

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.¹ 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 # 1-866-899-4679, password 292-449-637, 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 using 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 or Michele E. Flynn at 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.

¹ 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.

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Draft Minutes for August 19, 2020

Location: Town Hall

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

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

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

ACCESS CODE: 502-658-605

- I. **NON-PUBLIC SESSION: RSA 91-A:3II (a-c)** **4:00 p.m.**
[Minutes of Non-Public Session are written under separate cover.]

The Board entered into non-public session at 4:10 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

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

II. **PUBLIC SESSION**

A. Call to Order - Board Chair’s Statement

Mr. Bourque called the meeting to order at 5:25 p.m. and read an opening statement.

B. Pledge of Allegiance

C. Review & Revision of Agenda

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

Mr. Meyers made a motion to grant authority to Devin Bandurski, Director of Special Services, to determine if the PK program will be able to run safely. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

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

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

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Mr. Meyers made a motion to accept the resignation of Susan Benoit, GMS Grade 2 teacher. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

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

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

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

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

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

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

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

G. Comments:

- **Superintendent's Comments**

- **Handbooks Update**

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

- **GMS Update**

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

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

- **Litchfield Community Facilities Survey**

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

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

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

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

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

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

- **School Board Comments**

There were no Board member comments.

H. Community Forum

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

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

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

Mr. Keefe presented recommendations from the LEA:

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

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

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

III. GENERAL BUSINESS

A. Public Minutes:

● July 30, 2020

Mrs. Harrison made a motion to approve the public minutes of July 30, 2020. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

● August 6, 2020

Mrs. Harrison made a motion to approve the public minutes of August 6, 2020. Mrs. Hershberger seconded.

The

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

IV. REPORTS

A. Business Administrators Update

● Unaudited Financials

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

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

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

Mr. Meyers asked for a summary of summer projects.

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

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

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

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

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

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

- **2020 DOE-25**

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

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

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

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

V. OLD BUSINESS

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

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

- **IK, Earning of Credits**

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

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

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

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

- **IHBH, Extended Learning Opportunities**

Mrs. Hershberger made a motion to approve policy IK, Earning of Credit. IHBH, Extended Learning Opportunities. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

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

Mrs. Hershberger made a motion to approve policy IHCD, Advanced Course Work/Advanced Placement Courses & STEM Dual/Concurrent Enrollment Program. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

- **IIMB, Distance Learning**

Mrs. Hershberger made a motion to approve policy IIMB, Distance Learning. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

- **IMBC, Alternative Credit Options**

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Mrs. Hershberger made a motion to approve policy IMBC, Alternative Credit Options. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

- **JRB, School Mascots**

Mrs. Hershberger made a motion to approve policy JRB, School Mascots. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

B. Coronavirus Review and Update

- **Fall School Reopening Plans Update**

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

Dr. Jette presented elementary survey results:

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

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

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

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

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

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

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

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

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

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

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

Dr. Jette presented middle school survey results:

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

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8: 91 students enrolled - 71 in person, 20 remote

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

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

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

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

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

Dr. Jette presented high school survey results:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- **Sub Rates**

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

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

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

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

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

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

Mr. Bourque made a motion to approve an increase in district substitutes' pay rates to \$100.75/day or \$15.50/hour. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

- **Fall Sports**

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

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

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

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

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

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

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

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

Mr. Bourque amended the motion to authorize the CHS Athletic Director to proceed with all sports at the high school and middle school. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

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

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

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

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

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

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

VI. NEW BUSINESS

A. Portrait of a Learner

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

Mrs. Hershberger asked if the traits are in order as it does not seem that Perseverance & Adaptability would apply in a pandemic environment. Ms. Widman indicated they were voted on in this order by the highest priority.

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

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Mr. Meyers made a motion to adopt the guidelines for the Portrait of a Learner. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

B. AP Test Results

● **AP 5 Year Score Summary**

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

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

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

VII. MANIFEST

The manifest was circulated and signed by the Board.

VIII. PUBLIC INPUT

A. Community Forum

Sue Seabrook suggested increasing substitutes for nurses.

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

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

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

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

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

● **Special Meeting**

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

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 8:43 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring

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)

of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mrs. Hershberger, yes.

X. RETURN TO PUBLIC SESSION

Due to the emergency rules in place, The board will not conduct additional meeting items following the non-public session. Once the vote to come out of non-public session is approved, the board will immediately adjourn the meeting.

