

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 # 1-877-309-2073, password 578-005-989, 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.

2020-2021

School Board Meeting Calendar

DRAFT

July '20						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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August '20						
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September '20						
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October '20						
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November '20						
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December '20						
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January '21						
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February '21						
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March '21						
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April '21						
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May '21						
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30	31					

June '21						
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27	28	29	30			

Administrator Presentation Schedule for SB Meetings

 SB Budget Meeting

 GMS

 CHS

 LMS

 CUR

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 April 1, 2020

Location: Town Hall & Remote Locations

In attendance:

- B Bourque, Chair (Litchfield Town Hall)
- C Harrison, Vice Chair (Remote from Home)
- E MacDonald, Board Member (Remote from Home)
- R Meyers, Board Member (Remote from Home)
- T Hershberger, Board Member (Remote from Home)
- Dr. Michael Jette, Superintendent (Litchfield Town Hall)
- Cory Izbicki, Business Administrator (Remote from Home)
- Scott Thompson, Principal, GMS (Remote from Home)
- Michele E. Flynn, Administrative Assistant (Remote from Home)

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

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

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:05 p.m. He took roll call attendance:

Mr Bourque, present; Mrs. Harrison, present; Mrs. MacDonald, present; Mr. Meyers, present; Mrs. Hershberger, present.

B. Pledge of Allegiance

C. Review & Revision of Agenda

Dr. Jette indicated some adjustments to the agenda were made as some agenda items and documentation was delayed and updated.

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

Mr. Meyers made a motion to approve the non-public minutes of March 4, 2020. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes.

Mrs. Harrison made a motion to accept the nomination of Amanda Huyler as LMS Guidance Counselor, at a salary of \$72,481 for the 2020-2021 school year. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Comments:

- **Superintendent:**

Dr. Jette discussed the following items with the School Board:

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o DC Trip Update

Dr. Jette reported that the 8th Grade trip to Washington DC is scheduled for May 12, but will be cancelled since travel is not possible at this time. Mr. Lecklider reached out to the travel vendor noting that if the trip is cancelled the \$13,500 deposit paid to the vendor will be non-refundable. The vendor suggested postponing the trip to June 6, but travel may still not be possible.

Dr. Jette provided a memo with outlined recommendations:

- Postpone the trip to May 2021 having the contracted deposit cover the 8th grade trip for current 7th graders;
- Cancel the 2020 trip and refund the deposits to the current 8th grade families;
- Transfer the remaining funds raised by current 8th graders, broken out by students, to CHS to be used for a future trip;
- Collect deposits next fall from families of current 7th graders and use that to replenish the account used to cover the deposit funds that were reimbursed to current 8th grade families.

Mr. Bourque asked if the funds raised by the current 8th graders will be able to be recuperated.

Dr. Jette commented we want to reward and recognize those students who sold more than others by applying the appropriate funds to the appropriate student. He indicated it is not clear if families paid the \$125 deposit

per

student or if that fundraising money. He offered to check into it. He noted that if it was raised through a fundraising effort it would have to be applied toward the educational experience.

Mrs. Hershberger asked if a family did pay the deposit, would that money be returned to them?

Dr. Jette indicated any family that paid the deposit for their child will receive a refund.

Mr. Meyers made a motion to endorse the proposed recommendations outlined in the Superintendent's 2020 Washington DC Trip memo dated March 31, 2020. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Meyers, yes; Mrs. Hershberger, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Bourque, yes.

o Activities Update

Dr. Jette reported that he asked principals to monitor co-curricular activities during the shutdown period. He indicated clubs are meeting through virtual means and students are participating through those means. He recommended to continue paying stipends to the staff that are running and participating in the co-curriculars.

Mrs. Hershberger commented she is pleased activities include co-curriculars and not just sports. She indicated students are feeling much social isolation and it is an important way for them to connect with their classmates and friends during this time of closure.

Dr. Jette commented he is aware that several of the clubs are meeting through Google Meet and wanted to make sure the staff running those clubs are compensated. He mentioned if a person who runs a co-curricular feels it is overwhelming during this time, they can opt out.

o Athletic Costs

▪ Spring Coaches

Dr. Jette provided a memo regarding spring sports stipends for the Spring 2020 athletic season. He commented that the spring sports season has been postponed indefinitely and it is increasingly likely that the season will be cancelled without a practice being held or a game being played. He indicated the salaries and cost items have already been budgeted at CHS and LMS, totaling \$34,500. He proposed paying the coaches a portion of their salary because of the work they have already performed. This includes:

- Baseball & Softball: Twitter account for communication created, made connections with players and parents and had the student athletes in the hitting cages, scrimmages were set up, umpires were put on those scrimmages, jerseys/equipment inventory were completed, and a weight room was developed.

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- Track: Running plans and workouts were put in place for student athletes to continue in between seasons so they do not lose what they gained in winter, open runs set up for athletes to join.
- Girls/Boys Lacrosse: Workout and wall ball programs were developed, open gyms sponsored and observed winter leagues, jersey/equipment inventory was ordered, scrimmages and referees were set up in late February.

Dr. Jette proposed that spring sports coaches are paid one third of the payment contracted for pre-season planning and trainings.

Mr. Meyers made a motion to authorize the Superintendent to issue contracts to spring coaches at one-third payment for pre-season planning and trainings. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Meyers, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mr. Bourque, abstained.

▪ **Transportation**

Dr. Jette indicated that the transportation budgeted costs have been provided for the Board.

Mr. Bourque indicated that what he is looking to see is how much was budgeted for each sport, how many games they played and what we are saving.

Dr. Jette commented to keep in mind that Director Knight is spending former Director Mills' budget and may not know how those monies were budgeted.

Mrs. Flynn offered to research the data she may have from the former athletic director and provide that for the Superintendent and the Board.

o **Capital Planning Committee Meetings Update**

Dr. Jette indicated that the Capital Planning Meeting for April has been cancelled. He noted the goal is to plan virtual meetings with committee members.

o **2020-2021 School Board Calendar -**

Dr. Jette provided a draft Board meeting calendar for the ensuing school year. He noted that the calendar reflects one meeting in July and August and two per month from September 2020 through June 2021.

Mrs. MacDonald commented she would like to meet twice in August.

