution sounds fair as long as it includes sophomores and juniors.

Mr. Lonergan commented that policies will need to be changed to reflect that college classes count toward the students' GPAs. He indicated that the CHS Student Handbook would be updated for next year to reflect that VLACS courses and CTE class credits will be factored in as well.

Mr. Bourque commented that the discussion for changing the handbooks for next year is a separate discussion. He noted we are currently discussing the topic for this year.

Mr. Lonergan indicated the Distance Learning policy will be revised to reflect VLACS as a component of distance learning.

**o Student Handbooks**

Dr. Jette indicated changes to student handbooks was discussed in the prior topic.

**o Latin Honors**

Dr. Jette commented that he had a conversation with Mr. Lonergan of using the Latin Honors system (summa cum laude, magna cum laude, cum laude) instead of class ranks as there are students who do not get recognized for their achievements.

**o Dress Code**

Dr. Jette commented that the Dress Code Committee has not met since the last time the policy was discussed by the School Board. He indicated the only issue the Board had with the revised policy was with regard to wearing hats in class.

Mr. Bourque commented that the teacher at the high school can say a student can wear a hat in the classroom, but not in the hallway.

Mr. Perez commented students are allowed to wear hats in the hallway, but the policy states it is the teacher's discretion to allow the students to wear hats in class.

Dr. Jette indicated that the administration supports removing the restriction on hats at the high school and empowering faculty members with the discretion to allow students to wear hats in the room.

Mrs. Harrison commented GMS and LMS administration were in support of not allowing hats at their schools. Dr. Jette indicated it is the administrators' discretion.

***Mr. Bourque made a motion to approve policy JICA, Dress Code, for a 1st Reading. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

**o Enrollment**

Dr. Jette reported the enrollment numbers for GMS for 2020-2021 as of May 15: Kindergarten = 64; Grade 1 = 80; Grade 2 = 93; Grade 3 = 98; Grade 4 = 77. He indicated that Grade 1 enrollment is four students away from requiring a fifth teacher according to the Class Size Policy.

**• Graduation Plans (moved up from later in the agenda)**

Dr. Jette reported that he had a discussion regarding graduation plans with Mr. Lonergan earlier today. He indicated that data reflects stakeholders would like a traditional graduation. He noted the students deserve it and he would like to avoid pushing it off until July because of students going into the military and not being able to graduate with their class.

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Mr. Lonergan commented those going into the military are slated to leave late July and we talked about recognizing those students at another time. He shared a plan for graduation with the Board.

- Graduation will be held on the CHS varsity athletic field
- 5:30 pm start
- Social distancing will be ensured
- All surfaces will be cleaned and disinfected
- Students and no more than 4 family members will be seated in a group 10 feet apart in every direction from the other family groups
- Students will retrieve their diplomas off a table on the stage
- 1 vehicle per family - parking pass with graduate's last name on passenger side window
- Assigned parking spots beginning at 4:15 pm
- Graduates and families will wait in cars until directed to enter the field and be seated
- All attendees must ensure that:
  - they have had no close contact with COVID positive individuals
  - no fevers in the last 72 hours
  - no COVID symptoms
  - no flu-like symptoms
  - have not experienced change in smell or taste
- All attendees must wear masks
- Families not allowed to leave assigned spot until conclusion of ceremony
- Medical staff will be present to assist in case of emergency
- If transport for someone is needed from parking lot to field, advanced notice is required for assistance from the Fire Department
- All staff will wear masks and observe social distancing
- Superintendent, Principal and Board Chair on stage only
- 3 LCTV staff will be working
- Photographer will have space near stage to take pictures of graduates coming off stage
- Other Board members will stand or sit with faculty
- Police cruisers will be stationed at 3 locations to assure people do not try to access the event if they do not belong there
- Individuals not adhering to the rules will be ejected.

Mr. Bourque commented that you cannot force people to wear masks as that is infringing on their civil rights.

Mr. Lonergan indicated they will be allowed to remove their masks when they are seated.

Mr. Bourque asked to check with legal counsel about requiring the wearing of masks.

Mr. Meyers asked if graduates will be wearing masks as they cross the stage. Mr. Lonergan indicated they will not be required to do so if they are able to maintain social distancing.

Mr. Lonergan commented that the Graduation Committee would like to have students sign their names to a Class of 2020 banner in lieu of a class picture. He noted at the close of the event, faculty will go back to the building, parents/families will go to their cars and exit via the back of the building.

Mrs. Harrison asked how much time is needed to prepare for this.

Mr. Perez indicated it will take a couple of days to design traffic patterns and approval is needed from the NH DOE. He suggested pushing the date to June 13, 14 or 15.

Dr. Jette commented there is a likelihood of an evening thunderstorm in late June. He indicated that when he made the announcement about a graduation date it mentions that June 5 or 6 is the earliest date we would be able to do it. He noted it was never set for a specific date.