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 9:25 p.m. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

XI. ADJOURN

Upon a motion made by Mrs. MacDonald, the meeting was adjourned at 9:26 p.m. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

Litchfield School District
Proposed Tuition Rates for 2020-2021

Elementary:	\$15,290
Middle:	\$15,761
High:	\$16,082
District Average:	\$15,702

Prior to acceptance of a non-resident student on a tuition basis, the student's sending district of residence must agree that the sending district will be responsible for any extraordinary expenses as a result of the student attending a Litchfield school including, but not limited to, special education and section 504 accommodation costs.

Formula is based on Form DOE-25

2018 Actual Expenditures

- Less:
- Food Service Revenue
- Transportation Expenditures
- Supplemental Expenditures
- Divided by Average Daily Membership

2019-2020	Elementary	Middle	High
Last approved	\$16,728	\$16,214	\$16,885

Social Emotional Learning

A multi-faceted approach



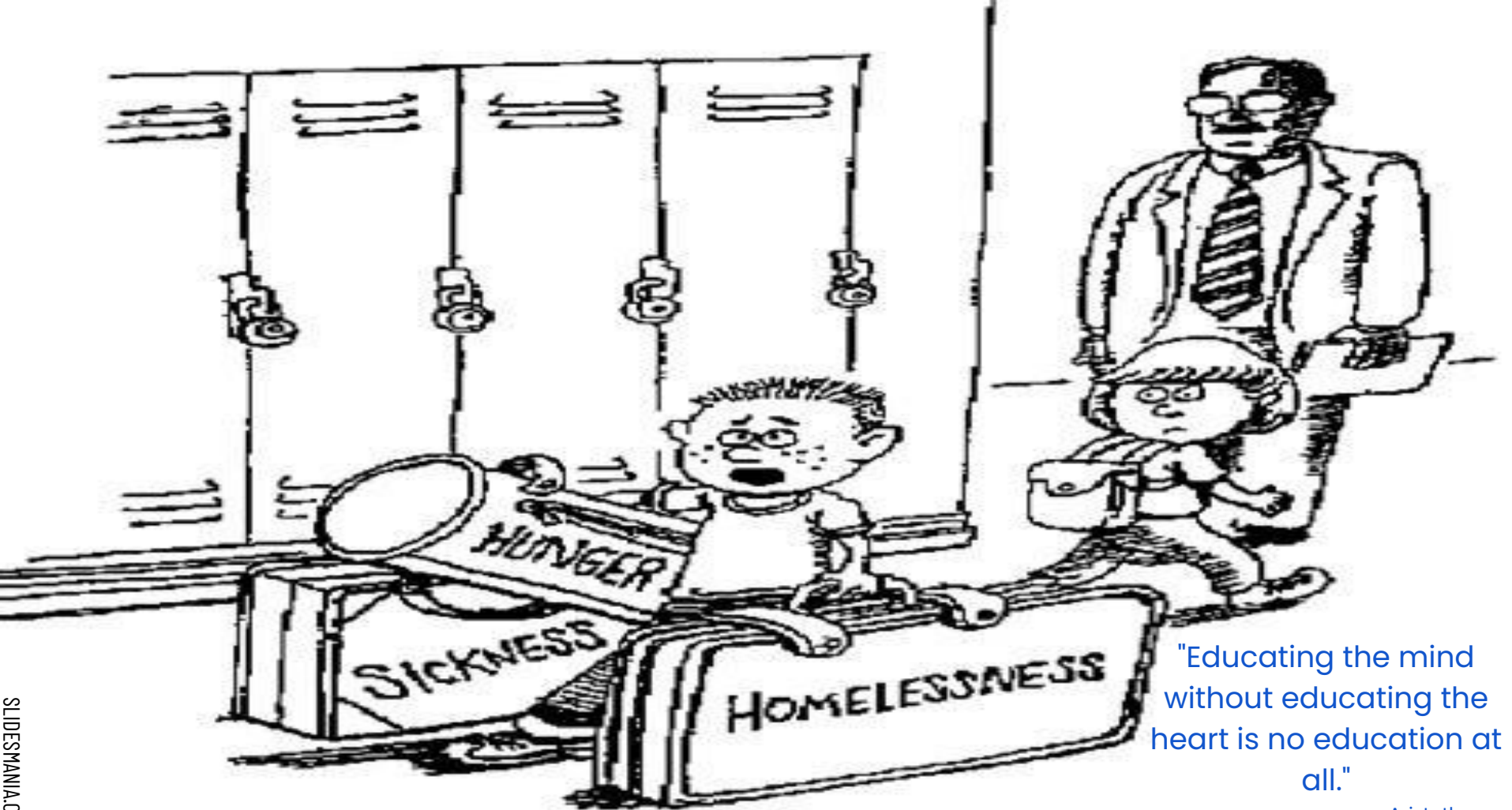
Background Information

GMS has long been implementing SEL strategies

Recognition of the Needs of Students - influenced by:

- CASEL
- Trauma - ACES Study
- State-wide initiatives - Choose Love
- District-Wide Resiliency TaskForce

“SEL interventions that address CASEL’s five core competencies increased students’ academic performance by 11 percentile points, compared to students who did not participate in such SEL programs. Students participating in SEL programs also showed improved classroom behavior, an increased ability to manage stress and depression, and better attitudes about themselves, others, and school.” <https://casel.org/impact/>



"Educating the mind
without educating the
heart is no education at
all."

~ Aristotle

Trainings offered in the LSD/GMS

District wide committee

[Building wide support committee](#)

Guest Speakers: [Cassie Yackley](#), [Melissa Sadin](#), [Justice Broderick](#), [Lynn Lyons](#)

Book studies

[“How to Flip a Kid” presentation to staff](#)