Mrs. Harrison commented that she is not sure that the rotation of principals' reports works since issues arise and the Board has to wait to address them until that principal is in attendance at the meeting.

Mr. Meyers commented if the principal is in attendance they get dragged into discussions that arise from issues that come up during the meeting.

Mrs. Harrison feels they are spending too much time putting presentations together and asked if it is the best use of their time. Mr. Bourque indicated that we can adjust that if necessary.

Mrs. Hershberger feels the presentations were informative, but some were long.

Dr. Jette suggested Mr. Thompson may have a perspective on this. He indicated presentations may take more effort, but they are presented every other month, which gives administrators time to develop them.

Mr. Thompson commented that he enjoyed putting the presentations together. He likes involving the teachers and students and feels there is value in it. He mentioned if issues arise, principals are accustomed to being available the first meeting of each month.

Mrs. Hershberger asked for some time to look at the dates.

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Mr. Bourque indicated the calendar will be on the next meeting agenda. He noted a second meeting can always be added in August if needed.

- **School Board**

Mrs. MacDonald commented that a meme about holding students back for a year was posted on social media and is not true.

Mrs. Hershberger thanked the community for adapting to remote learning and thanked the teachers who stepped up to the plate. She thanked the students for doing their best with the remote learning platform. She commented that she understands it is difficult for the students to be away from their friends and classmates. She noted that some students have adapted well and some are struggling with remote learning. She mentioned one parent commented in the survey that this is remote learning and not independent learning.

Mr. Izbicki recognized Ms. Crowley and the Food Service staff for the work they have been doing serving lunches to our families. He also recognized Mr. Ross and the Facilities staff for doing a great job in the buildings.

Mr. Bourque commented that the Board is proud of the whole district. He is extremely proud of what has been accomplished in short period of time. Board members agreed stating that we have amazing administrators, teachers are stepping up to the challenge, and families are supportive.

G. Correspondence

There was no correspondence.

H. Community Forum

In an effort to help slow down or stop the spread of the Novel Coronavirus (COVID-19), the School Board has implemented social distancing. We are following Governor Sununu's [Emergency Order #12](#) related to public meetings. Therefore, the town hall will be closed to the public 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

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Kate Stevens, 9 Evergreen Circle, requested that Flipgrids be considered for Kindergarten students to use. She commented that she understands that some families have elected not to have their child's image on social media and with Flipgrid it is a private way for the children to keep up with some friends.

Dr. Jette indicated he will work with the kindergarten teachers on Flipgrid.

Mrs. Harrison mentioned that she has heard from some parents that recording Google Meet without permission is illegal.

Dr. Jette indicated that we have reminded teachers about that and it is important to understand that recording someone's voice is wiretapping, which is illegal. He asked parents not to record teachers unless they have permission.

William and Sue Nicholas, 19 Acadian Lane, wanted to know when the dedication ceremony for the CHS auditorium is scheduled.

Dr. Jette indicated that he thought it had occurred as there is a plaque up in front of the auditorium.

Mrs. MacDonald commented the dedication was held during the winter concert when Mr. Martin's family was in attendance.

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Nathalie Hirte, 14 Lund Street, asked if schools open before the end of year will there be an option for parents who, for various reasons, cannot or chose not to send their children back to school.

Dr. Jette indicated he will work on that with the Administrative Team. He would like to weigh the options with the Team. He commented that parents can opt to home school their children and we will find away to work with families if that occurs.

Kerrie Picone, 8 Lund Street, was concerned over the mental health of her children. She indicated they are feeling overwhelmed with work and confused as to why teachers are not following the school schedule, assigning too many assignments, and are switching day 1 and day 2. She commented that in an email from a teacher she was told meetings have been conflicting and students have to pick which they will attend. She noted if the students were in school they would all have one place to be at that time and a schedule to follow.

Mrs. Harrison echoed the concern as it has affected her own child. She commented the assignments were not coming on days her class would normally meet and come at random times during the day. She indicated she would like to see more routine.

Mrs. MacDonald agreed.

Dr. Jette reminded the public that guidance counselors continue to be available and to reach out by email. He indicated they are providing services to students and participating in Google Meet lunches with students. He noted, in terms of CHS, the time constructs that are in place make it hard to find a rhythm. He commented that after a long conversation, he believes we are getting there. Dr. Jette indicated that the skinny Monday schedule will be duplicated on Wednesday to help more of a routine occur.

Mrs. MacDonald commented she was under the impression that Wednesday was independent learning day for the high school.

Dr. Jette indicated that will become a skinny Wednesday schedule. He noted we have to make the effort to get everyone on the same page with this. He commented that he has had those conversations and they will work toward consistency.

Mrs. Hershberger suggested teachers can try scheduling assignments a week ahead.

Dr. Jette commented being ahead of students is where we want to be, but it may not apply to this environment. He indicated teachers will find away to get into a routine, but to keep in mind they are also juggling family and work.

II. GENERAL BUSINESS

A. Public Minutes:

- March 18, 2020

Mrs. Harrison made a motion to approve the public minutes of March 18, 2020. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

III. REPORTS

A. Principals Reports

- Status of Remote Instruction

Principals provided written reports regarding the state of remote instruction/learning in the district.

- GMS
- LMS
- CHS
- Kindergarten & Grade 1 Registrations

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An update on the number of kindergarten and first grade registrations was provided to the School Board as part of the GMS Principal's Report. K registrations: 62; Grade 1: 78.

Mr. Bourque asked what registrations looked like at this time last year.

Mr. Thompson was not sure, but shared a document reflecting K-1 growth with the Board.

Mr. Bourque asked if families can register online.

Mr. Thompson indicated they can download and complete the online form, but have to provide supporting documents in person.

Mr. Bourque suggested advertising kindergarten registration on the GMS sign outside the building.

Mr. Thompson commented that last year we only gained 9 students going into grade 1. He noted at this time, grade 1 has 77 registrations and will not support a fifth class; however, it is unknown how many more students we will gain.

being Mrs. Harrison was concerned about the difficulty kindergarten students going into grade 1 will face without being able to practice social skills in class because of the closure of schools.

Tina - may be difficult for K students going into grade 1 without being able to practice social skills in class -

Mr. Thompson shared the concern. He indicated counselors are reaching out to promote wellness. He commented on a previous community input regarding Flipgrids. He noted that with Flipgrids, students can see their peers. He commented that social learning and play-based kindergarten and pre-kindergarten has been promoted, but that is the challenge for the younger children.