Board members agreed on scheduling CHS Graduation for June 12 with a rain date of June 13.

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- **Grading (No Harm Grading)** *(moved up from later in the agenda)*

Dr. Jette shared information regarding No Harm Grading with the Board. He indicated it is an ongoing dialogue and will be discussed with the Administrative Team tomorrow. He noted that staff are being provided with a guidepost, which is the end of term 3 (when school ended). He commented that staff are being asked to exercise grace and err on the side of the student when determining final grades because not all students adapted well to remote learning or have the same level of support through their learning. Dr. Jette indicated this has to be wrapped up expediently with clarity so we can plan for the opening of schools successfully in August. He noted there have been many questions from staff as they are concerned about making inaccurate decisions. Dr. Jette informed them to concentrate on if they have met the competencies.

A lengthy discussion regarding concerns with grading and student participation followed.

Dr. Jette indicated that the district is staying the course with grading and there will be no pass/fail grades.

- **School Board**

Mrs. MacDonald asked Student Representatives if they had any concerns with grading.

Ms. Steiniger indicated teachers are pretty lenient with assignments and grades.

Mrs. Harrison suggested if students and parents have concerns, they can reach out to the teachers.

- **Student Representatives**

Student representatives had no comments.

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

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Mrs. Harrison reported there was no public input.

### **III. GENERAL BUSINESS**

#### **A. Public Minutes:**

- **May 6, 2020**

***Mrs. Hershberger made a motion to approve the public minutes of May 6, 2020. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

### **IV. REPORTS**

#### **A. Business Administrators Report May 2020**

- **End of Year Encumbrances/Purchases**
- **Summer Projects**

Mr. Izbicki shared some options for use of end of year funds with the Board. He indicated that there are some items from FY21 that are being considered to be paid ahead: CHS dugout roof needs significant work; looking into mobile bleachers for the stadium field; locker room flooring at LMS is in need of replacement; consistent door lock system district-wide; items at GMS have been identified, but we are questioning if we want to put any further money into the school. He indicated capital items were identified for the Capital Improvement Plan.

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Mrs. Harrison was concerned that we have what we need to reopen schools in terms of PPE for staff and students, hand washing stations, touchless paper towels and soap dispensers, additional hand sanitizer dispensers. She indicated that these items are going to be needed when we reopen the buildings. With reference to the CHS stadium field bleachers, she asked why the Boosters decided not to go forward with new bleachers.

Mr. Bourque indicated they realized that full bleachers were too expensive.

Mr. Izbicki commented that Mr. Knight shared communication from the Boosters that they spent more time with the press box and would now like to concentrate on indoor sports. He indicated the bleachers on the field failed inspection for two years and are unsafe to sit on.

Mrs. Harrison felt that we should concentrate on areas that align with new guidelines to reopen buildings.

Mr. Bourque commented we should be at a point by now where sanitary wipes should be supplied by the district to all classrooms in each building. He indicated that we want to offset the tax increase and asked what the amount would be.

Mr. Izbicki indicated the estimated fund balance for FY20 is \$1.3M, with \$219,000 going into Capital Reserve Funds and approximately \$300,000 available to encumber while returning approximately \$790,000 to the taxpayers to offset the tax rate increase.

Dr. Jette commented he does not see the feasibility in hand washing stations. He indicated a massive station would be needed to accommodate several children at once, otherwise they will be limited to one student at a time and then they need to dry their hands. He noted that installation would be challenging as well, for example, at GMS a drinking fountain would have to be removed from a wall for plumbing, a hot water line installed, and the wall repaired.

Mrs. Harrison suggested putting them out near the playground so they can wash their hands before entering the school building. Dr. Jette indicated that would only work until winter.

Mrs. Hershberger commented that she has information from WMUR that there is a possibility of renting hand washing stations. She offered to provide the information to the Superintendent and Board.

Mr. Bourque disagreed with purchasing PPE items ahead. He indicated that we do not know what the government is going to do and there could be a grant for that at some point.

Board members discussed other options such as additional cleaning machines and sanitizing items needed. Dr. Jette indicated that these items require batteries and we have to think about that expense as well.

Mr. Bourque asked members to review the list provided by Mr. Izbicki, which will be discussed at the next meeting.

## **V. OLD BUSINESS**

### **A. Coronavirus Review and Update**

- **Grading Update** *(moved up to Superintendent's Comments)*
- **Graduation Plans** *(moved up to Superintendent's Comments)*
- **Fall School Reopening Plans Update**

Dr. Jette reported that staff, students and parents have been surveyed and our results mirror other districts' results. He indicated that one quarter of the faculty is reporting they are not comfortable returning no matter what safety procedures are implemented. Reasons include that some faculty have underlying conditions. He indicated approximately one third of parents are not sending their children back to school because they are not convinced the district can provide a safe environment or until there is a vaccine.