Paraprofessional PD at GMS and LMS



Student Needs - Assessing

DESSA
Screening and
Follow-up

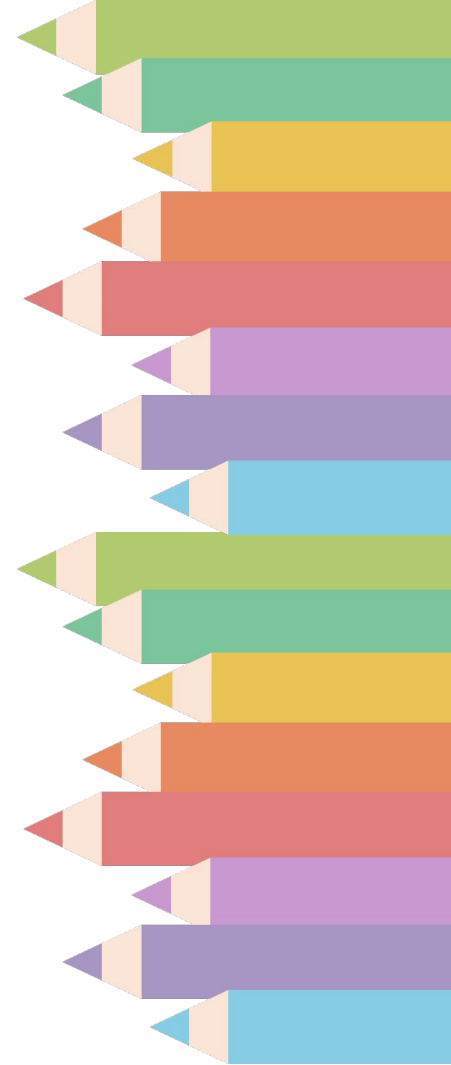
Individual
Screenings and
Evaluations

Problem Solving:
CAT/504/IEP
teams

Analyze and Respond
to emerging issues
from
Discipline/Behavioral
Referrals

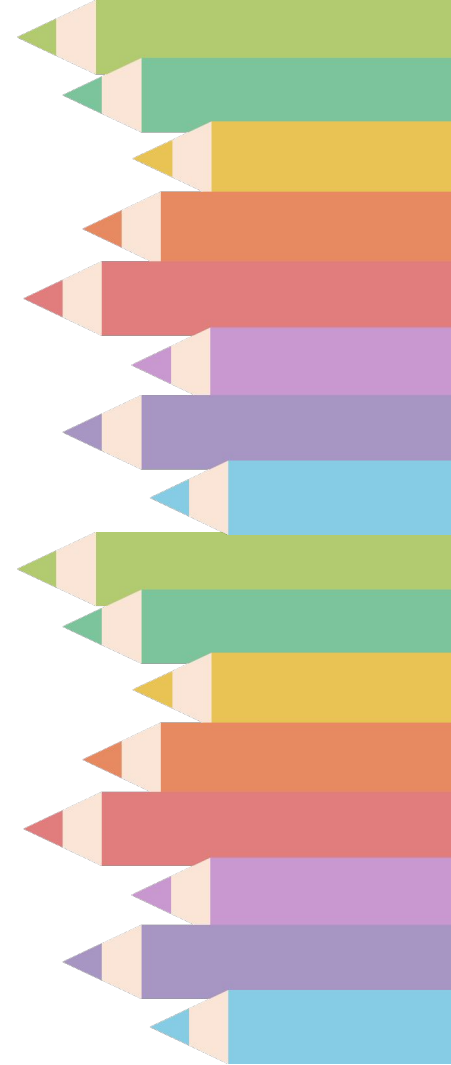
Implementation: Tier 1

- Classroom Staff
 - Morning Meetings
 - Proactive regulation strategies, ie: calming corners structured breaks
- Whole Class Instruction by School Counselor
 - Based on CASEL and ASCA standards
 - Monthly themes discussed by Resiliency Task Force
 - Collaboration with PE on Mindfulness Classes/Yoga
- School-wide Activities
 - Community Building beginning of year project
 - Raise Craze: Acts of Kindness
 - Student Council projects and assemblies; "Take a Stand"
 - SLP and OT social skills modeling at recess
 - Sensory pathway
- SEL standards and developmental stages considered for office referrals and behavior management



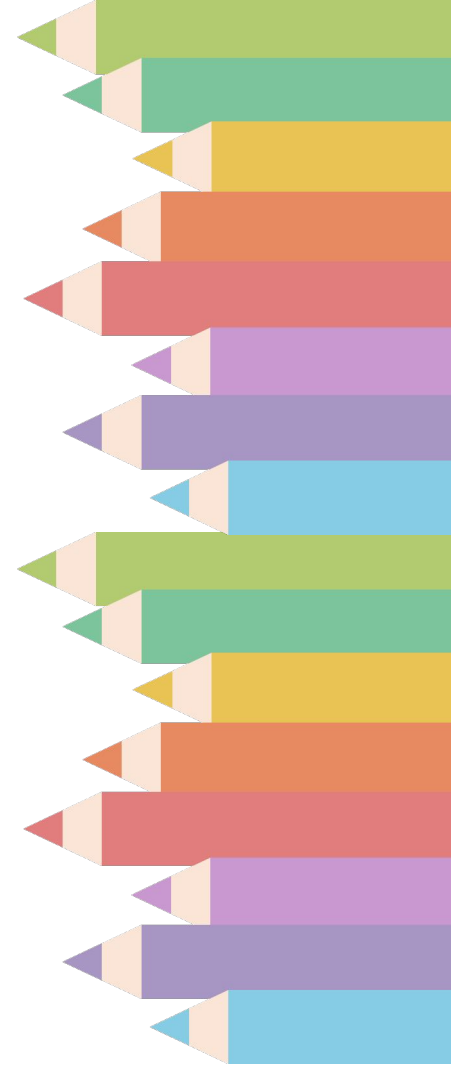
Implementation: Tier 2

- Teacher problem solving at classroom level- small group or individual
- Targeted lessons by School Counselor for a specific group or classroom needing more support
- Small Group and Individual Counseling - Lunch Groups
 - Building social skills and peer relationships
 - Reinforcing emotional regulation strategies
 - Conflict resolution and problem solving tools
- Adult check-ins and check-outs
- Counseling interns - allowing more students to receive individualized and/or group support



Implementation: Tier 3

- Individual Behavioral Interventions
 - Counseling
 - Social stories
 - Behavior plans
 - Evaluations
 - Individualized discipline
- CPI training including paraprofessionals
- Related Services and/or special education
- Paraprofessional supports for students
- Referral to outside services when needed - wraparound family services, social worker involvement



Celebrations



Mindfulness and Yoga

Next Steps

Short Term

- Supports for returning after remote learning
 - Focus on reconnecting - staff and students
 - Find innovative ideas to connect with ongoing remote students
 - Resources for staff and students

Long Term

- Focus on common language and lessons that reinforce SEL competencies and include teacher training
- Expanding Tier 2 and Tier 3 supports - having more options for students at this level
- Recreating policies to reflect SEL standards