Mrs. MacDonald asked about Specials, noting she has seen mixed messages on social media.

Mr. Thompson indicated that he has had no feedback. He noted he worked with the Unified Arts team, revealing that music is a challenge because you can give a written assignment, but music is about responding to and performing music. He commented GMS is not a 1:1 environment and classroom teachers have some experience with Google Classroom. Mr. Thompson indicated we are working to integrate and connect; teachers in specials are working and focusing on engaging students with different activities and are working to simplify and streamline lessons. He noted the focus is on stand alone lessons with an integrated approach.

Mr. Thompson reported that Marcia McCaffrey, State Consultant to Art, sent an opportunity for a Zoom meeting for teachers grappling with teaching art in an online environment. He indicated it is a challenge, but we are working through it.

Mr. Thompson reported that in looking into the policy for the Great East Festival, the funds for the festival will carry forward to next year.

B. Business Administrator's Report

Mr. Izbicki provided the monthly financial report and updates for the Board. He mentioned that he shared updated financials with Board members prior to the meeting, but will be rechecking the actuals to determine how we handle things that were identified as one time expenses. He reported that he placed a purchasing freeze on non-essential purchases. With regard to Food Services, he noted that the loss in revenue may not be recouped totally due to the school closure, but the numbers are being closely monitored.

Mr. Izbicki reported there is a significant balance in the CHS Parking Fees account totaling approximately \$36,000. He indicated reclamation work is needed by the track, as well as relining and renumbering spaces. Other needs in terms of the parking lot will be identified.

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Mrs. Hershberger asked if there is a possibility to pave a walkway to the SAU entrance at CHS.

Mr. Izbicki indicated that is being considered and needs to be discussed.

Mrs. MacDonald asked if that money is still being used to fund Challenge Day as has been done in the past.

Mr. Izbicki indicated that Challenge Day is funded in the budget this year and for the next year and we have used Title IV grant money as well. He mentioned there was a question on the last manifest regarding a budget transfer of \$350 from Foreign Language to FACS. He indicated those funds were used for the FACS classes to cook Mexican food for that particular holiday.

Mrs. MacDonald mentioned some people are asking if there are going to be refunds for parking permits at CHS.

Mr. Bourque indicated that the Board can discuss that and feels that since the students are losing one third of the year we refund one third of the parking permit fee.

IV. NEW BUSINESS

- **Public Participation Policy Addendum**

An addendum to the Public Participation Policy that will outline procedures and communication for the community will be provided for the School Board to approve.

Dr. Jette commented the addendum was drafted to align with what is occurring during this period of the COVID 19 crisis recommendations for public meetings.

Mrs. Hershberger asked if we were considering including the student representatives in participating in the meetings to have an opportunity to comment.

Dr. Jette indicated that we have reached out and asked them to let us get through this first meeting. He noted that we can invite them to future meetings through Google Meet.

Mrs. Harrison made a motion to approve the Public Participation Policy Addendum. Mrs. MacDonald seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

- **Remote Learning Structure**

- **Usage of Apps**

Dr. Jette provided a list of apps that are being used during the remote learning period. He indicated that Mr. Pelletier, Director of IT, can provide information on how many hours the apps are being used as reflected in the Go Guardian report provided.

Mrs. Hershberger asked if there are any online apps that are not being used as much.

Mr. Pelletier indicated that Go Guardian only reports on certain apps, but the highest used educational apps are being recorded.

- **Collective Letter**

Dr. Jette provided a copy of the collective letter sent to the NH DOE from NHSBA and several other agencies regarding a remote learning model for school districts in NH. He indicated the Commissioner of Education stated that he cannot support some of the items in the letter. Dr. Jette commented we will keep moving forward as we are trying to get it right.

- **Draft Remote Plan**

Dr. Jette indicated the draft remote plan includes the following:

- Continuous learning opportunities means that teachers are providing students with content, materials, and resources. Litchfield has deployed district owned 1:1 technology to all students in grades 5-12, and has ensured that all students PK - 4 have access to a device. Therefore, instructional models will blend

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virtual platforms with traditional instruction. G-Suite tools for Education will be used for remote learning.

- Litchfield School District will provide continuous learning opportunities for students through remote learning 5 days per week. Every Tuesday, teachers will assign students independent or long-term work that is due on Thursday. This will allow teachers to collaborate on outreach, planning, preparation or attend to other needs as they arise in a remote instruction and learning environment. This is in response to parent and student feedback respecting the new demands on families and the related worry and anxiety that comes with remote learning.
- Students will have weekly assignments, projects and if possible, check-ins. The guidelines for maximum student commitment each day are as follows:
 - Pre-K: 30 - 45 minutes plus time for play-based learning
 - Kindergarten: 30 - 45 minutes plus time for play-based learning and up to 25 minutes for special 4 days a week
 - Grade 1: 60 minutes of reading/math (integrating Sci/SS/writing) plus up to 25 minutes for special 4 days a week
 - Grades 2-4: 90 minutes of reading/math (integrating Sci/SS/writing) plus up to 25 minutes for special 5 days a week
 - Grades 5 - 12: 30 minutes per class for a maximum of 180 minutes per day.

These guidelines are meant for any delivery model – packets, online, hybrid, etc.

Regardless of the plan in place, the Litchfield School District will continue to meet service time requirements stipulated in IEPs unless waived by the NHDOE or USDOE.

- All employees of the Litchfield School District are mindful of the stressors on students, families, and educators related to both the shift to remote learning and the worldwide pandemic. Therefore, as we continue to implement “remote instruction” we will gather feedback from all stakeholders. We are committed to providing resources, services and outreach to parents, teachers, and administrators who may be overwhelmed by new responsibilities and routines as they diligently work to maintain student learning during this crisis. Therefore:

School Counselors and support staff will continue to provide services

School Nurses will continue to be available to students and families and to serve as confidential collectors of COVID-19 transmission in Litchfield

We believe that taking time away to reflect, to be a child and to be together with family is critically important during a global pandemic. We support balancing academic growth with time away from learning and wellness breaks.