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Dr. Jette commented that a Reopening Task Force needs to be established and meet as soon as possible to begin working on reopening options. He expressed concern over the Commissioner of Education's Reopening Task Force, but noted they will provide guidance. He noted the task force is made up of approximately 50% public schools, 50% private/charter schools. Dr. Jette was concerned that if we are not able to adjust and adapt, charter schools will do it for the families who do not want to send their children back to our schools. He was concerned our district could potentially lose students. He indicated we have to determine how to grow and adapt and be competitive as people try to figure this out.

Mrs. MacDonald was concerned about the teachers who do not want to return and about social distancing on transportation.

Mrs. Harrison, Mrs. Hershberger and Mrs. MacDonald were interested in serving on the Reopening Task Force.

Dr. Jette indicated that work groups will be set up with a Board member focusing on a certain area. He commented we all want to go back to normal, but the reality is the virus is in control and we have to adapt. He reported a check in station has been set up for individuals coming into the school on a daily basis, which includes a form each person has to complete each day. He noted we are getting tremendous resistance from employee groups, but the reality is we are in the middle of a pandemic.

- **Food Services**

Mike - numbers remain strong - good process for operation - keep in mind revenues are off - we will get reimbursed by State but not at same level -

- **Hand Washing Stations**

**B. FY22 Budget Schedule Update**

Dr. Jette and the School Board discussed scheduling options for FY22 Budget preparation and review meetings. He informed the Board that the Budget Committee is having the conversation regarding scheduling the budget hearings on Saturday, January 16, 2021, which is Martin Luther King weekend.

Mr. Bourque indicated that is not a good date for the hearings.

Dr. Jette indicated that concern was voiced with the Budget Committee Chair. He noted it will be difficult to have staff attend.

**C. MOA on Co-Curricular Stipends**

Dr. Jette discussed crafting an agreement for co-curricular stipends with the Board. He reported this is the final product of the committee and it was ratified by the LEA. He indicated that the Board is required to vote their approval for the MOA to become part of the CBA.

Mrs. Harrison asked why some positions were highlighted in purple.

Dr. Jette indicated those are special assignments and not tiered payments.

Mr. Meyers asked for a list of LMS coach certifications.

Mrs. Harrison commented that it seems as if some stipends are inequitable with the list of co-curriculars.

Mr. Izbicki commented some teams are smaller than others.

Dr. Jette reminded the Board that this was collaborated with a representative committee of teachers and administrators. He felt confident that if an individual felt there was inequity that individual would have spoken up.

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***Mr. Meyers made a motion to approve the Memorandum of Agreement on Co-Curricular Stipends that was ratified by the LEA. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

**VI. MANIFEST**

The manifest was circulated and signed by the Board.

**VII. PUBLIC INPUT**

A. Community Forum

There was no public input.

**VIII. ADJOURN**

***Mrs. Harrison made a motion to adjourn the meeting at 8:00 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

Respectfully submitted,

Michele E. Flynn

Administrative Assistant to the School Board

## **Griffin Memorial School PRINCIPAL'S REPORT**

**Submitted by Scott Thompson**

**For the June 3, 2020 School Board Meeting**

**Distance Learning Began on Monday, March 16, 2020.**

### **Current Enrollment as of 5/28/2020**

- PreK – 41
- Kindergarten – 78
- Grade 1 – 92
- Grade 2 – 98
- Grade 3 – 77
- Grade 4 – 91

Total current enrollment - 477

### **Projected Enrollment for Fall, 2020 (all enrollments current as of 5/28/20)**

- PreK – 29 (plus several others in referral process)
- Kindergarten – 65 (Policy - 5 classes at **76** - Currently planning 4 classes)
- Grade 1 – **80** (Policy - 5 classes at **84** - Currently planning 4 classes)
- Grade 2 – 93 (Policy - 5 classes at **84** - Currently planning 5 classes)
- Grade 3 – 98 (Policy - 5 classes at **84** - Currently planning 5 classes)
- Grade 4 – 77 (Policy - 5 classes at **97** - Currently planning 4 classes)
- Total current enrollment for 2020-2021 – 442

**Recognitions:** I would like to thank our PTO for its continued support of our students, and especially our fourth grade class during Remote Learning. They have succeeded in producing a yearbook and making T-shirts for all of our fourth graders, and will present them with gifts on the day of the Reverse Parade for Grade 4 Recognition, Monday, June 8.

I would also like to thank staff member and parent Lauren Sampson for engaging other families and creating a really moving thank you video for the GMS staff, to acknowledge their outstanding commitment to students, families and continued learning during the COVID-19 school closure. [https://www.youtube.com/watch?v=aW2Xltcj1B4&feature=emb\\_err\\_woyt](https://www.youtube.com/watch?v=aW2Xltcj1B4&feature=emb_err_woyt)

## **Distance Learning Status Report:**

**Background:** The closure of schools due to the COVID-19 pandemic has been extended in increments, first through May 3 and ultimately through the end of the school year. Our staff has been working to make the transition from a “sprint to a marathon.”

### **Responses and Developments:**

- Since March 17, we have provided daily recorded and written **Morning Messages** to students and families. This has become a vehicle for information sharing, of course, but

has also evolved into a community-building opportunity. We have had student and family challenges resulting in photos being shared through our website (egg decorating, rainbow messages). Mrs. Clinton-Jones reached out to staff members to record themselves reading children's books aloud, and has now published a third list of readers. [Guest Readers Part 3](#).

- We provided opportunities for staff to clear rooms over multiple days in April and May, the last May 21. Staff wore PPE while in the building, and we limited participation to 10 on a given day. Many came in for multiple days.
- Now that all rooms are cleaned out, we have started a **parent pick-up process**, using an alphabetic distribution of parents over time and a safe distribution method. General pickup for parents (including dropoff/return of library books and classroom library books) is on Monday, June 1 from 8-2.
- We continue with weekly virtual meetings of grade level and other teams. We have had two virtual PTO meetings (April and May) and several smaller planning meetings for Grade 4 recognition. To help with the process of transition to a new principal, I have invited Dan Mitchell to join all school based meetings and he also attended the May PTO meeting.
- We have planned many **end-of-year events**:
  - **Monday, June 1** - parent pickup of student belongings and dropoff of library books; 8:00 to 2:00, in alphabetic groups:
    - Student last names beginning with A-C 8:00-9:00 am
    - Student last names beginning with D-H 9:00-10:00 am
    - Student last names beginning with I-M 10:00-11:00 am
    - Student last names beginning with N-R 11:00 am -12:00 pm
    - Student last names beginning with S-Z 1:00-2:00 pm
  - **Tuesday, June 2** - Asynchronous Virtual **Relay Recess**: [Relay Recess letter 2020](#)
  - **Wednesday, June 3** - Asynchronous Virtual **Field Day**: [iCloud4G.mp4](#)
  - **Friday, June 5, Teacher visits to school**, 7:30 to 9:30, 10-12, and 12:30 to 2:30.
  - **Monday, June 8, Grade 4 Recognition Day**
    - 9:00 - Mrs. Ashe-Lane's class
    - 9:45 - Mrs. Leary's class
    - 10:30 - Mrs. Cohen's class
    - 11:15 - Mrs. CullenKent's class
    - 2:00 to 3:00 - **Reverse Parade for all Grade 4 students** at GMS
    - 2:15 to 3:15 - **Pick-up of PTO gifts, yearbooks and T-shirts for Grade 4** at LMS.
  - **Tuesday, June 9 - Last day of school. Virtual Step-Up Day for students entering grades K-4.** Teachers will host virtual meetings with their incoming class for 2020-2021, so that students can meet their teachers and classmates for next school year. **Students moving from grade 4 to grade 5 do not participate in Step-Up Day.** Instead, they had virtual tours of LMS helping them prepare for moving to grade 5 in the fall. Classroom teachers will send email invitations to the parents of all students entering grades K-4, inviting them to participate in a Google Hangouts Meet for Step-Up-Day.

The schedule for step-up day meetings on June 9 is as follows:

- 9:00 to 9:20 - Incoming Grade K Step Up/Meet your Teacher
- 9:30 to 9:50 - Incoming Grade 1 Step Up/Meet your Teacher
- 10:00 to 10:20 - Incoming Grade 2 Step Up/Meet your Teacher
- 10:30 to 10:50 - Incoming Grade 3 Step Up/Meet your Teacher
- 11:00 to 11:20 - Incoming Grade 4 Step Up/Meet your Teacher
- **Also June 9 - Teacher visits to school**, 7:30 to 9:30, 10-12, and 12:30 to 2:30.
- **Wednesday and Thursday, June 10 and 11** - Parent drop off of textbooks, Chromebooks, library books, classroom library books and math manipulatives, all day from 8-2. No appointment necessary. Staff who have borrowed chromebooks to facilitate Remote Learning are also asked to return them these days.
- **Also June 10-12 - Teachers and staff will be engaged in ongoing PD activities**, choosing from a Choice Board of district-sponsored activities or self-designed (approved) activities.
- **June 15 - last day for completion of year-end responsibilities.**
- **June 15 - Teacher visits to school**, 7:30 to 9:30, 10-12, and 12:30 to 2:30.
- **June 15 - Grading window closes at 3:00 p.m.** Report cards available online in Infinite Campus starting at 3:00 p.m.
- **June 16-30** - Additional time scheduled in building for teachers if needed. Administrative staff will be onsite more often during these weeks completing end-of year tasks and transition process for principals.
- **Great East Festival** - We have been working with the Great East Festival for a refund of our deposit toward the planned June trip. On May 28, they assured us they have begun issuing refund checks in small batches, and that we should be in the next group. Once we receive the check we will refund directly to parents. We have already returned uncashed second-payment checks back to parents if they had not been deposited into our student activity funds.
- **Placement process:** We have had much parent input this year for placement, and have finalized a draft of class placement. Class assignments will be announced for Step-Up Day, June 9. On a related note, we replaced a planned **Kindergarten Screening** event (May 29) with a Google form asking information directly from parents. We had 47 unique responses for 65 incoming K students, a 72% participation rate. There were 55 actual responses, but some were duplications.
- **Summer Program** - We continue to plan for summer, using a Remote Instruction model at this point. The Department of Education continues to develop specific recommendations around reopening, and the district is planning a Task Force to mirror the states School Transition Reopening and Redesign Task Force (STRRT), whose report is due out on June 30. Dr. Jette sent a link to the STRRT parent/staff survey on May 26, and we re-sent it to the GMS community (parents/staff) on May 29.
- **Principal transition** - We have worked to involve Dan Mitchell in the school community, virtually, through participation in building team meetings, the district-wide admin. meeting, and a PTO meeting. He has been a guest speaker several times on our