- All employees of the Litchfield School District will continue to be attentive to the social-emotional needs of our school community as we implement remote learning. In our efforts to meet the social-emotional needs of our students without having direct contact with them, other considerations may include:
 - Focus on essential learning through defined competencies -- “Less is More”
 - Be flexible, patient and ready to adapt when needs arise
 - Emphasize relationships in this new learning environment
 - Encourage use of materials, resources and platforms that are already in use
 - Extend grace to all in these unique and trying times

Mrs. Harrison feels that 30-45 minutes of work is too high for PK. She asked who is checking assignments.

Dr. Jette indicated that Mr. Thompson would be providing oversight. He indicated we can find a way to soften the impact by including play-based learning.

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Mrs. Harrison believes that PK and K should be included in the play-based learning. She was concerned about the timeframes for grade 5 as well.

Dr. Jette indicated the goal is to model our grade configurations. He noted we thought it was important to send the same message. He commented the goal going into Quarter 4 for LMS is to take Content Lit and roll it into the core courses, which will leave 6 courses at 30 minutes each per day.

Mrs. Harrison asked if the parents and teachers will continue to be surveyed.

Dr. Jette indicated that more surveys are planned and we can build something more sophisticated going forward.

Mrs. Hershberger referred to the fifth bullet in the draft plan and commented that she can understand encouraging resources and materials, but some parent and student comments in the survey reflect they want to see teachers doing instruction. She added that we value teacher instruction and interaction with students, but she feels students are losing something by not having a face to face with their teachers.

Dr. Jette mentioned that he and Ms. Widman participated in a webinar from NEASC that spoke about how they emphasize relationship building with an online model. He indicated part of the message from us is to keep building that relationship with students. He noted we have to state and clarify bringing the human element into online learning.

Mr. Bourque commented we are changing every day. He noted that parents and students want more interaction and visual with teachers online.

Dr. Jette indicated we will work on this as a team and align it with expectations from NH DOE. He noted that NH has been recognized as being leaders across the country for how quickly we implemented remote learning.

Mrs. Harrison noted that for grade 4 the plan states 90 minutes in addition to Google Meet time. She pointed out none of the other grade levels or groups say “in addition to Google Meet time”. She feels we should be consistent on whether that time is counted as class time.

Dr. Jette commented that was the wording the grade 4 team came up with, but we will clean that language up. He indicated the Board has all the survey results and feels they speak for themselves.

Mrs. Harrison asked what should parents do if they do not see any adjustments when they are requested.

Dr. Jette indicated they should follow the same chain of command that is currently in place district-wide.

Mrs. Hershberger commented some assignments are due in the afternoon. She asked if there can be some reconsideration for parents who do not get home until the evening.

Dr. Jette commented there are concerns about grading and returning work to the students and we will discuss that as well.

Mrs. Harrison commented that it would be better if we can adhere to the regular school schedule.

Mrs. MacDonald indicated that some students work better in the afternoon.

Mr. Bourque asked what is different from when school is in session and students have to be there early in the morning.

Mrs. MacDonald commented many parents are sending feedback about us telling them how to let their children learn.

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Mr. Izbicki indicated the Commissioner states in his updates much about consistency and flexibility with the children. He commented trying to get everyone into a set schedule with remote learning may be asking too much.

- **CHS Graduation, LMS 8th Grade Promotion and GMS Move Up Day**

- **2019-2020 District Calendar**

Dr. Jette commented normally we would be coming to the Board with a graduation date, but we have to look at the rights of passage for each school. He indicated we are working on trying to find a way to honor and memorialize these milestones for the students. He noted we may not be able to do this in the traditional way due to the social distancing guidelines. He indicated he will keep the Board apprised as to how we are proceeding. He suggested looking at how the colleges are doing this.

Mr. Bourque asked if there has been any discussion about the prom.

Dr. Jette indicated at this point we cannot envision a dance with social distancing that we can engage in. He suggested refocusing CHS Homecoming and plan a more formal affair to attract seniors to come back for it in the fall. He noted it has not been cancelled yet, but we are expecting the event hall will cancel.

Mr. Bourque commented perhaps we can hold graduation in the summer if the situation has lifted. Dr. Jette commented some schools are taking that approach.

V. OLD BUSINESS

A. Coronavirus Review and Update

- **Transportation Costs**

Dr. Jette shared the notes from the meeting with First Student. He indicated it was a positive call and gives credit to the previous Superintendent and Business Administrator for negotiating the language in the contract regarding an epidemic and year shortage relative to a transportation cost reduction of 45%. He reported other districts are being offered rebates of 5% or 10% for fuel not being used. He indicated this district is in a good position and no action is necessary.

Mr. Izbicki commented that First Student has to pay their leases and 55% cost would help to pay their employees during the closure.

The meeting was paused at 8:22 pm to restore the video feed. There was no action discussed or taken by the Board during that time. The video feed was resumed at 8:23 pm.

- **Food Service**

Dr. Jette reported that food service counts are growing as we get meals to families during the closure. He noted 102 meals were served today.

Mr. Izbicki reported we were initially rejected for a certain waiver due to our low percentage of free/reduced meals, but since this crisis situation, the stay at home order and people losing their jobs, the district may be at the percentage that is eligible for the waiver.

Mrs. Hershberger commented that Ms. Crowley has done a great job with communications. She indicated there are a couple of families in town that are COVID positive and are receiving meals that are delivered by the guidance counselors.

Dr. Jette announced to the public if anyone knows of a family that needs help to reach out to us and we will provide help as well as keep that information confidential.

Mr. Izbicki reported the Town Emergency Management Committee has been communicating through conference calls three times per week. He indicated that the amount of positive cases in any town is the total from the beginning of testing and may not all be active cases. He noted that information regarding who these people are cannot be provided according to the HIPPA laws.

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- **CHS Staff hours**

Dr. Jette provided a list of hours worked for all staff at CHS during the closure and remote working situation. He noted parents can view the list.

- **Calendar Discussion**

Dr. Jette discussed April vacation with the Board. He indicated that guidance from the Board is needed to determine if April break should be cancelled. He commented that there are conflicting positions on the topic: one position is that having a week off would allow staff and students to reset and de-stress; while another position is that taking a week off would make no sense since beaches, hiking trails, movie theaters, etc. are closed.