Morning Messages, and has also been a guest reader, sharing favorite books directly with our students. In addition, we have had weekly virtual meetings between principals to discuss important issues and developments. A planned visit to GMS in person was interrupted by an unexpected online meeting, but we will reschedule visits once we finish our school year. I know he is looking forward to his new role, and am excited that he has already begun to become familiar with many other members of our school community.

Submitted May 31, 2020

Scott Thompson, Principal  
Griffin Memorial School

Litchfield Middle School  
Tom Lecklider  
June 2020

### LMS Principal's Report

#### Recognitions:

- I continue to be most impressed with the incredible work of our entire community in this remote learning environment. We have all worked through challenges over the course of past couple of months. Our teachers and staff have demonstrated an incredible will power, care, and resilience during these times. I am grateful for our amazing team here at LMS! Additionally, a big thank you to our families for their unwavering support through these weeks.
- A big thank you to our 8th grade parents and PTO for planning special recognitions for our 8th grade class, including the reverse parade.

LMS Current Enrollment 3/25/20)	
Grade 5	94
Grade 6	94
Grade 7	95
Grade 8	114
Total	397

#### Remote Learning Overview

Our teachers and staff continue to provide incredible instruction and support to our students. I am overwhelmed with gratitude for all they have done and are doing for our LMS community.

- **End of Year Planning:**
  - 4th Grade Parent Orientation: **June 2nd, 6p**
    - Virtual presentation to review all things LMS to our incoming 4th grade parents and students. We will also have this recorded so that our community can view at their convenience.
  - 4th Grade Student Orientation: **June 2nd, 1p**
    - Virtual presentation to review all things LMS to our incoming 4th grade students. We will also have this recorded so that our community can view at their convenience.
  - Academic Awards: **Monday, June 8th, 7:00p**

- Virtual ceremony to recognize honors and high honors as is our annual tradition. The ceremony will be released in a digital format either pre-recorded or live stream. Students will receive plaques as is tradition at a later date.
  - "LMS Move-Up Information": June 9th
    - Each grade level team will be releasing a link welcoming current students to next year's teams. Teachers will introduce themselves and give some brief information on their grade level teams.
  - 8th Grade Promotion Ceremony: Tuesday, June 9th, 7:30p
    - Virtual ceremony to recognize and celebrate our 2020 8th grade class. The ceremony will include student speeches, student awards, principal and assistant principal's address, and awarding of certificates. Our PTO is working on special recognitions for our 8th graders. We are meeting on Monday, May 4th at 7p.
  - 8th Grade Reverse Parade: June 9th, 5-6p
    - LMS Staff will celebrate and recognize the 8th grade class with a reverse parade. During the hour, families can drive through the LMS driveway. Staff will be distanced along the route, in vehicles, cheering students.
- **Student Personal Belongings Pick-Up & School Materials Drop-Off:**
  - Families will have an opportunity to pick up, curbside, student personal belongings:
    - June 8th, 8a-2p, Grades 5 and 6
    - June 9th, 8a-2p, Grades 7 and 8
  - Additionally, yearbooks will be available for curbside pickup. If a student, who did not order a yearbook, would like to purchase one, we will have them available June 9th, 2-4p.
  - Students will keep their Chromebooks for the summer.





Litchfield School District  
Principal's Monthly Report

**June 2020**  
**Bill Lonergan**  
**Campbell High School**

**Enrollment: As of May 29, 2020**

• Class of 2023 (9th)	118 students
• Class of 2022 (10th)	100 students
• Class of 2021 (11th)	110 students
• <u>Class of 2020 (12th)</u>	<u>108 students</u>
Total	436 students No Change

**CHS End of Year Activities 2020:**

**Graduation:** This is in the planning stages, but we do have a date, Friday, June 12 at 5:30 pm and rain dates on Saturday, June 13 at 10:00 am, and Sunday, June 14 at 10:00 am. It will be a closed ceremony, open to graduates, four members of their family/household, CHS faculty/staff, SAU Administration, School Board members and Litchfield Fire and PD. Senior families have received some general information, but more specific plans will be out by Thursday, June 4. No other members of the public will be allowed to participate. Unfortunately due to the Covid-19 pandemic, we are forced to make some uncomfortable decisions.

**Senior Cap & Gown and Cord Pickup:**

This is in the planning stages and tentatively scheduled for June 9 at CHS. This process cannot be completed until all materials signed out by seniors are returned to CHS or reimbursed to the school for those not returned. We have finished most senior collections. Those who have not returned CHS materials or have not met their financial obligations will not be receive Caps and Gowns and will not be allowed to participate in graduation. Parents please check with your students to ensure they have followed through on this.

**Senior Awards Night: Will be available in a virtual manner at a date to be determined.**

These are being recorded on June 2. These are usually held just before graduation and recognize our scholarship and award recipients.

**Senior Trips:** The Senior Cruise is on hold until we receive clarification from the Cruise Company regarding whether it can be held during the summer.

**The Senior Academic Excellence Banquet:Postponed, but likely it will be virtual if safe conditions can't be met.** This banquet recognizes outstanding seniors, their families, and faculty/staff who have supported them. A proposal exists to have a cookout behind the CHS cafeteria if guidelines allow during the summer. If not possible, a digital ceremony will be created.

**The CHS Junior/Senior Prom:** Postponed but likely canceled for this school year .

**Students Returning Materials to CHS:**



Litchfield School District  
Principal's Monthly Report

**Senior** returns were scheduled the week of May 27. For those who have not returned materials, they will be contacted by email, US Mail, and again, they will not be receiving their caps and gowns and cords or allowed to participate in Graduation until these obligations are met.

**Underclassmen** will be provided a later schedule for returning CHS materials, texts, instruments, library books, calculators, and other equipment signed out. As with seniors, this is being worked out currently between teachers, administration, and administrative staff.

**Final Exams: We will not have Final Exams and have asked teachers to assign End of Course Competency Summatives.**

**Seniors:** Seniors do not take final exams during the second semester. Their grades will be finalized by teachers on or about June 4th.

**9th, 10th & 11th Grade Students:** The last official day of classes is June 9th. Teachers have been asked to assign no new work to underclass students after June 3. June 4, 5 and 8, 9 are reserved for assisting students with competency recovery from semester 2. At teacher discretion, they will be collecting and grading some student work handed in after June 4 as well.

**Performing Arts Awards Night: Likely to take place Virtually on May 26. In planning stages by staff & FOPA.**

Originally scheduled for May 26 a "virtual" event will be posted to the CHS website when available.

**Underclass (Spring) Awards: Created virtually by CHS Administration.**

Originally scheduled for June 5, but should be on the website on Monday, June 1.

**Spring Pops Concert: Postponed until fall of 2020.**

This has been currently canceled for this spring.

**PTO Spring Clothing Drive: Possibly held in June in collaboration with PTO & Epilepsy Foundation if conditions are safe.**

This has been postponed until it is safe according to State of NH guidelines.

**Remote Learning Positives:**

Although we have become more comfortable with the instructional practices of RL, teachers are relaying that it is much more challenging to meet the needs of their teaching roles. Teachers continue to say they are working many more hours than when in the "brick and mortar" environment. They continue to report meeting with students, assigning routine work, and there are significant challenges with grading work, particularly in terms of time available for this. .



Litchfield School District  
Principal's Monthly Report

The administrators continue to have two voluntary meetings each week with staff. Mondays from 2:00-2:45 is with all staff. Fridays at 8:00-8:45 is for professional staff only. The Monday meeting is usually better attended with 40 + staff members (over 50 in some cases) and Fridays continue with approximately 15-20 teachers attending.

The CHS Administration continues meeting daily Monday-Friday for about 45 minutes on a shifting schedule to adapt to our other meetings to keep things moving forward. Mike Perez and I are really challenged in “wandering” through classrooms checking in, but given the planning and preparing for end of the year events including honors and awards ceremony and graduation, it is not occurring with the same frequency as previously.

The CF's and the UA Coordinator are holding regular department meetings/PLC time on Wednesdays. They are reporting good attendance and are working on the routine commitments that occur over the year.

We continue holding our CHS Leadership Team Meetings the second and fourth Thursdays of the month. Topics discussed continue to include Independent Learning Days, continuing our traditional grading and assessments related to Q4, ongoing concerns about student attendance and interventions for those not showing up, and particular attention is paid to student activities and events and asking for guidance and suggestions on canceling/postponing them as we continue to move forward. We are also discussing the end of the year expectations for Competency Summatives, the “No Harm” grading practices, managing competency recovery for students during the last four days of “Classes” and preparing for competency recovery practices over the summer.