Dr. Jette suggested options for the Board to discuss:

- Keep April vacation because everyone deserves it and taking a week off to decompress may be important
- Work through the vacation since everything is closed and get out 5 days earlier in June
- Work 3 of the days during the vacation and have 2 days off for a long weekend (Hybrid).

He indicated surveys reflect cancelling the vacation to have an earlier end to the school year. He noted there is nothing in the CBA about breaks as the calendar is set by the Board. He commented that a decision by the Board is needed on how to proceed with April vacation.

Mrs. MacDonald asked how the state is counting the days for remote learning.

Mr. Izbicki indicated they are leaving April vacation under local Board control and there is no specific guidance. He commented there is supposed to be additional guidance on the calculation of instructional hours and other items by Friday.

Dr. Jette believes the district is in good shape at this point because we implemented a quick ramp up for remote learning. He is confident these hours will count toward meeting the requirement.

Mr. Izbicki commented that there was an inquiry about the state considering changing the requirement for instructional days so all schools can end on the same day.

Mr. Bourque commented we may not see all the results on Friday. He asked Board members for their input.

Mr. Meyers was concerned that a survey was sent out after one week of remote learning and how people would feel after six weeks of remote learning. He noted people will be tired.

Mrs. Harrison commented many venues are close and many parents are still working and need something for their children to do during the day. She was in favor of the hybrid option for the vacation week.

Mrs. Hershberger wanted to know the date of the last day of school.

Dr. Jette indicated with the existing snow days, the last day of school is June 23.

Mrs. Hershberger was in support of the hybrid option and taking two of the vacation days for long weekends.

Dr. Jette explained if we teach for 3 days and have Monday and Friday off for long weekends it would restore the previous snow days and move us back to the original last day of school, which is June 18.

Mr. Bourque commented we may have answers on Friday that alter that timeline, but we have to be realistic and look at this as status quo.

Mrs. MacDonald was in support of the hybrid option.

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Mr. Meyers indicated he would be in favor of the hybrid option, but is concerned that it will be a shock to everyone. He commented if school is closed until the end of the year it will be difficult to sustain the learning environment the way it is going.

Mrs. MacDonald asked if we asked the teachers what they would prefer.

Dr. Jette indicated the teachers were asked and 75% were in favor of cancelling April vacation. He commented they understand how hard it is to teach in 90 degree weather and would prefer to work through the cold, rainy days of spring.

Mr. Meyers commented if we knew we would be returning at the beginning of May he would lean toward cancelling the break, but if we are out until the last day of the year, he is concerned everyone will need a break.

Mrs. Harrison suggested if it is decided we will be out for the rest of the year perhaps we can implement another short week.

Dr. Jette commented the Board does not meet again until April 15, which is the week prior to the vacation. He indicated if the Board is in favor of the hybrid option, the Board needs to make a motion to recapture 3 days out of the April vacation week, which will allow us to look at how we will implement this option.

Mr. Meyers made a motion to authorize the Administrative Team to recapture 3 days out of the April vacation week. Mrs. Harrison seconded.

Mrs. Hershgerger asked for clarification on the intent of the motion. She asked if we are taking three days out of the week and keeping two days as work days.

Dr. Jette clarified that the intent is to take three days out of the break to offset existing snow days and use the two remaining days to implement long weekends, but not necessarily during that week. He explained it provides flexibility to figure out the best long weekend approach. He indicated that there may be a need for some relief for a break somewhere down the road that we do not anticipate yet. He commented while we are waiting for the Commissioner of Education to make a decision we can determine the “sweet spot” for a solution.

Mrs. Harrison asked if there has been any discussion on grading for the remainder of the year.

Dr. Jette commented many districts have moved to a pass/fail method for grades, but there are many variables and it was discussed. He indicated we have to determine how to report gpa’s, transcripts, etc. going forward.

Mr. Izbicki commented the state is waiting for guidance from the NCAA as there is an eligibility issue with a pass/fail grade interpretation.

VI. MANIFEST

Dr. Jette indicated that the manifest will be available at CHS for School Board members to review and sign.

VII. PUBLIC INPUT

A. Community Forum

There was no further public input.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 8:54 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the

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reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

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

Upon a motion made by Mrs. MacDonald, the Board returned to public session at 10:11 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mrs. Macdonald made a motion to adjourn the meeting at 10:11 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

Curriculum, Instruction and Assessment Update

April 15, 2020

Curriculum and Instruction:

- Remote Learning Support
 - Weekly open check in meetings on Wednesdays. Two sessions running to accommodate as many staff members as possible.
 - Starting next week, Mike J. will join me in these meetings.
 - Providing email, meet and phone support to staff in all areas.
 - Weekly directors and admin meetings to ensure the messages are common and clear.
 - Providing weekly Friday video updates to staff for encouragement and any updates.

Professional Learning

- NEASC weekly webinars
 - These are covering a variety of the most pressing issues around remote learning.
 - The webinars and highlights have been made available to all staff through google and the PD google classroom.
- Professional Learning Google Classroom
 - This was started last year, but has been revived to act as a clearinghouse of resources for staff.
 - I've been scheduling information to come out to staff roughly once a week so that it doesn't become overwhelming.
- SEL resources
 - Elin Pelland has spearheaded the creation of SEL and mental health resources for families and students as well as staff.

Assessment and Grading

- Grading and Reporting
 - We are actively discussing what this looks like at the different levels in this remote setting.
 - We are monitoring and communicating with districts across the state to see what the trends are at each level.
 - We are discussing this weekly to ensure we are making the right decisions for the Litchfield School District.

*Respectfully Submitted by Mary Widman
Director of Curriculum, Instruction and Assessment*



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570 & Fax: (603) 578-1267

Equal Opportunity Employer

Michael Jette, Ph.D.

- *Superintendent of Schools*

Cory Izbicki

- *Business Services*

Mary Widman

- *Curriculum, Instruction & Assessment*

Hollie Falzone

- *Human Resources*

April 15, 2020

**To: The Members of the Litchfield School Board
Superintendent Mike Jette**

From: Cory Izbicki, Business Administrator

Subject: Monthly Financial Report and Updates

The purpose of this monthly report is to update the School Board regarding day to day and ongoing operations that would be of particular note.