We continue to hear that all of our para educators are supporting the students very effectively in the RL environment.

School Counselors continue to be available to students through regular office hour schedules via email and meets in some cases. They continue to update their “Virtual Counseling Department” with regular updates on staying healthy, the college acceptance process, strategies for facing any common challenges adapting to school during the Covid -19 disease and RL. Continuing information is being pushed out to sophomores and juniors about the specific opportunities to attend virtual college fairs as well. The school counseling process faces many of the same difficulty .

We continue to post information for all students in our CHS Google Classroom to check into. We have also had club and organization advisors holding meetings with their organizations to again continue to maintain some of that normalcy for students.

Senior and sophomore projects have come to some interesting conclusions with respect to closing out their commitments. Due to the departure from the traditional school and volunteer circumstances, we have had to significantly revise our expectations being respectful of a huge



Litchfield School District  
Principal's Monthly Report

loss of opportunity for students to perform these.. We are also beginning the process of getting information to students for next year's expectations, and so much is variable and dependent upon what the start of school looks like. We will be sending out more information as we begin the back to school planning. For now, we are planning on moving ahead as normal with the expectations that things will change significantly as we go forward with that planning again.

**Remote Learning Challenges:**

Finding the right balance of work for classes is still a challenge for some students and teachers.. We continue to ask students and parents to communicate with the classroom teacher about these individual student challenges. We have had far fewer concerns with most staff related to teaching/instruction these past few weeks.

Teachers have adjusted to the idea that we are going to continue our traditional grading into the fourth quarter. Some are struggling with the balancing act brought on by the inability to cover curriculum materials and with challenges of students not performing as well in some classes as they had been previously during our time in the building.

**Schedule for June 1 - 5 :**

- **Tues, June 2nd:** Admin team, Julie Green & Michelle Vecchiarello will record the Senior Night Awards in the auditorium, link available June 3rd or 4th
- **TBD:** Senior grades posted in IC
- **TBD:** Underclassman grades posted in IC
- ~~June 5:~~ ~~Underclass (Spring) Awards @ 7:45am in Gym~~

**Looking Further Ahead:**

- June 12: Graduation 5:30 pm start
- June 13/14 Graduation Rain Dates (10:00 am starts: tentative)



# Litchfield School District

## Reopening Taskforce

Summer 2020

**Purpose:** To develop recommendations for the Superintendent and Litchfield School Board regarding the 2020-2021 school year. These recommendations will be based upon known risks associated with the COVID-19 pandemic and will consider current recommendations from local, state and federal agencies. The taskforce will utilize an evidence-based approach to guide our local leaders to provide a high quality educational experience for all students in 2020-2021.

### **Guiding Questions:**

1. What measures (academic, physical & social-emotional) will the school district put in place to safely operate our schools for students, employees, and members of the community?
2. Under what conditions will the school district approach reopening in a remote setting, hybrid setting, and/or full in-school setting?
3. What will be the school district's response in the event of an increase in community infection rate, COVID-19 diagnosis of students/employees, and/or quarantine of students/employees?
4. What are key budgetary factors to consider in planning for the fall of 2020 and beyond?

**Structure:** The structure of our local taskforce will mirror the structure of NHDOE's "STRRT". We will involve Litchfield administrators, teachers, support professionals & staff, parents and students.

**Task Force** - Superintendent\*, School Board Chair, 4 Team Facilitators\*, 3 Principals, LEA President, LSSA President, Town Director of Emergency Management, Parent, & Student

**Teams:**

- Instruction** - Director of CIA\*, 1 teacher and 1 administrator from GMS, LMS & CHS, Board Member, Parent, & Student
- Operations** - Business Administrator\*, Director of Facilities, Director of Food Services, Athletic Director, Administrative Assistant, Board Member, Parent & Student
- Wellness** - Director of Special Services\*, 2 representatives from School Counseling, School Psychologist, School Social Work, Mental Health Clinician, School Nurse, School Administrator, Board Member, Parent & Student
- Technology** - Director of Technology\*, IT Department, 1 teacher from GMS, LMS & CHS School Administrator, Board Member, Parent & Student

**Meeting Schedule:** Organizational Meeting ~June 15, 2020 from 3:00pm - 4:30pm

The Taskforce will meet weekly to synthesize information from each group.

The 4 Teams will also meet twice weekly for 4-6 meetings @ no more than 1 hour each

**Final Report** - We have been told to expect a report with recommendations from NHDOE by June 30, 2020. We will begin meeting in earnest the week of July 6th, and will have a preliminary report drafted for board review and decisions at a special meeting to be held on July 29, 2020.