FY20 Financials YTD:

- General Fund Financial Statements have been provided for review as of April 10, 2020. These do not include the manifest that will be approved at the April 15 School Board Meeting
 - The Year to date financial statements are presented in a modified accrual basis. Some assumptions have been made in the following areas:
 - The payroll encumbrance report was reviewed for the total outstanding employment contracts effective through 6/30/2020. Assumption is that these amounts will be paid out by year end. The total amount is noted in the expenditures and as an offsetting liability.
 - The remaining purchase orders that are open, many are blanket in nature and will need to be adjusted or closed depending on the Governor's decision which is tentatively coming on April 17. If the buildings are to remain closed, assumption is that 35% of those expenditures will be made. When purchase order management is performed, we will have a clearer picture. This amount is noted in the expenditures and included in the liability.
 - Recorded on the financial statements the intergovernmental receivable still due from the Town, this is noted in the revenues.
 - In the fund balance section the approved warrant articles are accounted for as these amounts will be transferred to the Trustees of Trust Funds on July 1.
 - A tax rate calculation form has been provided to present the amount of fund balance necessary to return to tax payers in order to stabilize the tax rate. This amount is noted as \$789,500, the impact on homes assessed per \$1000 is also included on this sheet.
 - Based on these projections, the unassigned fund balance would be estimated at just under \$520k.
 - The FY20 budget will be reviewed for one time purchases and / or projects that were approved but not addressed year to date. This would include furniture replacement and buildings and grounds projects, if the money was approved and is not an ongoing initiative into the 2021 budget, those funds should be expended in this year or encumbered.
 - While the buildings are closed, there is an opportunity to receive quotes for projects budgeted in FY21. Some vendors and contractors are open to the idea of deferred invoicing where there is the potential to get after these items and be billed after July 1.

General Fund Balance Sheet - April 15, 2020 (Cash Basis)					
Assets:					
Cash					4,779,465
Receivables:					
Accounts					-
Intergovernmental					3,290,766
Interfund receivables					-
Prepaid Item					-
Total Assets					8,070,231
Liabilities:					
Accounts Payable					92,764
Open Purchase Orders and Contracts					5,898,223
Accrued Salaries and Benefits					233,295
Deferred Revenue					16,626
Interfund payable					301,025
Total Liabilities					6,541,932
Fund Balances:					
Restricted - For Prepaid Item					-
Committed Fund Balance					-
Warrant Article 3 - Class Size Reduction ETF			99,000		
Warrant Article 4 - Special Education CRF			50,000		
Warrant Article 5 - Capital Improvement ETF			70,000		
Total Committed Fund Balance					219,000
Assigned Fund Balance - Encumbrances					-
Amount to return to stabilize tax rate					789,500
Unassigned Fund Balance					519,799
Total Fund Balance					1,528,299
Total Liabilities and Fund Balance					8,070,231
Revenues, Expenditures and Change in Fund Balance - April 15, 2020					
Revenues:					
School District Assessment					14,034,770
Other Local					49,401
State					7,715,941
Federal					15,010
Transfer from other funds					
Total Revenues					21,815,122
Expenditures:					
Current:					
Instruction					8,260,471
Support Services:					
Student					1,165,009
Instructional staff					470,581
General Admin					115,691
Executive Admin					428,087
School Admin					991,859
Business					276,734
Operations and Maintenance					1,536,638
Student Transportation					814,759
Other					638,662
Open Employee contracts through 6/30/2020					5,633,114
Open Non Payroll related PO's (Total open @ 35%)					265,109
Facilities acquisition and construction					36,252
Noninstructional services					-
Transfer to other funds					100,000
Total Expenditures					20,732,966
Excess of Revenues					1,082,156
Fund Balance, beginning (7/1/2019)					446,143
Fund Balance, ending (3/23/2020)					1,528,299

Category	PRIOR YEAR ENC	Appropriations	Purchase Orders / Obligations	YTD	Purchase Orders plus YTD Expenditures	Available
INSTRUCTION Total	-	12,907,601.20	4,207,237.10	8,260,471.28	12,467,708.38	439,892.82
STUDENT SUPPORT Total	-	1,847,466.48	600,190.00	1,165,009.24	1,765,199.24	82,267.24
INSTRUCTIONAL STAFF Total	-	755,127.12	163,780.30	470,580.64	634,360.94	120,766.18
GENERAL ADMIN Total	-	122,482.00	11,417.50	115,690.60	127,108.10	(4,626.10)
EXECUTIVE ADMIN Total	-	556,811.91	125,953.71	428,086.69	554,040.40	2,771.51
SCHOOL ADMIN Total	-	1,297,493.98	301,013.52	991,858.91	1,292,872.43	4,621.55
BUSINESS Total	-	326,162.20	67,499.79	274,809.24	342,309.03	(16,146.83)
BUILDINGS & GROUNDS Total	180,215.00	2,061,289.06	462,027.95	1,536,638.06	1,998,666.01	242,838.05
TRANSPORTATION Total	-	1,104,313.35	325,122.81	814,759.18	1,139,881.99	(35,568.64)
OTHER Total	14,432.00	926,959.01	126,325.05	638,661.91	764,986.96	176,404.05
FACILITIES ACQUISITION Total	-	36,252.00	-	36,252.00	36,252.00	-
TRANSFERS Total	-	100,000.00	-	100,000.00	100,000.00	-
Grand Total	194,647.00	22,041,958.31	6,390,567.73	14,832,817.75	21,223,385.48	1,013,219.83

Payroll Encumb 5,633,114.09

Non Payroll 757,453.64

Revenue Estimates				
Appropriations:		FY21 Default	FY21 Approved Budget	FY20 Actual Tax Rate
Fund				
10	General Fund	22,598,440	22,670,762	22,170,325
21	Food Service	598,919	615,089	617,757
22	Special Revenue	575,000	575,000	575,000
Total Appropriation		23,772,359	23,860,851	23,363,082
Revenues:				
Local:				
	Tuition	27,500	27,500	36,870
	Transportation	4,500	4,500	-
	Earnings on investments	500	500	6,890
	Food Service Sales	483,419	499,589	502,257
	Other Local Sources	45,000	45,000	27,519
Total Local Sources		560,919	577,089	573,536
State:				
	Catastrophic Aid	75,000	75,000	
	Vocational Aid	3,000	3,000	8,611
	Child Nutrition	5,500	5,500	5,500
	Other State Aid	-	-	90,521
Total State Sources		83,500	83,500	104,632
Federal:				
	Federal Grants (Title)	110,000	110,000	110,000
	Child Nutrition	110,000	110,000	110,000
	Disabilities (IDEA)	465,000	465,000	465,000
	Medicaid Distribution	1	1	139,805
Total Federal Sources		685,001	685,001	824,805
Other Financing Sources:				
	Transfer from Capital Reserve	-	-	-
	Impact Fees	-	-	-
Subtotal of Revenue		1,329,420	1,345,590	1,502,974
Fund Balance To Reduce Taxes Voted from Fund Balance		200,000	789,500	149,498
		1,529,420	2,135,090	1,652,471
Less Special Revenue Offset:		(1,173,919)	(1,190,089)	(1,192,757)
		355,501	945,001	459,714
GF Appropriation		22,598,440	22,670,762	22,170,325
Less: Revenue Offset from Other Sources		(355,501)	(945,001)	(459,714)
		22,242,939	21,725,761	21,710,611
2020 Tax Rate Estimates (Based on 2019 Assessed Valuation - \$922,231,417)				
General Fund Appropriation:		22,242,939	21,725,761	21,710,611
Less:				
	Kindergarten (State Adequacy)		-	-
	Additional State Funding (ongoing)			
	Education Grant	(5,405,270)	(5,405,270)	(5,551,370)
	Education Tax	(2,167,003)	(2,167,003)	(2,005,996)
Local Apportionment		14,670,666	14,153,488	14,153,245
		\$ 15.91	\$ 15.35	\$ 15.35
		\$ 0.56	\$ 0.00	
Tax Impact Estimates:				
Assessed Value:			BC	(Estimate)
	200k		\$ 3,069.40	\$ 3,069.35 \$ 0.05
	250k		\$ 3,836.75	\$ 3,836.68 \$ 0.07
	300k		\$ 4,604.10	\$ 4,604.02 \$ 0.08
	350k		\$ 5,371.45	\$ 5,371.36 \$ 0.09
	400k		\$ 6,138.80	\$ 6,138.70 \$ 0.11
	450k		\$ 6,906.15	\$ 6,906.03 \$ 0.12

LITCHFIELD SCHOOL DISTRICT

Marc 27, 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	43	78	92	98	77	91	479												479
Litchfield Middle								95	94	95	115	399							399
Campbell High													118	100	110	107	435		435
TOTAL																			1313
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
							0					0					0		0
							0					0					0		0
							0					0					0		0

Mar. minus Sept.	2	2	2	0	1	-1	6	0	0	1	2	3	-2	-3	3	-2	-4	5
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Kindergarten Registrations

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

1st Grade Registrations

1/31/20	77
2/21/2020	78
3/27/2020	78



Litchfield School District

Remote Learning Plan

Spring 2020

Background: Due to the Covid-19 pandemic, Governor Sununu closed public schools starting on Monday, March 16, 2020. He directed districts to move to remote learning models for at least 3 weeks, although this has now been extended much longer and quite possibly will last for the remainder of the school year. On March 27, a message collaboratively developed by School Boards (NHSBA), District Administrators (NHSAA), Professional Educators (NEA-NH), Principals (NHASP), Career Centers (NHCTA) and Special Educators (NHASEA) was widely distributed in NH. The purpose of this joint communication was to provide unified and consistent recommendations to all school board members, superintendents/central office administrators, teachers, school principals, school special education staff, support staff, other district staff and most importantly, to public school students and their parents.

In response to the collective letter, the NHDOE issued [remote learning guidance](#) to school districts on Friday, April 3, 2020. Basically, this guidance requires us to meet our 180 day instructional model and to maintain required instructional hours for students.

As we strive to best serve the needs of Litchfield students and parents during these uncertain times, we are guided by the shared values and broad, general recommendations in the collective letter. These recommendations relied on the work of other states. Specifically, those states that have laws in place for pandemic planning for schools.

The Litchfield Administrative Team carefully considered these recommendations to finalize our local plan for remote learning.

Litchfield Plan for Long-Term Remote Learning based on the General Recommendations:

1. Continuous learning opportunities means that teachers are providing students with content, materials, and resources that allow students to engage in academic work while at home. Litchfield has deployed district owned 1:1 technology to all students in grades 5-12, and has ensured that all students PK - 4 have access to a device. Therefore, instructional models will blend virtual platforms with traditional instruction including direct instruction. Teachers will use the tools provided by G-Suite for Education as the basis of all remote learning including recorded lessons. Specifically, teachers will strive to provide a daily balance between synchronous and asynchronous instruction and learning.



Litchfield School District

Remote Learning Plan

Spring 2020

2. Litchfield School District will provide continuous learning opportunities for students through remote learning 5 days per week. However, we are also looking to provide students with an opportunity to make up work and also provide our faculty with an opportunity to collaborate as professionals.

In response to parent and student feedback respecting the new demands on families and the related worry and anxiety that comes with remote learning, every Wednesday will be an Independent Learning Day (keeping in line with our three school mascots - Tigers, Raiders and Cougars - it will be called Wednesday ILD or WILD). This will allow teachers to collaborate each Wednesday on outreach, planning, preparation or attend to other needs as they arise in a remote instruction and learning environment.

Information and expectations on WILD can be found [HERE](#).

3. Students will have weekly assignments, projects, and check-ins with teachers. The guidelines for maximum student commitment each day are as follows:

- Pre-K: 30 - 45 minutes plus time for play-based learning
- Kindergarten: 30 - 45 minutes plus time for play-based learning and up to 25 minutes for special 4 days a week
- Grade 1: 60 minutes of reading/math (integrating Sci/SS/writing) plus up to 25 minutes for special 4 days a week
- Grades 2-4: 90 minutes of reading/math (integrating Sci/SS/writing) plus up to 25 minutes for special 5 days a week
- Grades 5 - 12: 30 minutes per class for a maximum of 180 minutes per day.

These guidelines are meant for any delivery model - packets, online, hybrid, etc.

Whenever an individual student or parent expresses feeling overwhelmed by the workload, the teacher in consultation with the guidance counselor or team will strategize on how to make adjustments to meet the student's needs.

Regardless of the plan in place, the Litchfield School District will continue to meet service time requirements stipulated in IEPs unless waived by the NHDOE or USDOE.