	<u>3/17 &amp; 3/18</u>	<u>3/23 &amp; 3/25</u>	<u>3/30 &amp; 4/1</u>	<u>4/6 &amp; 4/8</u>	<u>4/13 &amp; 4/15</u>	<u>4/20 &amp; 4/22</u>	<u>4/27 &amp; 4/29</u>	
<u>Monday</u>	100	200	292	360	300	392	166	
<u>Wednesday</u>	240	378	612	660	576	606	618	
		March Total	1842			April Total	1390	
<u>Total Meals Sold</u>	340	578	904	1020	876	998	784	5,500
	<u>5/4, 5/6</u>	<u>5/11/ 5/13</u>	<u>5/18, 5/20</u>	<u>5/22, 5/27</u>	<u>6/1, 6/3</u>	<u>6/8</u>		
<u>Monday</u>	164	148	284	(Fri) 276	240			
<u>Wednesday</u>	588	618	522	504				
<u>Total Meals Sold</u>	752	766	806	504	240	0		3068
			May Total:	2828		June Total	240	
<u>Grand Total</u>								8568
# of Students:								
M - T	25	50	73	90	75	98	83	
W - F	40	63	102	110	96	101	103	
<u>Total Students</u>	65	113	175	200	171	199	186	1109
# of Students	<u>5/4, 5/6</u>	<u>5/11, 5/13</u>	<u>5/18, 5/20</u>	<u>5/22, 5/27</u>	<u>6/1, 6/3</u>	<u>6/8</u>		
M-T	82	74	71	(Fri) 69	80			
W-F	98	103	87	84		0		
<u>Total Students</u>	180	177	158	84	80	0		679
Grand Total								1788

## LITCHFIELD SCHOOL DISTRICT

**POLICY CODE: JICA**

**APPROVAL:**

### **DRESS CODE and PERSONAL APPEARANCE POLICY**

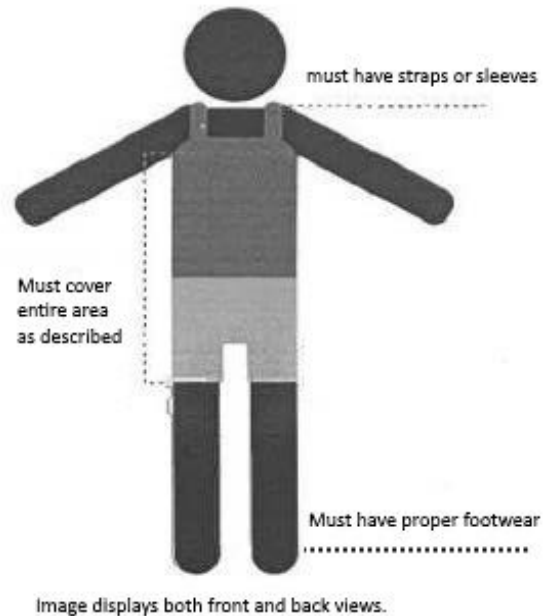
The Litchfield School Board expects that all individuals will dress in a way that is appropriate for a school setting. Dress choices respect the Litchfield School District's intent to guide students toward greater independence and empower students to examine the impact their actions have on themselves and others. Staff members are expected to model appropriate choices in appearance. Additionally, we support that individual self-expression is a natural and important part of human development. Attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy affirms our belief that appropriate attire is not gender specific.

#### **Core Values**

- Individuals should be able to dress in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Individuals have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against anyone because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity;
- Nobody should face unnecessary barriers to school attendance;
- Everyone is entitled to be treated with dignity and respect when there is a potential concern about personal appearance.

#### **Minimum Requirements:**

1. Clothing must cover the area from one armpit across to the other armpit and extend low enough to fully cover private parts (including underwear, buttocks and genital area - see image).
2. Tops must have shoulder straps or sleeves. Rips, cut-outs or tears in clothing can't be in the "coverage area" defined above.
3. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
4. Headgear including hats, hoods, and caps are permitted for religious, medical or other reasons by school administrators. CHS staff may choose to permit hats in their classroom.
5. Special courses or co-curricular activities may require specialized attire, such as sports uniforms or safety gear.



## LITCHFIELD SCHOOL DISTRICT

**POLICY CODE: JICA**

**APPROVAL:**

***Additional Requirements:***

1. Clothing may not depict, imply, advertise or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory or obscene language or images.
4. Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building unless approved by the school nurse for a documented medical reason.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming, that by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang or advocates illegal or disruptive behavior is prohibited.

***Enforcement:***

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy.

Staff will use reasonable efforts to avoid dress-coding students in front of other students. Students who are suspected of a dress code violation will never be called out publicly. Instead, they will be discreetly spoken to by a staff member or referred to the appropriate office.

**The administration at each school reserves the right to determine what constitutes appropriate dress.** School staff will work with students to comply with these guidelines and top be able to attend class. As a last resort, parents will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing.

***\*\* This policy replaces JICA, Student Dress Code, approved on June 22, 2005.***

Approval:

Reviewed: 1st Reading, May 20, 2020

Reviewed: December 2019

Revised: October 2019