Litchfield School District

Remote Learning Plan

Spring 2020

4. All employees of the Litchfield School District are mindful of the stressors on students, families, and educators related to both the shift to remote learning and the worldwide pandemic. Therefore, as we continue to implement “remote instruction” we will gather feedback from all stakeholders through frequent surveys of parents, students and staff. We are committed to providing resources, services and outreach to parents, teachers, and administrators who may be overwhelmed by new responsibilities and routines as they diligently work to maintain student learning during this crisis. Therefore:

- School Counselors and support staff will continue to provide services
- School Nurses will continue to be available to students and families and to serve as confidential collectors of COVID-19 transmission in Litchfield

We believe that taking time away to reflect, to be a child and to be together with family is critically important during a global pandemic. We support balancing academic growth with time away from learning and wellness breaks.

5. All employees of the Litchfield School District will continue to be attentive to the social-emotional needs of our school community as we implement remote learning. In our efforts to meet the social-emotional needs of our students without having direct contact with them, other considerations may include:

- Focus on essential learning through defined competencies -- “Less is More”
- Be flexible, patient and ready to adapt when needs arise
- Emphasize relationships in this new learning environment
- View students as partners in learning; Encourage students to partner with others
- Encourage use of materials, resources and platforms that are familiar
- Extend grace to all in these unique and trying times

Transportation						
	Daily Rate	Days	# of Buses	@ Reg Rate	@ 55% (per Art 11 of Contract)	Est. Savings
Reg Ed	330.30	66.00	9.00	196,198.20	107,909.01	88,289.19
Special Ed	330.30	66.00	2.00	43,599.60	23,979.78	19,619.82
Late Bus	62.49	66.00	2.00	8,248.68	4,536.77	3,711.91
				248,046.48	136,425.56	111,620.92
			GMS	LMS	CHS	Est. Savings
		CoCurricular	5,175.26	1,575.57	9,388.52	16,139.35
		Athletic	0.00	2,949.10	9,196.43	12,145.53
		Vocational	0.00	0.00	21,311.76	21,311.76
			5,175.26	4,524.67	39,896.71	49,596.64
						Potential Transportation Savings 161,217.56

Spring Coaching (1/3 Payment to coaching positions that prep has started)						
	School	Sport	Salary	Fica	NHRS	Est. Savings
	LMS	Baseball	1,568.18	119.97	279.14	1,967.28
	LMS	Softball	1,568.18	119.97	0.00	1,688.15
	LMS	Track & Field	1,568.18	119.97	0.00	1,688.15
	CHS	Varsity Softball	2,101.36	160.75	0.00	2,262.12
	CHS	JV Softball	1,470.96	112.53	0.00	1,583.49
	CHS	Varsity Baseball	2,101.36	160.75	0.00	2,262.12
	CHS	JV Baseball	1,470.96	112.53	0.00	1,583.49
	CHS	Varsity Track	2,101.36	160.75	0.00	2,262.12
	CHS	JV Track	1,470.96	112.53	0.00	1,583.49
	CHS	Boys Lacrosse	2,101.36	160.75	374.04	2,636.16
	CHS	Girls Lacrosse	2,101.36	160.75	0.00	2,262.12
	CHS	Boys JV Lacrosse	2,195.46	167.95	0.00	2,363.41
	CHS	Girls JV Lacrosse	1,470.96	112.53	0.00	1,583.49
			Potential Coaching Savings 23,290.64	1,781.73	653.18	25,725.55

Utilities (Water, Electricity, Heating (Propane, Oil)) Budget less YTD Exp						
Object Code	Utility	GMS	LMS	CHS	Total	
622	Electricity	10,249.69	43,954.19	67,838.99	122,042.87	
623	Propane	1,141.59	523.55	42,707.73	44,372.87	
624	Oil	18,894.60	14,775.60	0.00	33,670.20	
411	Water	2,256.48	3,424.90	2,857.71	8,539.09	
	Budget Remaining	32,542.36	62,678.24	113,404.43	208,625.03	
					Estimate that Buildings are Operating at 25% Capacity* 156,468.77	
					* Actual Savings could be more if we're closed through year end. 25% I believe to be a conservative estimate, will get clearer as actual utility bills and needs for heating fuels and water are determined.	

Summary of Projected Savings (Transportation, Coaching, Utilities)	
Potential Transportation Savings	161,217.56
Potential Coaching Savings	25,725.55
Potential Utility Savings	156,468.77
Total Potential Savings*	343,411.88
	* Other areas may provide additional savings, such as supplies. I have placed a hold on all non essential purchasing without prior authorization.

Spring Coaching

	School	Sport	Salary	Fica	NHRS	100%		2/3
No work completed	LMS	Baseball	1,568.18	119.97	279.14	1,967.28	*	1,967.28
No work completed	LMS	Softball	1,568.18	119.97	0.00	1,688.15	*	1,688.15
No work completed	LMS	Track & Field	1,568.18	119.97	0.00	1,688.15	*	1,688.15
Season Prep Started	CHS	Varsity Softball	3,136.36	239.93	0.00	3,376.29		2,262.12
Season Prep Started	CHS	JV Softball	2,195.46	167.95	0.00	2,363.41		1,583.49
Season Prep Started	CHS	Varsity Baseball	3,136.36	239.93	0.00	3,376.29		2,262.12
Season Prep Started	CHS	JV Baseball	2,195.46	167.95	0.00	2,363.41		1,583.49
Season Prep Started	CHS	Varsity Track	3,136.36	239.93	0.00	3,376.29		2,262.12
Season Prep Started	CHS	JV Track	2,195.46	167.95	0.00	2,363.41		1,583.49
Season Prep Started	CHS	Boys Lacrosse	3,136.36	239.93	558.27	3,934.56		2,636.16
Season Prep Started	CHS	Girls Lacrosse	3,136.36	239.93	0.00	3,376.29		2,262.12
No work completed	CHS	Boys JV Lacrosse	2,195.46	167.95	0.00	2,363.41	*	2,363.41
Season Prep Started	CHS	Girls JV Lacrosse	2,195.46	167.95	0.00	2,363.41		1,583.49
Potential Coaching Savings			31,363.64	2,399.32	837.41	34,600.37		25,725.55

* Position is either unfilled or season preparation has not started.